



Health & Safety Policy

1. Introduction

- 1.1 This Health & Employment Policy sets out SEEDS FOR GROWTH 's policy on promoting health and managing ill- health and absences due to sickness, for the benefit of SEEDS FOR GROWTH and all its employees.
- 1.2 This Policy complements the existing SEEDS FOR GROWTH Sickness Procedure, which sets out the steps that all employees must follow when absent for work due to sickness and/or injury. It is closely linked to SEEDS FOR GROWTH's Flexible Working Policy and Dependant Care Policy and makes reference to the SEEDS FOR GROWTH Staff Disputes Protocol.
- 1.3 This Policy seeks to promote a culture of attendance through the development of working practices, which promote positive health, value staff, and enhance staff motivation.

2. General

- 2.1 SEEDS FOR GROWTH recognises that the health and general well-being of its staff is of paramount importance if it is to be a thriving organisation, with energetic, committed staff, able to deliver quality services to its users.
- 2.2 SEEDS FOR GROWTH therefore, in line with its agreed Health & Safety Policy, will take all reasonable steps to provide a healthy working environment with appropriate managerial support so that all employees feel valued, and able to perform to their maximum potential.
- 2.3 Correspondingly, SEEDS FOR GROWTH expects all its employees to work positively for the benefit of SEEDS FOR GROWTH and its users, and to take active steps to look after their health, so that they can be both dependable and conscientious in carrying out their agreed roles.
- 2.4 SEEDS FOR GROWTH is committed to a fair and consistent approach to managing absence due to sickness and in applying the same procedures for all staff across the organisation.
- 2.5 SEEDS FOR GROWTH recognises the distress illness can sometimes cause for individuals, and the need to respond to this sensitively.
- 2.6 SEEDS FOR GROWTH recognises that by actively promoting health among its staff it will also benefit its public image, and the recruitment and retention of skilled and knowledgeable staff.

3. Promoting Good Health

SEEDS FOR GROWTH is committed to promoting the good health of its employees through a number of direct and indirect measures.

Health Issues

- 3.1 SEEDS FOR GROWTH provides access to sources of health information through the web.
- 3.2 SEEDS FOR GROWTH provides a non-smoking environment, being located in a building designated as “no-smoking” by its landlords, the Business Development Centre. Staff wishing to smoke need to do so outside the premises, and are encouraged in so doing not to prohibit easy access to the main entrance.
- 3.3 Provided it can be accommodated within the employee’s work programme, SEEDS FOR GROWTH may allow time off for a smoker who is committed to stopping smoking to attend Quit Smoking counselling sessions for an agreed period.
- 3.4 SEEDS FOR GROWTH encourages all staff to walk or cycle to events, meetings or project visits that are within a reasonable distance from SEEDS FOR GROWTH’s offices. SEEDS FOR GROWTH will regularly review its bicycle allowance to ensure that it is conducive to promoting cycle use.
- 3.5 SEEDS FOR GROWTH does not allow the use of alcohol on SEEDS FOR GROWTH premises, or at SEEDS FOR GROWTH events, during working hours, other than on specific celebratory occasions when SEEDS FOR GROWTH staff are brought together as a whole staff group to promote positive staff relations through social interaction. e.g. Staff birthdays, Away days, celebrations of examination successes, etc. At such times only those amounts of alcohol may be consumed which will not adversely affect an employee’s ability to carry out their normal work load. The sensible use of alcohol will be promoted at all times.
- 3.6 The negative impact on an employee’s ability to carry out his/her role due to misuse of alcohol or drugs, whether before or during working hours, and whether on or away from, SEEDS FOR GROWTH premises, will be dealt with under the SEEDS FOR GROWTH Staff Disputes Protocol.
- 3.7 Any employee diagnosed as misusing alcohol or drugs on a long term basis may be supported through time off for appropriate counselling or other agreed treatment, which is medically verified.

Working Practices

- 3.8 SEEDS FOR GROWTH promotes adherence to its Health & Safety Policy in all matters relating to the lifting, handling and transport of materials for SEEDS FOR GROWTH events and within the offices.
- 3.9 SEEDS FOR GROWTH is committed to Life Work balance and in so doing encourages staff to work within the requirements of the European Working Time Directive and to consider the SEEDS FOR GROWTH Flexible Working and Dependent Care* Policies in seeking to achieve the required balance.
- 3.10 SEEDS FOR GROWTH encourages all its staff to make use of the permitted 1 hour lunch break, and insists on the mandatory minimum half-hour break. In order to promote compliance with this, staff are encouraged, as far as is within their control, not to arrange meetings, which will prevent them taking at least a half hour break during the middle of the day.

