

Corporate Health and Safety Policy

One Brindley Place



July 2019

Document Control

Document Information

Document title:	Corporate Health and Safety Policy
Document author:	Office and Facilities Manager
Document reference number:	CPOL-OFM-001
Date reviewed by Senior Management Team:	30 July 2019
Date approved by OC Board:	20 November 2019
Date and outcome of Equality Impact Assessment:	29 November 2019 – positive impact for protected characteristics
Date document issued:	29 November 2019
Review date, if applicable	Not applicable
Target audience: (e.g. all staff)	All staff
Subject area: (e.g. Finance, HR, Legal)	HR

Version History

Version No	Lead	Date change implemented	Reason for change
1	Office and Facilities Manager	Not applicable	Not applicable

Consultation History

Position	Organisation
Workforce Services Director	Birmingham Organising Committee for the 2022 Commonwealth Games Limited
Data Protection Officer	Birmingham Organising Committee for the 2022 Commonwealth Games Limited
Chief Legal Officer	Birmingham Organising Committee for the 2022 Commonwealth Games Limited

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Contents

1. Objectives	4
2. Scope	4
3. Policy Statement	4
4. Who is responsible for the policy?	5
5. Consultation with Employees	7
6. Games Time Operational Planning	7
7. Health and Safety Risks Arising from Work Activities	7
8. Fire Safety	7
9. Incident (Accident/Near Miss) Procedure	9
10. First Aid Provision	10
11. Hazardous Substances	10
12. Working with Display Screen Equipment.....	11
13. Manual Handling Operations	12
14. Work/Electrical Equipment	12
15. Slips, Trips and Falls	13
16. Employment of Young Persons	14
17. Violence and Aggression.....	14
18. New or Expectant Mothers	14
19. Lone Working	15
20. Travel	16
21. Information and Advice.....	17
22. Breaches of this Policy	17
23. Monitoring	17
24. Review	17
25. Appendices and Related Documents	18
26. Legislation	18
Appendix E - Travel to High Risk Areas Assessment.....	19
Appendix F - Travel Advice	23

1. Objectives

This Policy is intended to provide a consistent and effective process with regards to the health and safety of all staff and visitors to One Brindley Place, Birmingham, B1 2JB (the "Property").

2. Scope

This Policy applies to anyone working in, or visiting, the Property.

3. Policy Statement

The OC is committed to providing our workforce with safe conditions and a safe place of work and ensuring that all others within our duty of care are kept safe and free from harm.

We believe in applying the OC's values to health and safety. The OC will therefore act with integrity and responsibility and pursue standards of health and safety that both meet and where reasonably practicable, exceed the minimum legal compliance.

The OC will do this by:

- Providing and encouraging positive health and safety leadership at all levels within the OC. The OC recognises that this will require managers and staff to work collaboratively, with effective communication and consultation. Successful health and safety management requires effective team work.
- Treating our workforce, contractors, the public and wider communities with care and respect, and developing suitable policies and procedures that ensure appropriate measures are taken to prevent them from coming to harm.
- Arranging appropriate information, instruction, training, and supervision for our workforce, to equip them to carry out their roles safely and effectively. We will ensure that suitable resources are made available for the management of health and safety.
- Carrying out regular monitoring and review of our health and safety measures and performance, which will include reporting all cases of work-related ill health, incidents, accidents, and "near misses". This will enable suitable investigation to be undertaken to facilitate any improvements and prevent future recurrences.

Signed by Ian Reid (Chief Executive, the OC):

Date 20 November 2019



4. Who is responsible for the policy?

4.1. Chief Executive

The Chief Executive of the OC is ultimately responsible for the health, safety and welfare of all OC employees, visitors and other persons attending OC premises and will therefore:

- Enable the implementation of effective management of health and safety;
- Ensure adequate human and financial resources are available to comply with the aims of the OC's Corporate Health and Safety Policy;
- Ensure adequate resources are available to comply with all present legislation as far as reasonably practicable;
- Maintain a high standard of health and safety awareness within the OC and where practicable, involve employees with health and safety improvements;
- Appoint a Games Headquarters (GHQ) Health and Safety Co-ordinator who will be responsible for the day to day management of health and safety at the OC;
- Monitor the effect of this Policy.

