



# Health, Safety & Security Policy

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# 1. General Statement

It is the policy of Grow Education Partners Ltd to maintain high standards of Health and Safety at work for all its employees. As a subsidiary company of the London Diocesan Board for Schools, we will adhere to guidelines set out in the LDBS Staff Handbook Section 3: Health, safety and security

- The LDF Health and Safety Policy issued in February 2018 also applies to LDBS staff in our use of the building and its facilities. The allocation of duties for safety matters and the particular arrangements which the Board has made to implement the policy are set out below.
- Individual departmental heads are responsible generally for monitoring maintenance of plant and equipment within their own departments
- All employees have a general responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves, fellow employees and visitors. Whenever an employee notices a health or safety problem which they are not able to safely put right in some simple fashion, they should inform Bill Learmonth, the LDBS Building Finance Administrator on x1169 or, in his absence, Tom Casey, LDF Office Services Coordinator on x1107.

## 1.1 Fire safety instructions

London Diocesan House is protected by a single stage fire alarm, which means that everyone in the building must evacuate on activation of the fire alarm system. The evacuation will be co-ordinated by the Senior Fire Marshal and the Floor Fire Marshals. In the event of an actual fire the building is not to be re-occupied until the Fire brigade give their permission. The object is to clear the building with all possible speed and safety. Do not stop to collect personal belongings, although if possible close any windows and doors. Use the nearest staircase, do not use the lift, and proceed to the assembly point under indicated below.

- Alan Sennett, x1100 is the Senior Fire Marshal for Diocesan House, and Stuart Webster and David Pite are the Fire Marshals for LDBS.
- Because the alarm system is connected by telephone line, the Fire Service is automatically alerted.
- Assemble on the island between Cureton and Erasmus Streets. A First Aid Rapid Response Box is located at Reception. In the event of evacuation of the building, this box is taken outside by the Receptionist and then handed to the First Aiders on their arrival at the assembly point.
- The Receptionist will also pick up the Visitors Book so that as visitors are evacuated from the building they will be checked against the book. It is therefore of great importance that all visitors sign in and out.
- Staff should familiarise themselves with the location, type and operation of the various extinguishers located throughout the building.
- Signs with blue circles designate the Fire Doors. They should be kept shut and never wedged open.
- If staff are working in the building out of office hours and the alarm sounds, then the primary responsibility must be for their own safety and that of any others whom they may know to be in the building. In such a case they should leave the building by the most appropriate route.

## 1.2 First aid and accidents

- There is a LDBS First Aid Box in the kitchen on the 1st floor. When any supplies are used, staff should inform Robert Bullett in HR.
- The Accident Book is kept by Robert Bullett and must be filled in whenever an accident occurs, no matter how trivial it may seem. All accident reports must be securely filed away by HR.
- Visitors are requested to report accidents to the Receptionist in the first instance.

- David Pite and Robert Bullett are the First Aiders for LDBS. Other First Aiders in Diocesan House are Monica Bolley and Natalie Atkins.
- Employees have a duty to report any dangerous/contagious diseases which they may have come into contact with.

Injuries can be caused through lifting and handling objects whilst at work, not necessarily because the object being moved is heavy, but rather because of the wrong movements being used whilst picking up even light objects. No person should be required to lift, carry or move a load so heavy as to be likely to cause injury. People with medical conditions should make their line manager/HR aware if they are unable to lift items. A trolley is kept in the Finance department to move heavy items. The following principles should be observed when lifting:

- Assess the load and ensure the person lifting is capable
- Obtain help if the load is too heavy to be carried alone
- Make sure your path is visible and clear of obstruction
- Relax both knees and keep a good balance
- Keep arms as close to the body as possible
- Take a firm grip on the object being moved
- Raise the head as the hands take the load, this will automatically straighten the back at the moment of lifting

Staff should ensure that offices and corridors are kept clear of obstructions (such as boxes or equipment) which could cause an accident or impede evacuation in an emergency. Particular care should be taken in the storage of combustible materials, such as paper, which must not be stored near sources of heat. Rubbish should be disposed of carefully and promptly to reduce fire risk. Chemicals and solvents should only be stored in their original containers, which must be clearly labelled. If it is necessary to decant fluids into smaller containers, these containers must be properly labelled with the name of the fluid, and any warnings or precautions detailed on the manufacturer's or supplier's labels.