SEEDS FOR GROWTH will, (as far as practicable within Business Development Centre), ensure that any premises it may use as offices provides a staff room facility which staff can use during the lunch break to encourage time away from their desks. It is recognised that this is particularly important for mainly office based staff.

- 3.11 Whilst SEEDS FOR GROWTH expects all staff to work 35 hours every week, as set out in their Contract of Employment, it encourages its staff not to work excessive hours over and above these contracted hours. At the same time it recognises that many staff will at times exceed their normal 35 hours per week and encourages such staff to use any flexitime accrued as soon as practicable and within the 14 hours per month agreed limit.
- 3.12 Within the limitations of the SEEDS FOR GROWTH Training Budget, staff are encouraged to undertake training which will support them in carrying out their current roles, or will enable them to further develop existing or acquire new skills to assist them in career development, as outlined in the SEEDS FOR GROWTH Training Policy.
- 3.13 In line with the requirement of the SEEDS FOR GROWTH Health & Safety Policy, SEEDS FOR GROWTH will seek to ensure that there are at all times a minimum of two staff with current First Aid certification. The Health & Safety Officer is responsible for advising the Senior Management Team if at any time the level falls below this requirement so that appropriate staff can be supported to undertake First Aid training.

Medical Care and appointments

- 3.14 All staff are expected to use the SEEDS FOR GROWTH Flexitime system for routine dental, GP, physio or hospital appointments other than antenatal appointments. As far as is practicable appointments should be arranged outside core working hours, and staff are encouraged to use facilities located near to their home or SEEDS FOR GROWTH so that, insofar as is possible, appointments can be made at the beginning or end of the day and therefore minimise the time required away from work. For appointments inside core working hours staff should use either annual leave or accrued flexi hours. In the event of neither accrued flexi hours nor annual leave being available or in cases of extended periods of treatment staff should seek advice from their line manager.

4. Absence due to sickness

- 4.1 SEEDS FOR GROWTH acknowledges that there will inevitably be times when an employee is unwell and consequently unable to attend for work
- 4.2 All staff must follow the procedures as set down in the SEEDS FOR GROWTH Sickness Procedures.
- 4.3 All staff should be made fully conversant with this Procedure as part of their Induction Programme on joining SEEDS FOR GROWTH. A designated staff member is required to undertake this part of the Induction Procedure and confirmation that this has taken place needs to be notified in writing to the Director at the end of each Induction Programme.

- 4.4 In order to accurately measure sickness absence and develop good practice in addressing sicknesses absence issues, the responsibilities of both line managers and employees need to be fully understood. This includes:-
- employees reporting every sickness absence with reasons
 - employees being clear who to report to and when
 - employees reporting their return to work
 - appropriate certification being completed
 - accident reporting procedures being followed
 - absence information data being inputted into an agreed organisational IT database by line managers
- 4.5 In line with the SEEDS FOR GROWTH Health & Safety Policy SEEDS FOR GROWTH will also take steps to ensure that the health and welfare of other employees are not disadvantaged by the return to work of any employee who is deemed unfit for work
- 4.6 An employee's right to confidentiality will be respected at all times and information as to the nature of an employee's ill health will not be shared with anyone outside the Senior Management Team, without the prior consent of the employee. Any written information concerning an employee and their health status shall be pass worded in line with the requirements of the SEEDS FOR GROWTH 's ICT Policy
- 4.7 SEEDS FOR GROWTH will ensure that all line managers have a working knowledge and understanding of the Disability Discrimination Act 1995 and any other relevant legislation.

5. Monitoring Sickness Absence

- 5.1 In order to ensure that issues affecting overall staff health are identified at an early stage, and that individual employee problems are addressed constructively as soon as possible, SEEDS FOR GROWTH will regularly monitor absence due to staff sickness and report on this at least annually to the Staffing & Operations Sub-Committee.