4.2. Heads of Department, Directors and Department or Line Managers

Heads of Department, Directors and Department or Line Managers are responsible within their departments/ teams for the day to day application of health and safety in all related activities:

- By setting the standard in applying the health and safety policies and objectives in everyday work activities;
- By encouraging staff to be health and safety conscious in day to day activities;
- By immediately reporting breaches of this Corporate Health and Safety Policy or issues related to health and safety immediately;
- By ensuring specific risk assessments are carried out when required (e.g. Work Station Assessment Form (DSE), Manual Handling, Violence and Aggression, Employment of Young Person's Assessment Form, New or Expectant Mothers Assessment Form, Lone Workers Assessment Form, Travel to High Risk Areas Assessment Form, Personal Emergency Evacuation Plan (PEEP), etc.)
- By liaising with the GHQ Health and Safety Co-ordinator on health and safety matters.

4.3. Employees

All employees of the OC have a responsibility for their own health, safety and welfare as well as that of visitors and other persons attending OC premises. These responsibilities include:

- Taking care of themselves and other persons attending OC premises;
- Reading and understanding the OC's Corporate Health and Safety Policy and any updates to this Policy. Making enquiries if they are unsure of any of the content of this Policy or in relation to any health and safety related matters;
- Reading any health and safety related communications and articles when required to do so;
- Cooperating with the OC in matters relating to health and safety and the Health and Safety at Work etc. Act 1974;
- Correctly using any equipment that has been provided by the OC;
- Ensuring the safety of visitors and all other persons attending OC premises in line with present legislation set out in the Management of Health and Safety at Work Regulations 1999;
- Ensuring all contractors, consultants or relevant third parties, for whom they are responsible are aware of and have copies of relevant health and safety policies and procedures before undertaking any work for the OC as set out in the Management of Health and Safety at Work Regulations 1999;
- Making general health and safety surveillance an integral part of their daily activities;
- Reporting all accidents or near misses to the GHQ Health and Safety Co-ordinator in a timely manner;
- Reporting any omissions or failings of the aims and objectives of the OC's Corporate Health and Safety Policy, to the GHQ Health and Safety Co-ordinator.

4.4. Games Headquarters (GHQ) Health and Safety Co-ordinator

The Office and Facilities Manager will act as the OC's GHQ Health and Safety Co-ordinator and will work in conjunction with Heads of Department, Directors, Human Resources, the Legal Team and Line Managers to ensure that all provisions of the legislation are met.

The GHQ Health and Safety Co-ordinator will facilitate:

- The management of day to day health and safety
- Risk assessments and reviews
- Health and safety audit inspections
- Health and Safety Policy reviews
- Communication of health and safety matters to employees

If the GHQ Health and Safety Co-ordinator requires specific advice or guidance on health and safety matters he/she will be provided with the guidance and support of suitably qualified individuals within the OC, or other partner organisations, or external specialists as and when health and safety direction is required.

5. Consultation with Employees

Employees can raise any health and safety concerns with the GHQ Health and Safety Co-ordinator on a day-to-day basis.

Consultation with employees through existing meetings within the OC will be carried out on a regular basis.

6. Games Time Operational Planning

A separate health and safety strategy is being established for OC Games Venues. The Property will be a non-competition venue at Games time and the health and safety aspects of the Property and other venues will be integrated as we approach 2022. Venue operational plans will address specific health and safety arrangements at the individual venues.

7. Health and Safety Risks Arising from Work Activities

As part of the management of health and safety, workplace risk assessments will be carried out as new staff join the organisation or in the event of any changes occurring in the situation of existing staff. The findings of the risk assessment will be actioned within reasonable timescales.

Please refer to Appendix g.: HSE Risk Assessment Template

A programme of monthly health and safety audits are in place and any negative findings that have an impact on health and safety will be actioned within reasonable timescales. A Health and Safety report is provided to Board Members, through inclusion in Board papers where applicable. Board meetings are held every two months.

8. Fire Safety

A Fire Risk Assessment must be completed and reviewed at appropriate intervals during the organisation's development and certainly at each point when the OC expands into a new phase of the building development. All findings resulting from the Fire Risk Assessment will be actioned by the GHQ Health and Safety Coordinator within the relevant timescales. The Fire Risk Assessment will be kept on file within the Facilities Management Office where it will be available for inspection by interested parties.

8.1. On discovery of a fire:

- Activate the fire alarm by breaking the glass at one of the alarm points.
- Follow the Fire and Evacuation Procedure.

The OC has trained fire marshals who will assist and direct all persons to safety in the event of an emergency evacuation. If you have visitors in the building, you are responsible for ensuring their safe exit during a fire evacuation.

The names of the Chief Fire Marshal and fire marshals are displayed beside the exit doors to the lift lobbies on each floor.

