

Health & Safety Policy Summary

Introduction

This is a summary of the MyCommunitySpace policy for Health & Safety. A copy of the full policy can be provided on request.

Communication of Health & Safety Information

Health & Safety information will be displayed in common use areas in all **MyCommunitySpace** office locations. A short Health & Safety briefing will form part of the induction process for new members of staff.

Managers & Supervisors

Managers and supervisors have specific duties concerning the health and safety of their staff. These include ensuring staff are properly trained, are aware of the principle hazards and risk control systems at their place of work, know what to do in an emergency and ensure that all accidents are reported.

Employees and Visitors

Employees and visitors to the premises are obliged to co-operate with MyCommunitySpace on health & safety matters by observing safety regulations, reporting hazards and accidents and by working in a manner that does not adversely affect their own health and safety, or the health and safety of others.

Office Environments

Any area where a person or persons are working will normally be deemed to be an office unless designated otherwise.

Legislation & Enforcement

The MyCommunitySpace Health & Safety policy has been created to comply with the Health & Safety at Work Act 1974, the Workplace (Health, Safety, & Welfare) Regulations 1992, First Aid at Work Regulations, Manual Handling Operations Regulations, Display Screen Equipment Regulations and Fire Precaution Regulations.

All H&S legislation is part of statute law and breaches of the laws and regulations are criminal offences under the umbrella of the H&S at Work Act 1974. For offices, the principle enforcement authority is the Health & Safety Executive.

Fire Precaution

All MyCommunitySpace buildings have a Fire Plan and fire alarm systems in place. It is the responsibility of occupants to ensure they are familiar with the contents of the Fire Plan, including the arrangements for testing and evacuation.

Electrical Safety

All equipment over 24 months old in use in any of the centres must have a current PAT TEST Certificate and be approved by MyCommunitySpace.

Smoking

To comply with the law there is a strict no smoking policy in all MyCommunitySpace buildings. No smoking signs will be displayed at the premises and tenants must ensure that people don't smoke in enclosed work premises or shared vehicles. For more information see <http://www.gov.uk/smoking-at-work-the-law>. Smokers must go outside to smoke at an appropriate distance from the building in the designated areas.

Lighting

Offices require sufficient light to enable work to be undertaken. This can be natural or artificial. Any artificial lighting should be fully diffused where Display Screen Equipment is in use. It is also important that the direction of natural light can be controlled to prevent reflections on DSE screens

Noise

MyCommunitySpace adheres to the Control of Noise Regulations. For further information see (<http://www.hse.gov.uk/noise/employers.htm#noise>)

Display Screen Equipment

MyCommunitySpace designs their serviced offices with the tenants' health as their key priority. Display screens, desk and office chairs are all of high quality, ergonomic and fit for use. It is up to the tenants to ensure they employ sensible preventative measure to avoid upper limb disorders and other preventable medical problems

Reporting Accidents & Incidents

Reporting certain incidents is a legal requirement. MyCommunitySpace fully complies with the RIDDOR legislation.

For the purposes of RIDDOR an accident is a separate, identifiable, unintended incident that causes physical injury. Tenants are required to report any accidents to MyCommunitySpace so that they can record in the accident book. MyCommunitySpace staff are responsible for highlighting any accidents or incidents that are deemed RIDDOR to senior management for reporting.

First Aid Arrangements

Staff are required to ensure they have items to deal with day to day minor occurrences and that they advise MyCommunitySpace if they have any conditions which may require specialist equipment or supplies.

Manual Handling

MyCommunitySpace staff will cover manual handling during the short health and safety briefing given during tenant induction. Should more information be required please view the HSE Manual Handling Brief Guide @ <http://www.hse.gov.uk/pubns/indg143.pdf>

COSHH

A COSHH report must be supplied to MyCommunitySpace with regards to any cleaning material stored on the premises and these must be locked away when not in use.

If you have any issues or concerns you wish to discuss please contact a member of staff at MyCommunitySpace in the first instance, who will escalate any problems they cannot deal with to the next level of management.