Monitoring of sickness absence will be carried out at two levels:-

- whole organisation / unit
 - individual employee
- 5.2 In order to avoid varying interpretation by line managers and promote a fair and consistent approach, the Co-ordinator, in association with the SEEDS FOR GROWTH Health & Safety Officer, will be responsible for monitoring staff absence due to sickness
- 5.3 Line managers will be subject to the same level and procedures for monitoring sickness absence as all other staff.
- 5.4 Employees whose attendance at appointments, as outlined in paragraph. 3.7 above, is identified as being above average may be required to provide supporting documentation for such appointments or, as in the case of absence on sick leave for periods in excess of 12 weeks, be required to attend an independent medical examination

- 5.5 In considering any higher-than-average patterns of absence due to sickness, the following factors may be taken into account:-
- rights of disabled workers
 - staff shortages
 - excessive hours being worked
 - stress and related issues (see Appendix 1)
 - any evidence of bullying/ harassment
 - issues relating to the design of a job or the size of the workload
 - workplace hazards
- 5.5 Where one or more factors identified in section 5.4 above are identified this will be reported to the Staffing & Operations Sub-Committee, with a proposed action plan which addresses the issues with a view to minimising resultant sickness absences.
- 5.6 In instances where none of the factors are deemed applicable, the line manager will discuss the level of absence with the employee in an attempt to resolve or identify any other underlying problems.
- 5.7 SEEDS FOR GROWTH will operate this Policy in such a way that it links into other SEEDS FOR GROWTH policies such as the Flexible Working Policy and Dependent Care Policy.
- 5.8 Where appropriate, any links between sickness absence or other unauthorised absence or poor time keeping will be addressed together in order to identify whether a common causative factor exists.
- 5.9 In seeking to determine whether a level of absence is “unreasonable” SEEDS FOR GROWTH will take account of absences such as those :-
- due to work-related injury/illness
 - related to assault by a member of the public
 - due to communicable disease/s
 - required by SEEDS FOR GROWTH 's Health & Safety Policy
 - where an employee has been sent home or told not to come to work by a member of the Senior Management Team
 - which are for ante-natal appointments
 - due to pregnancy
 - related to disability leave
 - where an employee is awaiting aids, adaptations, or training in relation to adapted equipment
 - one-off planned absences (e.g. an operation)
 - particular problems such as flu epidemics
- 5.10 In considering absence differentiation should be made between
- long term leave covered by a medical certificate
 - short term leave, uncertificated or self-certificate
 - regular patterns of days off due to sickness
 - irregular illnesses
 - excessive medical-related appointments not covered by flexitime

6. Managing Sickness Absence

6.1 Principles for managing sickness absence

- 6.1.1 Line managers will ensure correct certification and recording of absence.
- 6.1.2 Line managers will maintain reasonable contact with any staff member who is off sick
- 6.1.3 Where absence has been in excess of 5 working days, “back to work” interviews will be conducted by line managers with each member of staff returning after a period of sickness absence. Outcomes will be recorded and retained in employee’s personal record.
- 6.1.4 Trigger points will be set (see paragraph. 6.2 below) for the instigation of a Review meeting to be held between an individual staff member and his/ her line manager to explore patterns and causes of absence, any necessary and appropriate adjustments to work load and environment, or access to outside sources of support. (e.g. counselling)
- 6.1.5 Progress meetings will be held by the line manager (or SEEDS FOR GROWTH Board member if deemed appropriate) with staff on long term sickness absence, to try and facilitate a return to work at the earliest opportunity. Arrangements for these meetings will be agreed in advance, and in writing, with the individual staff member.
- 6.1.6 Line managers will plan and arrange appropriate support for all staff returning from long term sickness absence.
- 6.1.7 Where appropriate, staff will be encouraged to make a graduated return to full time attendance, where this reduces their period of absence and is operationally possible.

6.2 **Trigger Points**

- 6.2.1 It is not always possible to say when a particular level of absence from work becomes a cause for concern. For e.g. a certain number of days taken consecutively following a serious illness, or injury, may not be a cause for concern, whereas the same number of days, taken in many short absences, may well become a cause for concern.
- 6.2.2 However, a predetermined trigger level applied to everyone in the organisation may be helpful in indicating developing patterns, which are a cause for concern.
- 6.2.3 The agreed trigger levels** are:-
 - 3 or more **instances** of sickness absence within any three month period
 - 6 or more **instances** of sickness absence within any twelve month period
 - 9 or more **days** sickness absence within any twelve month period
 - any other recognisable pattern (such as always being absent on a Monday, or at the same time each year, or during certain types of activity)
- 6.2.4 These “trigger points” are to be regarded as a reason to “flag up” a concern, rather than as a trigger for action. There may well be a justifiable reason for any level of absence, and / or it may be useful as a further opportunity to identify problem areas and find a resolution, which may ameliorate the need for further absences.