- Fire marshals will ensure that staff have exited their specific areas during an emergency evacuation to assist in the overall evacuation of the building.
- Fire marshals have been issued with Hi-Viz vests to make them easily identifiable in an emergency situation.
- A fire marshal will be the main point of contact for fire services during an evacuation and will provide regular updates to staff.
- No one may re-enter the building until given the all clear by the assigned Chief Fire Marshal.
- An evacuation drill will be carried out twice yearly.

In general, employees should be able to recognise the different types of fire extinguishers and their uses and limitations, should they be required to use them to safely extract themselves from a fire situation. We do not however, expect employees to fight fires unless they have received specific training for that purpose and it does not endanger them to do so.

The GHQ Health and Safety Co-ordinator is responsible for ensuring that all fire extinguishers are maintained and tested annually by a qualified person.

8.2. Fire and Evacuation Procedure

The full OC Fire and Evacuation Procedure can be found on the OC's SharePoint system, under policies. Detailed below is a summary of the procedure:

- On hearing the alarm, leave the building immediately by way of the nearest emergency exit (never use the lift in the event of a fire);
- Exit the building in a calm and orderly manner;
- Assemble at the fire assembly point located on Oozells Square;
- Fire marshals should confirm to the Chief Fire Marshal on exiting the building that their areas have been checked and cleared;
- If fire marshals are aware of areas which have not been cleared or have been notified of any missing persons, this information should also be passed to the Chief Fire Marshal;
- Do not leave the assembly point and do not return to the building until advised it is safe to do so by the Chief Fire Marshal.

8.3. PEEP (Personal Emergency Evacuation Plan)

Everyone who enters the building must be able to leave it safely in an emergency; therefore, for anyone who is mobility impaired a PEEP should be put in place. Under the Health and Safety at Work etc. Act 1974 as soon as an individual is declared as mobility impaired or there are "reasonable grounds to suspect impairment" then a PEEP

assessment should be carried out (Appendix h.) This should be arranged through the GHQ Health and Safety Co-ordinator.

9. Incident (Accident/Near Miss) Procedure

Care and attention to detail will prevent accidents and/or near misses from happening. It makes sound business sense and reflects good management practice to take steps to prevent costly accidents. The OC will take all measures to reduce, so far as is reasonably practicable, exposure to hazards that may be the cause of physical injury to its employees.

Should an incident or accident occur the OC will ensure that all appropriate details are recorded, and that a thorough investigation is conducted.

All incidents and/or near misses, however minor, should be reported to your Department or Line Manager and the GHQ Health and Safety Co-ordinator.

The accident book is located at the main reception desk on the ground floor of the Property.

In the event of an accident, an accident report form must be completed as soon as possible following the accident. This form can be completed by the employee themselves, or by an individual acting on their behalf. Upon completion, the record should be detached from the book, passed to the GHQ Health and Safety Co-ordinator and stored securely in the employee's HR file. The GHQ Health and Safety Co-ordinator will make a note of the date and number of the accident in the summary sheet at the front of the accident folder for reference, but no personal details will be stored there.

The GHQ Health and Safety Co-ordinator will investigate the cause of each recorded accident. If the cause is found to be different to the information provided on the record, a note will be made in section 3 of the accident report form stating the findings of the investigation.

Any actions resulting from this investigation will be followed up by the GHQ Health and Safety Co-ordinator.

Department or Line managers are responsible for reporting any absences due to work-related incidents or accidents to the GHQ Health and Safety Co-ordinator. When the resultant absence is more than seven consecutive days, the GHQ Health and Safety Co-ordinator will submit a report to the Health and Safety Executive; this must be done within ten days of the incident /accident.

9.1. Near Misses

A near miss is any incident that had the potential to result in injury to persons or damage to property. It is important that all near misses are reported (in the same method as an incident or accident), to ensure that corrective action is taken to prevent any future incidents or accidents from happening.

9.2. Incident Investigation

The purpose of incident investigation is to identify the true cause of an incident, recommend ways of preventing a recurrence, and to maintain an accurate and true record of any preventative measures. It is important that all relevant information is recorded in the accident book as soon as possible after the incident.

It is not the intent of incident investigation to apportion blame.

9.3. Reportable Accidents

It is a requirement of the Health and Safety at Work etc. Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) that, in certain injuries or occurrences, a RIDDOR report is submitted to the relevant authority. A full list of reportable accidents and incidents will be held by the GHQ Health and Safety Co-ordinator.

9.4. Lost Time Accidents

All accidents that result in absence are to be reported to the Chief Executive and Human Resources as soon as practicable and certainly within 24 hours of an accident occurring.

