



Bookmark

Health and Safety Policy

Health and Safety Policy

Introduction

Bookmark is committed to protecting the health, safety and well-being of all who are associated with the charity, and accepts its responsibility to:

- provide and maintain a safe and healthy place of work;
- provide adequate information, instruction, training and supervision;
- provide and maintain plant and equipment and safe systems of work;
- ensure safe access to and from places of work; and
- work to prevent accidents and work-related ill-health.

Health, safety and well-being is integral to Bookmark's culture, values and performance standards.

Throughout this policy "staff" includes trustees, employees and volunteers.

Responsibilities for health and safety

Board of Trustees

The Board of Trustees has overall responsibility for Bookmark's policy on health and safety and for monitoring its effectiveness throughout Bookmark, in particular:

- setting the strategy for effective health and safety management;
- ensuring, so far as reasonably practicable, the Charity devotes adequate resources to this area;
- introducing management systems and practises that ensure risks are dealt with sensibly, responsibly and proportionately;
- implementing appropriate monitoring and reporting; and
- carrying out formal reviews of health and safety performance.

The management team

The Senior Leadership Team and all managers have day to day responsibility for managing health and safety and ensuring this policy is adhered to. The management team is committed to achieving the highest standards of health and safety and to providing safe and healthy working conditions and adequate welfare facilities throughout the organisation.



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The management team is responsible for ensuring that:

- the highest standards of health and safety, and compliance with this policy, is promoted to all staff;
- a suitably trained and competent Health and Safety Officer is appointed to assist them in carrying out their health and safety duties;
- before entrusting tasks to employees and volunteers, managers take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity;
- the workplace satisfies health, safety and welfare requirements, for example for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- procedures are implemented to deal with any emergencies;
- safety performance is monitored, and action taken to remedy any identified deficiencies; and
- an annual review of this policy is carried out.

Health and Safety Officer

The Health and Safety Officer is responsible for ensuring that:

- staff members understand and comply with their responsibilities for health and safety;
- staff members receive appropriate training and instruction and that records are kept;
- assessments of all areas of work activities are carried out regularly, in order to identify hazards, and appropriate action is taken to prevent instances of injury, disease and dangerous occurrences arising;
- all fire protection equipment is checked and maintained at regular intervals, and records kept;
- safety and fire signs are prominently displayed;
- fire drills and evacuations practice are carried out at regular intervals;
- first aid facilities are appropriate and that there are designated first aiders;
- standards of housekeeping and safe access and exits are maintained;
- office and kitchen facilities are to a satisfactory standard of hygiene and safety is maintained;
- the requirements for recording and reporting accidents are complied with and appropriate measures are taken to prevent recurrences; and
- the Health and Safety Officer is informed of all notifiable accidents.



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The Health and Safety Officer is responsible for the maintenance of:

- the Accident Book;
- insurance certificates files;
- employee training records;
- Fire Officer visits and reports; and
- records of fire protection equipment maintenance and defects.

Employees

Employees must:

- cooperate fully with Bookmark, and others, to ensure compliance with this policy;
- take reasonable care for their own health and safety, and that of others who may be affected by what they do or do not do;
- comply with safety instructions procedures and any statutory requirements or regulations;
- not misuse or interfere with anything that may compromise the interests of health, safety, and welfare on the premises;
- ensure that workspaces are kept tidy and clear of any obstructions;
- report any accidents, conditions or incidents that have led to, or might lead to, injury or damage;
- report any unsafe practices or methods of work;
- report any unsafe fittings, fixtures, displays or equipment; and
- co-operate in the investigation of accidents and dangerous occurrences, and in measures to prevent recurrences.

Disciplinary action may be taken against an employee who disregards these requirements.

Volunteers

Bookmark asks that volunteers:

- cooperate fully with Bookmark, and others, to ensure compliance with this policy;
- take reasonable care for their own health and safety, and that of others who may be affected by what they do or do not do;
- not misuse or interfere with anything that may compromise the interests of health, safety, and welfare on the premises;



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- adhere to the health and safety instruction received in their programme training and induction to schools; and
- report any health and safety concerns or incidents relating to their volunteering, to their Community Manager.

Visitors

Where possible visitors should be scheduled at least 24 hours in advance so that we can notify Charles House reception. If you are unable to do this, please email our Office Administrator as soon as possible with details of the visitor.

On arrival, all visitors must:

- report to Charles House reception, who will confirm your arrival with the Bookmark team; and
- meet with a Bookmark employee who is responsible for taking visitor to the meeting room and supporting them with any general enquiries

In the event of an emergency, our fire wardens take responsibility for all employees and visitors and will assist in the safe evacuation from the building. We respectfully ask that you comply with their directions.