Appendix 1

STRESS (adapted from the ACAS booklet "Health & Employment" February 2003)

Key points

1. Stress can be physically and/or psychologically harmful
2. Stress can be caused by personal or work based pressures or a mixture of the two
3. Employees and line managers may require training to recognise stress in themselves and others
4. Stress can be alleviated by organisational changes and or help for individuals
5. Employers have a responsibility to control excessive stress caused by work

What is stress?

Stress is people's natural reaction to excessive pressure and is experience by everyone.

When a person is faced with some kind of threat or alarm the body responds with physiological changes such as raised heart rate and blood pressure, accelerated breathing and an increased flow of blood to the muscles. These changes can help the body to respond to the threat and overcome it - "fight or flight".

When the physiological changes produced by stress are excessive or continue their effects become detrimental. E.g. many jobs are carried out in a complex set of circumstances and the causes of stress cannot be dealt with quickly, once and for all. Stress results from a perceived imbalance between the demands made on an individual, including self-imposed ones, and the personal and environmental resources available to meet those demands.

Causes of Stress

Stress can be caused by a wide variety of factors and the effects of possible sources of stress will vary with each individual. People react differently to work pressures: deadlines that may motivate one worker may be a source of severe stress to another. Staff will be subject to pressures both inside and outside the workplace and sometimes it may be a combination of these pressures that results in stress.

Sources of stress

Personal stress factors may include:-

- family / relationship problems
- bereavement
- illness of self or others
- money worries
- moving home
- conflict between the demands of home and work.

Work based pressures may include:

- poor working relationships
- bullying or harassment in the workplace, whether directly experienced or witnessed
- restricted social contact
- lack of training
- poor communication and consultation
- poor or inconsistent management
- change of job
- too many bosses
- no control over pace or content of work

- organisational or technological change
- being a supervisor
- under or over promotion
- too much or too little responsibility
- unreasonable time pressures or deadlines
- poor working conditions
- excessive noise
- uncertainty about role
- mismatch between tasks and resources
- too much or too little work
- irregular or long hours
- lack of feedback or acknowledgement
- lack of job security

It is important to identify which of these pressures may apply before trying to address the problem

Identifying stress in individuals

The outwards signs of stress in individuals may often first be noticed by managers and colleagues, and may include:-

- worsening relationships with colleagues
- indecisiveness
- inability to meet deadlines
- absenteeism
- accident proneness
- inability to delegate
- a general deterioration in performance

Individually, stress may manifest itself in a wide range of physical and emotional symptoms including

- feelings of anxiety or hopelessness
- high blood pressure
- heart palpitations
- chest pains
- increased use of tobacco, alcohol or other drugs

Identifying organisational stress

Signs of stress in an organisation may include (there may be other reasons for these symptoms):

- a general deterioration in staff morale
- increased absenteeism
- lateness
- increased staff turnover
- reduction in outputs
- reduced quality of service

Managing stress

Individuals can learn to recognise pressure and take action before it builds up to harmful levels. However, it may not always be possible to eliminate pressures believed to be causing stress at work and in such cases workers need to be aware of ways of coping with it. There is a great deal that individuals can do to regulate stress including regular exercise, sensible eating, adequate sleep and sensible use of tobacco, alcohol and other drugs. Individuals should also learn to recognise signs of tension, how to practice relaxation techniques and when to seek professional help. Managers and supervisors should be trained to help individuals cope with stress and to recognise when expert help is needed.

1. SEEDS FOR GROWTH regards the promotion of safety and hygiene as a primary responsibility. The promotion and provision of a safe working environment is regarded as a mutual objective of the Board and all employees.
2. SEEDS FOR GROWTH will take appropriate steps to ensure that, so far as is reasonably practicable, the place of work and its environment is safe and without risk to health, both to employees, trustees and members of the public.
3. SEEDS FOR GROWTH will:
 - 3.1 ensure that where plant and equipment, machinery, etc., is used or where staff are concerned with the handling, storage or transport of articles or substances, safety requirements are met with the consequent avoidance of risk;
 - 3.2 provide training, instruction, information and supervision as appropriate in respect of employees at all levels, to ensure a safe working environment;
 - 3.3 provide all employees with training in first aid;
 - 3.4 ensure that employees are made aware of their responsibilities in complying with the Health & Safety at Work Act 1974;
 - 3.5 maintain an accident report book;
 - 3.6 appoint a senior member of staff to have overall responsibility for health and safety matters;
 - 3.7 undertake a six monthly review of health and safety and implement necessary recommendations.