10. First Aid Provision

The OC has several trained first aiders whose names can be found on the listing provided outside the kitchen on each floor. The first aiders can also be identified by signs above their workstation. The GHQ Health and Safety Co-ordinator will ensure that all first aid trained employees receive regular refresher training in accordance with applicable legislation. The GHQ Health and Safety Co-ordinator is also responsible for ensuring that the first aid boxes are well stocked.

A first aid box is located within the kitchen on each floor.

In the case of an accident it is the first aider who should decide, following appropriate first aid treatment, whether a patient:

- Requires immediate transportation to hospital via ambulance
- Requires referral to his/her G.P.
- Is recommended to be sent home
- Can return to work

The injured employee's Department or Line Manager should always be informed. It is not the responsibility of the First Aider to decide if someone should be sent home due to illness not associated with an accident. They can only recommend this course of action to a Department or Line Manager.

11. Hazardous Substances

A risk assessment must be completed when hazardous substances, (i.e. those carrying a specific health warning or hazard symbol) are being used. Typical hazardous substances

are cleaning materials, solvents from adhesives and correction fluids, photocopier toner. Usually the only risk control measures required will be to follow the manufacturer's instructions.

A full risk assessment will be carried out on all cleaning materials by our cleaning contractors, a copy of which will be filed in the Facilities Management office and will be available for inspection. The risk assessment will be reviewed and updated on a regular basis by the cleaning contractors and in the event of new substances and cleaning materials being used. This will be reviewed monthly during the health and safety audit and further risk assessments carried out where required.

12. Working with Display Screen Equipment

12.1. General

Work on DSE (Display Screen Equipment) is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (DSE). The OC aim to ensure that operators working on Display Screen Equipment are provided with well-designed workstations, quality equipment, appropriate software and health information appropriate to their needs.

Workstation Risk Assessments (DSE assessments) are completed for all new staff and reviewed on a regular basis for existing employees. Resultant actions are progressed to conclusion by the GHQ Health and Safety Co-ordinator.

12.2. Workstation Risk Assessment (DSE Assessment)

The Department or Line Manager must ensure that workstation assessments are carried out when a new employee starts (see Appendix a. Workstation Assessment Form). Thereafter assessments will be reviewed following any major change to the workstation or if the user reports problems or having suffered illness or injury that could be related to the use of Display Screen Equipment.

The Department or Line Manager will ensure that all workstations in terms of Health and Safety (Display Screen Equipment) Regulations 1992 (DSE) meet the technical requirements listed in the schedule to the Regulations.

Employees should be encouraged to report any illness or injury that could be related to the use of DSE so that their assessment can be reviewed, and any necessary action taken.

12.3. Eye Tests/Spectacles

Employees who spend a 'significant part of the working day' working directly on DSE have the right to be given an eye and eyesight test, including a vision test and an eye examination, carried out by an optometrist or doctor, to determine if corrective glasses need to be worn for the normal working distance at which the screen is viewed.

There is also an entitlement to further tests at regular intervals; the optometrist or doctor doing the first test can recommend when the next test should be.

The OC will pay the cost of the tests and for basic frames and lenses if separate spectacles are needed and normal ones cannot be used i.e. spectacles prescribed for the specific distance at which the screen is viewed. The OC will not pay if the users' glasses for other work are suitable for DSE work or for cosmetic or enhanced lenses (e.g. tinted). The contribution towards frames is limited to a maximum of £29. Costs should be claimed back through the normal expense procedure and evidence, such as a receipt should be provided by your optometrist or doctor.

12.4. Information/Training

All staff will receive information regarding the safe use of DSE. Workstation Risk Assessment (DSE Assessment) forms for completion will be issued to new staff on their induction at the OC.

Individual training requirements should be discussed and agreed with Department or Line Managers.

13. Manual Handling Operations

Manual handling is normally associated with the movement of stationary objects or equipment. Employees should seek assistance as required but should never attempt to carry a load or move any equipment that is beyond their capability. For significant amounts of manual handling or major one-off tasks, a risk assessment should be completed by the Department or Line Manager. New or expectant mothers and young people (under the age of 18) should not attempt any manual lifting.

The sequence of measures to be considered is as follows:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any manual handling operations that cannot be avoided and consider the best method for moving the object / equipment;
- Reduce the risk of injury by employing appropriate manual handling mechanical aids and techniques;
- Ask for advice from the GHQ Health and Safety Co-ordinator if required.

For manual handling operations that have been assessed as not being suitable to be undertaken by OC employees, a specialist company should be sourced with the correct lifting equipment to complete the task.

