

Work Experience Team Health & Safety Policy Statement

General Statement of Policy

The Work Experience Team adheres to and implements the Health and Safety Policy of Royal Borough of Greenwich. I, as Business Engagement Manager, recognise and accept my responsibility for securing the health, safety and welfare of my staff, visitors and anyone else who may be affected by the Work Experience Team's activities. All staff with responsibilities for health and safety have received adequate training to match their skills and competence to enable them to carry out their duties effectively. Staff are supervised in accordance with the severity of risk and their personal competence.

Laid out below are the details of how we achieve this and who has specific responsibilities for Health and Safety.

Responsibilities

1. The Business Engagement Manager is responsible for the H&S policy being carried out on the premises.
2. The designated person in charge in my absence will act on my behalf when I am away.
3. All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
4. Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must straightaway tell the Business Engagement Manager and complete the Hazard Report Form located in the Health & Safety File held in the Work Experience cabinet. They should also tell a safety representative if there is one. Consultation between management and employees is provided by regular team meetings.
5. Other responsibilities:
 - Safety training is provided by Reed Learning on behalf of Royal Borough of Greenwich
 - Investigating Incidents: Business Engagement Manager
 - Monitoring and maintenance of equipment: Individual responsibility

General Arrangements

Incidents/Accidents

First Aid boxes are situated in the kitchen area. Any incident or accident must be reported using the online Accident Report Form on the Intranet. A copy of this must be sent to the DRES Health and Safety Lead Officer if it is a reportable incident by RIDDOR.

Karen Harris, Work Experience Programme Manager is a qualified First Aider for our team and Carmen Furlonge-Campbell (ACL) are also available within the Skills Team on the 5th Floor of the Woolwich Centre.

All first aiders share responsibility for the upkeep and stock of the first aid boxes and defibrillators.

The Business Engagement Manager is responsible for reporting incidents.

For peripatetic staff, facilities at the place of work will be used and they will be made aware of how to contact the emergency services, if required. Please see Risk Assessment for Peripatetic Working and Lone Working.

Risk Assessments

Risk assessments will be undertaken by the Work Experience Programme Manager and will be reviewed annually or sooner if there has been a change in task, staff, office location or building works.

Training for Risk Assessment is provided by Reed Learning on behalf of Royal Borough of Greenwich. RBG Health, Safety and Wellbeing Management Service also provide advice and guidance where necessary.

Risk assessments are available to all staff in the Health & Safety file kept in the Health & Safety File held in the Work Experience locked cabinet and can be accessed in the Wex Team's electronic shared area. These are provided to the Health & Safety Lead Officer for DRES as required.

General Fire Safety

The following staff are responsible for ensuring the suitability/good condition of:

Escape routes (5 th Floor):	Umar Nasim (EET) or other appointed Fire Warden
Fire Extinguishers:	Chubb (Annually in September)
Maintenance:	Building Management Tel: 020-8921 6085
Fire Alarm System:	Facilities Management Team Tel: 020-8921 6200

Fire Risk Assessments are completed and Fire Drills are carried out on a minimum 6 monthly basis by the Building Management Team.

Weekly alarm tests are carried on Tuesday mornings at 11am.

Bomb Threat

Contact Building Management on 020-8921 6085

Advice and Consultancy

Local Inspector's office & telephone number:

Nick Blake
Occupational Health & Safety Manager, Health, Safety and Wellbeing Service
Royal Borough of Greenwich
The Woolwich Centre
35 Wellington Street
Woolwich
London SE18 6HQ

Tel: 020-8921 5502

Email: Nick.Blake@royalgreenwich.gov.uk

Or

Mark Fulton – DRES Lead Health & Safety Officer
Royal Borough of Greenwich
The Woolwich Centre
35 Wellington Street
Woolwich
London SE18 6HQ

Tel: 020-8921 6649

Email: mark.fulton@royalgreenwich.gov.uk

Fire Safety Training

Fire Precautions and Fire Safety Awareness training is provided by Reed Learning on behalf of Royal Borough of Greenwich.