All electrical equipment within Diocesan House is liable to be tested to ensure its compliance with statutory safety standards. All members of staff should take care to prevent electrical cables trailing in such a manner as to constitute a hazard.

## 1.3 Computer use

Computer users sometimes experience discomfort such as back pain, stiff neck and shoulder, sore hands and wrists. Much of this discomfort can be prevented by avoiding the following:

- Sitting in awkward or twisted positions
- Maintaining the same posture for too long
- Reaching out frequently
- Using too much muscular effort even for relatively easy tasks
- Pressing on the soft tissues of your body, for example leaning against a hard desk edge

Recommended office exercises include:

- Deep breathing to relieve muscle tension.
- Hand and finger massages to help to keep hands warm and reduce cramping.
- Shoulder shrugs to help reduce tension or stiffness in the upper back and neck.
- Staff should ensure that their chair is at the right height, so that the feet are on the floor, and elbows are at right angles.

Using the monitor, like other close work, places such demands on the eyes that it is important to take brief but frequent pauses when working on a computer. Recommended eye exercises include:

- Yawning and blinking to help keep the eyes lubricated
- Changing focus to help relax eye muscles, by looking at something in the distance, and then looking at something up close.

The Board will pay for the cost of regular eye tests for staff who use VDUs as a significant part of their work. Where the optician deems it necessary for the employee to be provided with glasses solely for the purpose of working with the VDU and for no other purposes, then the Board will pay for the cost of basic frames and lenses. The employee is advised to discuss this matter with the Chief Executive should it become necessary for glasses to be provided.

## 1.4 Company health insurance

There is a company health insurance scheme in place. The Health Insurance Scheme is administered in conjunction with the LDF, through Dee Thomas, the LDBS Finance Officer. If in the event of a claim which is reduced by the health scheme provider, or if there is a dispute, then the matter should be referred to the Chief Executive.

## 1.5 Security

- The code numbers for the Main Entrance, Car Park, and Floor access doors are not to be given to anyone who is not a member of Diocesan House staff under any circumstances.
- At the end of each day staff should ensure that all windows are closed and locked, and the office lights turned off. Lights in the corridors, hallways and staircases should be left on for health and safety reasons, and these lights will be switched off when the building is finally secured each evening.
- Staff planning to work later than 7pm should inform Reception beforehand, whether the reason is for a meeting, or to work late in the office.
- When entering and especially leaving the building, staff should ensure that no unauthorised person enters, and when the Main Entrance door closes, staff should wait a few seconds to make certain that the magnetic lock engages.

Staff should be vigilant and report anything out of the ordinary to Reception. If anyone is seen wandering around the building unescorted then staff should ask them who they are and who they have come to visit. If satisfied with the response, then they should be escorted or directed to their destination. If not satisfied, then staff should ensure that they are shown off the premises and the incident reported to Reception. All staff should now be carrying an identity pass to aid identification.

If a member of staff encounters an intruder:

- DO NOT approach them
- Seek assistance if possible

If there are other members of staff present, one person should telephone the Police from Reception by dialing 9-999, reporting the problem and using the full address of London Diocesan House, 36 Causton Street, London SW1P 4AU, and the telephone number as 0207 932 1102 (the lobby phone) whilst, only if safe to do so, other persons stay to observe the suspect

Wait at reception for the Police to arrive then direct them to the intruder

If the staff member is alone, use your mobile or go straight to Reception and telephone the Police, giving as much detail and information as possible in case a statement is needed.



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- All visitors must enter their names and details into the Visitors Book, and will be given an identity pass. Visitors should preferably be met at Reception and escorted, unless they are regular visitors, known to both staff and Reception. When arranging a meeting using a meeting room, staff should provide a list of expected attendees to Reception.
  - Staff should not open the Main Entrance door to visitors before or after office hours, unless they are expected.
  - Personal possessions are the responsibility of individuals, and the Board cannot be held liable for any loss. Cash and valuables should not be left in an unattended office.
  - All cars parked in the car park should be locked and all valuables hidden from view.