Guidance and training on manual handling are available from the GHQ Health and Safety Co-ordinator.

14. Work/Electrical Equipment

Portable equipment within the OC is subject to Portable Appliance Testing (PAT) on a regular basis in line with local or national guidelines.

Only a competent person should carry out repairs to, or testing of, portable electrical equipment. Plugs and leads will however be routinely visually inspected during the monthly Health and Safety Audit, any faults will be reported and resolved.

There should be enough electrical sockets for equipment. The use of multiple adaptors should be minimised, and multiple adaptors should never be connected to or from another. Damaged cables must be replaced, or proper electrical connectors used; taped joints are not acceptable.

Only use portable and transportable electrical equipment of accepted international standards that has been provided by the OC. Equipment should be switched off before being unplugged, moved or cleaned. It should be inspected visually before each use or change of place of operation.

All work equipment should be used according to the manufacturer/supplier's instructions and serviced regularly by a qualified person. The GHQ Health and Safety Co-ordinator will ensure equipment is PAT tested and serviced.

Staff should not bring electrical equipment, such as fans, heaters, toasters, kettles etc into the office for their own use without first notifying and obtaining approval from the GHQ Health and Safety Co-ordinator.

15. Slips, Trips and Falls

A slip, trip or fall is one of the primary causes of injury in an office environment. To control the risk of slips, trips or falls the following actions should be taken:

- A monthly health and safety audit carried out by the GHQ Health and Safety Co-ordinator with visual inspection of all floor areas, cables, equipment and general office tidiness;
- Employees should report any hazard, or potential hazard, to the GHQ Health and Safety Co-ordinator;
- Any spillages in the kitchen or toilet areas should be reported to the Office and Facilities Management team and cleared up immediately to reduce the risk of someone slipping; warning signs, cleaning products and equipment are available from the Office and Facilities Management team
- Office carpets and flooring should be maintained to an acceptable standard and staff should report any carpets that pose a potential risk of tripping to the GHQ Health and Safety Co-ordinator;
- Employees are required to adhere to a Clear Desk Policy, which includes the tidiness of surrounding areas including underneath the desk;
- Any near misses should be reported so that action can be taken to avoid an injury;
- Any incidents should be reported, and action taken to minimise future risks;

- Employees should make use of the hand rails provided when ascending/descending stairs;
- Employees should not make phone calls or send text messages, when ascending/descending stairs.

16. Employment of Young Persons

The OC will ensure, as far as is reasonably practicable, the health and safety of all its employees. The employment of young persons (under the age of 18 years old) presents challenges to managers and other employees to ensure the health and safety of such persons whilst at work. Regular risk assessments will be conducted within the workplace to reduce risks to the health and safety of all employees, and particular care should be taken in assessing the suitability of a young person to undertake any workplace activity, taking into consideration the individual's maturity and physical development.

Under the Management of Health and Safety at Work Regulations 1999 (Regulation 19) employers are required to assess the risks to young workers. The regulation requires young people to be subject to a more vigorous risk assessment, which considers the individual characteristics of the young person to be employed. To this end, it is essential that an individual risk assessment is completed before any offer of employment is made to a person under the age of 18 years old. The results of the risk assessment must be shared with the young person's legal guardian, if they are below minimum school leaving age. A record should be kept of the main findings of the risk assessment and copies given to HR, the GHQ Health and Safety Co-ordinator and the Department Manager or Line Manager.

A full induction must be carried out for young people and the Corporate Health and Safety Policy must be explained to them.

Training should be provided for any tasks which the young person is asked to carry out including the use of equipment.

Please see Appendix b: Employment of Young Person's Risk Assessment Form.

17. Violence and Aggression

The OC has a zero-tolerance approach to violence and aggression against its employees and any violence and/or aggression should be reported to your Department or Line Manager and the GHQ Health and Safety Co-ordinator immediately. An incident report must also be completed.

Lone working should be minimised to ensure employees are not put at risk of violence or attack. If you are going to be working completely alone in an area of the building please ensure you advise, and regularly check in with, the on-site security team.

18. New or Expectant Mothers

In some circumstances, pregnant women are more at risk than non-pregnant women working in the same workplace and are therefore owed a greater duty of care. Pregnant

women are as capable of work as non-pregnant women if full and proper consideration is given to their circumstances.

Normal health and safety management procedures should be enough to prevent or control risks to new or expectant mothers, as well as to all other employees. New or expectant mothers are defined as women who are pregnant, who have given birth within the last six months and/or who are breast-feeding.

The management of Health and Safety at Work Regulations 1999 states that consideration must be given to new or expectant mothers and employers must identify any additional risks and take appropriate action to prevent or control them.