Visitors

Ground floor reception should be notified of any expected visitors by adding them to your room booking via the intranet booking system or Email:

BSCcorprec@royalgreenwich.gov.uk All visitors are required to sign in at reception and the host is responsible for making the visitor(s) aware of the health & safety guidelines, including Fire Safety in practice in these offices.

Hazards

Housekeeping & Premises

Cleanliness: The Facilities Management Team arranges for the cleaning of the building i.e. windows and external surfaces. The office premises are cleaned on a daily basis by Greenwich Service Plus cleaning contractors. All members of staff will use disposable hand towels when appropriate.

Waste Disposal: Internal bins are emptied daily and refuse is collected several times a week. Initial change the sanitary bins on a weekly basis. All recyclable waste is disposed of in the appropriate bins for collection.

Security: The building hosts 24-hour security staff 7 days a week, they can be contacted on Tel: 020-8921 6200. Outside of normal working hours (19:00 – 07:00) an intercom system can be used to alert security to the presence of a visitor at the front door. CCTV covers certain internal and external common areas and an intruder alarm is also installed which is activated when any external door is opened. It is important that all staff carry their Royal Borough of Greenwich photo ID card at all times as periodic checks may be made.

Lifts: There are 5 lifts available, one with limited access, two of which being a DDA compliant fire fighting lift. Emergency intercoms, communicating with the lift company are provided in all lifts.

Safe stacking and storage: Deliveries of stationary and supplies are stored away upon receipt in the appropriate place. Heavy items are stored at waist height to avoid bending or lifting which may cause injury. All members of staff receive training in Manual Handling, provided by Reed Learning on behalf of Royal Borough of Greenwich or competent staff who have received an equivalent level of training.

Marking and keeping clear gangways; exits etc: All corridors and doorways are kept clear at all times to ensure safe access and egress.

Electrical Equipment

Risk Assessments are completed by the Building Health & Safety Co-ordinator(s)/Building Manager(s) and there is a routine for inspecting plugs and cables for loose connections and faults:

Any rules for use of extension leads and portable equipment: All equipment must be PAT tested by E.I.A.T (UK) Ltd prior to use.

Arrangements with electrical contractors for periodic checks of the installation and equipment: E.I.A.T (UK) Ltd periodically check all Portable Appliances.

Smoking

The Woolwich Centre has been designated as a *NO SMOKING* building. In addition, there is no smoking permitted at any of the entrances to The Woolwich Centre.

Lone Working

There may be occasions when members of staff work in isolation from colleagues e.g. early morning or late evening. Where possible, visitors should be encouraged to come when the office is occupied by more than one member of staff. If this is not possible, make someone else aware of who you are meeting and at what time. It is also advisable to call someone after your visitor arrives saying who you are with and that you will call again once they have left. This acts as both an information call and a deterrent. Hourly phone calls to lone workers can be arranged to lone workers out of office hours through Facilities Management Team on 020-921 6200.

Peripatetic Workers

A Peripatetic Worker is someone who works away from their normal work base either for part or all of their work. The nature of peripatetic work may also include staff working alone. This is particularly applicable for Health and Safety Vetting staff. To ensure staff safety a log must be kept of the whereabouts of staff when they are away from the office. This is located on the M: in DOCS – WEX – Wex Forms – Staff Whereabouts Sheet. It will also be recorded in Work Experience Officer's Calendar if not a regular staff member from the office. All visits to employers' premises must be recorded in your Calendar or in the Visit Log Sheets folder in the locked cabinet for non-office based staff. If the Visitor is not returning to the office following the visit they must call a member of staff to confirm their safety. This must be recorded in the Calendar or on the Visit Log Sheet. If the visit is completed outside of normal working hours a message should be left on the Work Experience Officer or other designated person's mobile telephone once complete to verify safety.

If a member of staff has concerns about visiting an employer these should be raised prior to the visit with the Work Experience Officer and the visit should not be made alone.

Signed:
PRINT NAME: Kingsley Otubushin
TITLE: Business Engagement Manager

Dated: 28-08-2019