Premises

Bookmark premises

Bookmark will endeavour to maintain all its premises (including the means of access and egress) in a safe condition with adequate amenities for normal working by all reasonably practicable measures and any Regulations or Orders made under the terms of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 (**the Acts**) will be observed.

Other premises

Where activities are frequently carried out in premises other than Bookmark premises, such as schools, community centres and libraries, Bookmark will require the provision of the Health and Safety information relating to the premises, or carry out its own risk assessment in relation to the premises.

Home Working

Colleagues working at home on a regular basis have the same health and safety duties as other team members. They must take reasonable care of their own health and safety and that of anyone else who might be affected by their actions and omissions. Bookmark may need to check home working areas for health and safety purposes, depending on whether work is undertaken at or from home and the nature of the work undertaken. Colleagues working at home must not have face-to-face meetings within their home and must not give out their home address.



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You should liaise with your line manager to make sure that your workstation is appropriate and that you are working in a safe manner. However, you must also take responsibility for your own health and safety and that of anyone else in the home who is affected by your work.

You must notify your line manager if you feel any discomfort due to working from home (such as back pain), or if you feel that there are any work-related health and safety hazards. Your line manager will escalate the matter to Sacha Hamed to look into what action can be taken.

There are steps you can take to make sure you achieve a comfortable posture while working from home on display screen equipment (DSE). Please watch the video from the Health and Safety Executive (HSE) on workstation set-up at www.hse.gov.uk/toolbox/workers/home.htm.

Please also observe these guidelines when working with DSE:

- Break up long spells of DSE work with rest breaks (at least ten minutes every hour) or changes in activity.
- Avoid awkward, static postures by regularly changing position.
- Get up and move around or do stretching exercises.
- Avoid eye fatigue by changing focus or blinking from time to time.

Employees should follow the usual reporting procedures for any work-related accidents that occur in their home. Employees should check with their home and contents insurance providers that they have adequate cover for the fact that they work from home/that any of their own equipment is covered for work use.

Whilst working remotely or from home, employees may wish to use their own personal devices for work purposes (for example laptops, computers, mobile telephones or tablets). All employees are required to follow our “bring your own device” policy, which covers those who work exclusively on personal devices as well as those who occasionally receive work-related emails on their mobile telephones or other electronic devices.

Please take a look at our [Bring Your Own Device Policy](#) for more information.

Alcohol, drugs and smoking

Smoking is not permitted in any indoor premises where Bookmark activities occur.

The use of drugs (except under medical supervision) on the premises is prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no member of staff may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

Those employees found in breach of these rules may be subject to disciplinary action and the volunteering placement may be terminated in the case of a volunteer.



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National health alerts

In the event of an epidemic or pandemic alert, Bookmark will organise its operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your Line Manager, Community Manager or the Health and Safety Officer.

It is important for the health and safety of all who are associated with the charity that you comply with instructions issued in these circumstances. Failure to do so by employees will be dealt with under its Disciplinary Procedure and may result in the termination of the volunteering placement in the case of a volunteer.

First aid

There are designated First Aiders available to support Bookmark. Details of the first aiders are available from the Health and Safety Officer.

First Aiders are also responsible for maintaining the first aid supplies and in the event of a member of staff feeling unwell they should be contacted.

It is Charity policy not to keep any form of drug or medication on the premises, including aspirin, paracetamol etc. and under no circumstances will such items be dispensed.

Accidents

Employees must report all accidents and dangerous occurrences, whether these involve themselves or others associated with the charity and whether these involve injury or not, to the Health and Safety Officer.

Volunteers must report all accidents and dangerous occurrences, whether these involve injury or not, to their Community Manager, who must then inform the Health and Safety Officer.

Every accident must be recorded in the Accident Book by the Health and Safety Officer, or the member of staff to whom the accident was reported, whether reportable or not. The Health and Safety Officer will investigate the accident or incident as soon as possible and record any subsequent actions.

The Accident Book must be retained and available for inspection for at least 3 years from the date of the last entry. The Health and Safety Officer must forward a copy of the Accident Report Form to Bookmark's Liability Insurers where required to do so.

Serious accidents and injuries should be reported to RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.



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Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. If you are an employee (or representative) or a member of the public wishing to report an incident about which you have concerns, please report to the Health and Safety Officer.