A risk assessment must be carried out immediately after the employee notifies their Department or Line Manager of their pregnancy. Thereafter the risk assessment should be reviewed regularly throughout the pregnancy and on the employee's return to work (if their return is within six months of having given birth or if they are still breastfeeding).

Please refer to Appendix c.: New or Expectant Mothers Assessment Form
Specific risks that may be applicable are:

- Manual handling of loads presenting risk of injury
- Posture and movement, mental and physical fatigue
- Working with display screen equipment
- Lone working
- Occupational stress

18.1. Physiological Aspects of Pregnancy

Certain physiological changes may occur during pregnancy that should be taken into consideration when deciding whether the work poses a risk to expectant mothers.

If the risks to new or expectant mothers cannot be easily controlled, then where it is reasonable to do so, working conditions or hours of work should be modified if in so doing the risks can be avoided or minimised. Where altering the hours of work or working conditions is not reasonable or would not control the risks then the new or expectant mother has the right to be offered suitable alternative work, with no detriment in her terms and conditions of employment.

Before any action is taken in accordance with above, prior consultation with and approval of the Head of HR is required.

19. Lone Working

Although there is no general legal prohibition to working alone, the broad duties of the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations still apply. These require identifying hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks.

When a risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up should be put in place. Where a

lone worker is working at another employer's workplace, that employer should inform the OC of any risks and the control measures that should be taken.

The Line Manager will keep a record in the employee's HR file of any risk assessment they undertake for lone workers.

Please refer to Appendix d.: Lone Workers Assessment Form

Department or Line Managers completing a risk assessment must initially take into consideration if it is safe for a task to be done by a lone worker. If so, they must then consider modes of communication e.g. mobile phones, radios, frequency of contact with individuals, knowing estimated time of arrival and destination/home, mode of travel, medical conditions etc.

Employees working alone in the office should adhere to the following safety guidelines:

- Be aware that at the Property there is 24/7 security on site;
- Advise on-site security if you plan to continue working after the normal working hours and ensure security are aware if you are arriving on site unusually early in the mornings;
- Advise someone by phone where you are and what time you expect to leave/arrive home;
- Ensure you are not putting yourself at risk - always adhere to the OC's Corporate Health and Safety Policy;
- Employees working after 9pm have the option of a safe mode of transport home as indicated by the OC's Travel and Expense Policy;
- If using the car park, follow guidance provided within the Car Parking Policy.

20. Travel

20.1. High risk countries or areas

Travel and work in high risk countries or areas should only be undertaken if there is no other viable option and then only after a risk assessment has been undertaken and all risk reducing steps have been put in place. Employees must first consult the Foreign and Commonwealth Office website before considering any travel to areas or countries of high risk. <https://www.gov.uk/foreign-travel-advice>.

Employees are generally covered by the company travel policy, but confirmation should always be sought from Health and Safety to ascertain if your trip is fully covered.

20.2. Accommodation

Employees should always book accommodation via the appointed supplier to ensure a good standard of accommodation and check that it has basic security and fire precaution systems in place e.g. 24 hr reception, smoke detectors, signed exits etc.

20.3. Vaccination

Employees should ensure all required vaccinations are up to date well in advance of travelling. Advice on the requirement of vaccinations can be obtained from <https://www.nhs.uk/conditions/travel-vaccinations/>.

Please refer to Appendix e.: Travel to High Risk Countries Assessment Form and Appendix f.: Travel Advice.

21. Information and Advice

Further health and safety advice is provided on the OC's intranet site. If additional advice is required, please contact the GHQ Health and Safety Co-Ordinator.

22. Breaches of this Policy

Any employee who breaches this Policy; knowingly or recklessly, acts outside of their recognised responsibilities will be subject to the OC's disciplinary procedures, which could result in dismissal for misconduct or gross misconduct, and possible legal action liable to prosecution.

The OC may terminate its relationship with other individuals and organisations working on its behalf if they breach this Policy.

23. Monitoring

Compliance with this Policy will be monitored via the line management of employees and contractors, via any incident/accident reporting systems put in place by the OC and via the number and nature of work-related incidents and accidents.

The GHQ Health and Safety Co-ordinator will monitor the implementation of this Policy and any subsequent revisions. This will include:

- Monitoring incidents and accidents with a view to making any necessary amendments to the content of this or other related policies, procedures and work practices;
- Monitoring health and safety training undertaken across the OC;
- Monitoring the OC's overall compliance with health and safety legislation;
- Monitoring complaints or concerns raised by individuals about health and safety related matters;
- Undertaking health and safety audits.

