



Corporate Analysis Enhanced Responsibility

November 2009

CAER Health & Safety Policy

The health, safety and working conditions for CAER staff and the safety of visitors to the offices are matters of prime importance. CAER sets out the following standards for its staff:

Health & Working Conditions

a) Chairs & Desks

Each member of staff should have a chair adjustable in height with a seat back adjustable in both height and tilt, and a working desk suited to their posture and comfort.

b) Drinking Water

A source of fresh drinking water should be made available at all times, and facilities for making hot drinks.

c) Space

Adequate office space will be provided to CAER staff, including desktop computers (or laptops) with internet access and email, telephone and access to printers, photocopiers and facsimile machines. Access to meeting rooms.

d) Temperature, Humidity and Ventilation

Each member of staff should be able to control their immediate environment within a temperature range they find comfortable and to have adequate ventilation. The temperature should be a minimum of 19.5C (the legal minimum temperature) and a maximum of 26C

e) Filing Cabinets

Filing cabinets should be easily opened and shut, and no more than one drawer open at a time. No filing cabinet should remain open unattended.

f) Flammable Materials

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Flammable materials, such as paper, should be kept away from heat sources (photocopiers, heaters etc) and should be removed promptly from offices when no longer required.

g) Hazardous Substances

No member of staff should normally work with or close to substances, which might be a health hazard, e.g. fumes from adhesives and printer toner.

h) Office Furniture

All furniture, especially shelving should be sound and stable. Means should be provided for higher shelves to be reached without stretching. No projecting objects should be placed at any level, which could cause injury. Floor walking areas should be kept clear and free from obstructions at all times.

i) Trailing Wires

All trailing wires and cables should be kept to the perimeter of rooms and not cross doorways or walking areas. Wires and cables should be taped to avoid the risk of tripping or catching on them.

j) Visual Display Units

A screen filter and footrest should be provided to any staff member who requests one.

Each member of staff is responsible for cleaning their computer screen and monitoring their VDU use, and should report any problems to their line manager and the Health and Safety Representative.

Arrangements for Health & Safety

a) First Aid

A first aid kit should be kept fully stocked as recommended by St John's Ambulance (with safety pins, dressings and bandages only) and easily accessible to all occupants, including visitors.

b) Fire Precautions

Fire extinguishers should be provided within easy reach of all work places, should be serviced annually and their operation understood by all members of staff. The Fire Warden should request annual testing of the building's fire alarm system.



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Fire escapes and procedure in case of fire should be known to all members of staff and displayed.

c) **Health and Safety Register**

Every three months the Compliance Officer should check that this policy is being complied with and should signify that these checks have been carried out in the Health and Safety Register. Any requirements not complied with should be reported to the line manager, compliance officer or company secretary and the appropriate action taken.

It is the responsibility of all members of staff to report any accidents or hazards arising. A record, including date, of any accidents or serious mishaps occurring in the offices, or on the premises and affecting CAER, should be entered on the register and include details of any first aid treatment given.

The register should be readily available for inspection by staff and management at all times.

This Health and Safety Policy is to be reviewed annually by the Board and the date of the review should be recorded in the Health & Safety Register. Each member of staff should have a copy of this policy.