Fire prevention and protection

The action to take in the event of fire is displayed in the relevant workplace and every member of staff must ensure they are fully conversant with these instructions. Maintenance of fire prevention equipment is essential and no persons, other than approved individuals, should interfere with fire safety extinguishers.

Staff members should also know where the fire extinguishers are, ensure that they are aware of their nearest fire exit and alternative ways of leaving the building in an emergency.

Fire doors must remain in the closed position to ensure that any fire is contained and does not spread. Any defects noted with any fire door must be reported immediately to the Health and Safety Officer.

Fire marshals are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm staff members must follow their instructions.

Regular fire drills will be held to ensure that fire procedures are effective and to ensure staff members are familiar with them. These drills are important and must be taken seriously.

Failures or faults that become evident during or after any test must be immediately notified to the Health and Safety Officer.







Any faults reported in respect of the fire systems, fire prevention or fire protection equipment must be rectified as soon as practical by the nominated specialist contractor.

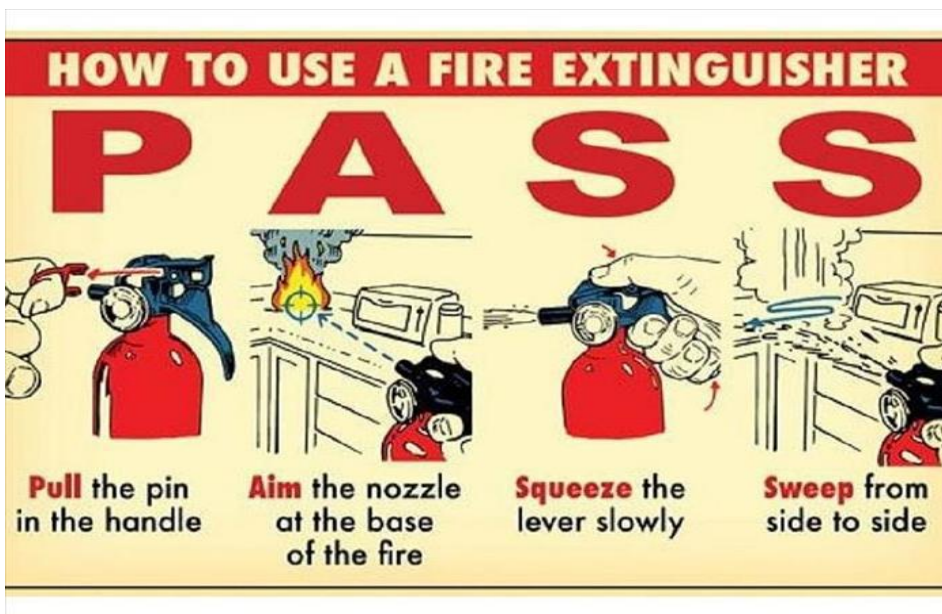
[How to use fire extinguishers](#)



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Classification	Fire Risk
 Class A	Solid Combustible Materials i.e. Paper, Wood, Textiles.
 Class B	Flammable Liquids i.e. Petrol, Diesel, Oil.
 Class C	Flammable Gases i.e. Natural Gas, Propane.
 Class D	Combustible Metals i.e. Sodium, Potassium, Lithium.
 Class F	Cooking Oils/Fats i.e. Deep Fat Fryers
 Class E*	Electrical Fires i.e. Short Circuiting Equipment



Never re-hang extinguisher after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Do not use a fire extinguisher if this puts you or anyone else at harm.



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Display screen equipment

Periodic risk assessments for those using display screen equipment (DSE) will be undertaken at each office site. All staff are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour. Bookmark will bear the cost of providing such equipment as is required to minimise the risk to health and safety and will provide DSE users with free eye tests on a regular basis (as deemed necessary by the eye specialist consulted).

Electricity at work

It is the policy of Bookmark to have all portable electrical appliances tested periodically to ensure they comply with current safety requirements.

Certificates are obtained for each office site and copies are filed with the Health and Safety Officer.

New equipment purchased must conform to the current standards and by following this, and the rigorous and regular testing procedure, the health and safety of the staff will be protected. It is the responsibility of any individual who identifies a dangerous set of circumstances (trailing leads, bared wires, etc.) to bring it to the attention of their Line Manager or the Health and Safety Officer.

Control of substances hazardous to health

In normal use within Bookmark's offices there are few substances which can be identified as hazardous to health. Those that could be considered to be in that category (e.g. toner, tippex, thinners etc.) are not held in sufficient quantities to constitute a risk unless they are misused.

Should cleaning or other materials be required, where a health risk might be present, the Health and Safety Officer should be consulted before such items are purchased.