24. Review

This Policy will be subject to review annually after its date of approval. Earlier review may be required if any of the following occur:

- The adoption of the Policy highlights any errors or omissions in its content;
- Following monitoring of potential or actual incidents and accidents by the GHQ Health and Safety Co-ordinator, amendments are required to the content of the Policy;

- Where relevant changes in legislation or national guidance impact upon the content of this Policy.

25. Appendices and Related Documents

- Appendix A. Workstation (DSE) Assessment Form: [Click here for form](#)
- Appendix B. Employment of Young Persons Assessment Form: [Click here for form](#)
- Appendix C. New or Expectant Mothers Assessment Form: [Click here for form](#)
- Appendix D. Lone Workers Assessment Form: [Click here for form](#)
- Appendix E. Travel to High Risk Areas Assessment Form (see below)
- Appendix F. Travel Advice (see below)
- Appendix G. HSE Risk Assessment Template: [Click here for form](#)
- Appendix H. Personal Emergency Evacuation Plan (PEEP): [Click here for form](#)

26. Legislation

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Appendix E - Travel to High Risk Areas Assessment

General

This assessment form is intended for completion by staff who intend to travel overseas to high risk countries. It is a template and can be altered to suit individual requirements. It should be completed after consultation of the Foreign and Commonwealth Office (FCO) website at:

<https://www.gov.uk/government/organisations/foreign-commonwealth-office#content>.

Repeat visits

If you are making repeat visits to the same places, and there are no changes to circumstances, you do not have to fill in further copies of this form on each occasion; use this completed form and fill in the repeat visit section at the end. If, however there are changes to personal or working circumstances, or FCO risk status it is your responsibility to make any alterations on a new form and seek any required permissions.

New or Expectant Mothers

If you are a new or expectant mother, you are **also** required to complete the new or expectant mother's assessment form. If you intend travelling in high risk health areas, you are required to first contact your GP and to follow any guidance given by them and the FCO in respect of risk to new or expectant mothers.

Young Workers

If you are a young worker, you are also required to complete the young person's assessment form. Following the findings of this risk assessment written permission from the young workers legal guardian may be necessary.

Name(s) of person(s) travelling	
1.	2.
3.	4.
5.	6.
List all countries and areas to be visited	
1.	2.
3.	4.
5.	6.
State latest FCO advice for the respective countries/areas above (note advice for your area of work)	
1.	
2.	
3.	
4.	
5.	
6.	

A copy of this risk assessment must be kept on file in the office for quick referral to if required. The travelling employee should take a copy of this risk assessment with you on your travel health hazards.

There may be specific health hazards associated with your area of travel/work which places your health at greater risk than normal (e.g. malaria etc.). Please consult the latest version of the World Health Organisation (WHO) "International Travel and Health" at: <http://www.who.int/ith/en/> and the Centres for Disease Control and Prevention at: <http://wwwn.cdc.gov/travel/>

Prior to travel you should discuss both general and specific health risks with your GP. Have you done so?

Circle one: Yes / No

Regarding the country and area(s) where you are to travel/work in are there any specific health hazards

relating to the following:

Area in which you are working: (e.g. animals, diseases, pollution, temperature, humidity, altitude, allergies, radiation, etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

Availability of medical aid: (e.g. remote working, sub-standard medical care facilities, etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

Safety Risks

There may be specific safety hazards associated with your area of travel/work which will place your safety at greater risk than you would normally experience in the UK. You must take steps to ensure that such risk is minimised, so far as is reasonably practicable. As a first step you should consult the Foreign and Commonwealth Office (FCO) website at: <https://www.gov.uk/government/organisations/foreign-commonwealth-office#content>. It would also be helpful to discuss such issues with your hosts who will have up to date local knowledge.

Regarding the country and area(s) where you are to travel/work in are there any specific safety hazards relating to the following:

Human Issues: (e.g. civil unrest, muggings /robbery, kidnap, customs, culture, religion, dress, language, communication with emergency service, legal differences, lack of family support, etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

Task to be undertaken: (e.g. excessive schedule, accommodation security problems, competent drivers available for terrain type, suitable vehicles available, compatibility of equipment with electricity supply and safety standards, high hazard work requiring permit to work, etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

The list of examples given adjacent to each section are not exhaustive and are given as an aide memoir. You should spend some time thinking of any other health or safety hazards that may be encountered in your proposed area of visit/work and what risk reducing measures can be implemented.

Emergencies

You **must** leave emergency contact details with the office. Have you addressed this?

Circle one: Yes / No

Will you be carrying a mobile phone with you at all times and have you ensured that international roaming has been activated?

Circle one: Yes / No

If yes to above, please insert mobile telephone number

Emergency contact: please insert name and telephone number(s)

Is always the above contact available?

Circle one: Yes / No

If **'NO'** please supply an alternative contact and contact information including relationship of this person to you

What emergency first aid arrangements have you made?

What contingency plans have you in place in case of interruption to your travel stay, accommodation or business plan?

Declaration by travelling employee

I have checked with my GP and to the best of my knowledge I am physically and mentally fit to travel, any existing medical condition(s) that I have are under control via medication, or other means, and will not be exacerbated. I have also checked the Foreign and Commonwealth Office (FCO) website and local sources at my area of intended travel and I will not be placing myself in undue danger by travelling to the proposed area(s).

Name and date:

Signature:

Declaration by Department Head

I have reviewed this risk assessment for travel/work overseas and am happy that suitable and enough arrangements have been put in place to minimise foreseeable risks as far as is reasonably possible.

Head of Department name, date and signature:

Sign-off for insurance

Legal name, date and signature:

Risk Manager name, date and signature:

Appendix F - Travel Advice

Documentation

- Your passport and any visa documentation are extremely important documents, you should make sure that they are kept in a safe place during travel and whilst in a foreign country. If available always use hotel safes for safekeeping of such important documents. Some countries require that foreign nationals always carry their passports. If this is the case thought should be given to secure storage of such items on your person e.g. body belt rather than in handbags or pockets which may be easily snatched or picked.
- You should leave a photocopy of these documents with someone at home and it may be prudent to carry a copy with you, this should be separate from your original passport. If you are unhappy carrying this with you, an alternative is to scan it and email it to yourself so that you have access to whilst overseas.

Contact Information

- You should leave an itinerary of your travel arrangements, including hotel/host contact information with the office.
- You should always have emergency contact numbers with you, both for your home country and your host country. It is a good idea to have these programmed into your mobile telephone as well as being kept in paper form with your other important documents.
- Check with your provider that your mobile telephone will work in the countries through which you are travelling and that you have International Roaming availability.

High Risk Countries or Areas

Travel and work in high risk countries should only be undertaken if there is no other viable option and then only after a thorough risk assessment has been undertaken and all risk reducing steps put in place.

- If you are being met at an airport or railway station find out before your arrival the name of the person that will be meeting you and where possible have a photograph of them emailed to you before you leave this country.
- If the above is not possible, ask the person picking you up where they are taking you, instead of telling them where you want to go. This is good way in which to check that you have the correct pick up.
- If travelling to a very high-risk area, consider arranging a password to confirm who is picking you up.
- Always be aware of those around you and be on the lookout for suspicious behavior.
- It is advisable to be careful of any individuals who are asking you a lot of questions, particularly if they are of a personal nature and be careful of how much information you disclose.
- If you find yourself in a situation where you are uncomfortable in terms of personal safety, take immediate steps to remove yourself from the situation.

Transport

- Where possible book all tickets in advance from this country.
- Always use licensed taxi cabs and wherever possible book these to pick you up from a location rather than hail them in the street.
- Do not be afraid to challenge the driver and ask to see his cab drivers license.

Accommodation

- Always book into a good standard of accommodation and check that it has basic security and fire precaution systems in place e.g. 24 hr. reception, smoke detectors, signed exits, etc.
- If possible book a room on the 2nd to 7th floor as those on the ground and 1st floors are the easiest to break into, whilst in some countries fire escapes do not extend above the 7th floor.
- Always check your nearest escape route when you first check into a new hotel. It is recommended that you count the number of doors, or steps required, between your room and the fire escape in case you are disorientated when the alarm goes off, should the lighting fail or the corridor be smoke logged.
- Always remember to take your room key with you if you leave in an emergency. Should your means of escape be blocked, for instance by fire or smoke you may have to return to your room to alert reception that you cannot escape and remain there until help arrives.
- Should you be trapped in your room, do not panic, lay some fabric material such as bed linen clothes, etc. across the bottom of the door to prevent ingress of smoke, open and standby the window where you can shout for help or wave light colored material to attract attention.
- It is advisable to have a small grab bag by your bed in case for any reason you must evacuate your room quickly. This should contain important documentation such as your passport, visa, etc.
- In some countries power cuts are not uncommon; in such countries it is advisable to have a small torch with you.
- If you feel insecure in the room allocated to you do not be afraid to insist on a change.
- Always put your door on the latch at night.