This Policy & Procedures contains: -

SEEDS FOR GROWTH General Statement of Policy on Health & Safety
Health & Safety Policy Statement
Compliance with Legislation and other Statutory Requirements
Statement of Responsibilities
Staff Practice & Procedures
 Part I: Specific Procedures
 Part II: General Arrangements
 Part III: Communications, Consultation & Information
Appendix A. Approved First Aiders
Appendix B. RIDDOR reporting requirements

and applies to all the premises occupied by, and activities carried out by, SEEDS FOR GROWTH including SEEDS FOR GROWTH 's offices

and to all personnel working at these offices for or on behalf of SEEDS FOR GROWTH. All SEEDS FOR GROWTH Board members and employees must familiarise themselves with the contents of these Policy & Procedures; comply with this Health & Safety Policy; and follow those Practices and Procedures which apply to them.

A copy of this Health & Safety Policy & Procedures is included in the SEEDS FOR GROWTH Staff Handbook and is available from the Health & Safety Officer or from the Director.

GENERAL STATEMENT OF POLICY ON HEALTH & SAFETY

It is SEEDS FOR GROWTH's policy to: -

1. provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, service users, management board members, all other visitors to SEEDS FOR GROWTH premises and participants in SEEDS FOR GROWTH activities. ("Employees" in the context of this document include staff employed on permanent and temporary contracts, agency staff, contracted consultants and advisers, work experience placements and volunteers)
2. make available such information, training and supervision as is deemed necessary to ensure that health & safety issues are understood and implemented at the appropriate level, and that all agreed practices are adhered to.
3. accept its responsibilities for the health & safety of other people, insofar as they may be affected by SEEDS FOR GROWTH activities.

This Policy and the way in which it has been implemented will be reviewed at least once every year to ensure that it is kept up to date.

Signed _____ Position _____

Name _____ Date _____

HEALTH & SAFETY POLICY STATEMENT

3. In developing this Policy SEEDS FOR GROWTH is cognisant of its statutory obligations and the requirements set out in the relevant legislation and other Regulations, Directives, British Standards, and Approved Codes of Practice; in particular: -
 - The Health & Safety At Work Act 1974
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)
 - Health & Safety Information for Employees Regulations 1989
 - The Management of Health and Safety at Work Regulations 1992 (the Management Regulations)
 - Occupiers Liability Acts 1957 and 1984
 - Manual Handling Operations Regulations 1992
 - Health and Safety Display Screen Equipment Regulations 1992
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Health and Safety (First Aid) Regulations 1981
 - Employers' Liability (Compulsory Insurance) Regulations 1969
 - Electricity at Work Regulations 1989
 - Provision and Use of Work Equipment Regulations (PUWER) 1992
 - Personal Protective Equipment (PPE) Regulations 1992
 - Noise at Work Regulations 1989
 - Control of Substances Hazardous to Health Regulations 1994 (COSHH)
4. SEEDS FOR GROWTH, through management at all levels (SEEDS FOR GROWTH Board and the Supervisory Team), has a responsibility to provide a working environment which is safe and with minimum risk to health, to ensure the health & safety of all its employees whilst they are at work, and all its management board members, service users, and all other visitors to SEEDS FOR GROWTH whilst they are on SEEDS FOR GROWTH premises and/ or participating in SEEDS FOR GROWTH activities.
5. SEEDS FOR GROWTH regards the promotion of health and safety as a primary responsibility. The promotion and provision of a safe and healthy working environment is regarded as a mutual objective of the Management Board and all employees.
6. SEEDS FOR GROWTH will take appropriate steps to ensure that, so far as is reasonably practicable, the place of work and its environment is safe and without risk to health.
7. In furtherance of the above objectives SEEDS FOR GROWTH will:
 - 5.1 ensure that where plant and equipment, machinery, etc. is used or where staff are concerned with the handling, storage or transport of articles or substances, safety requirements are met with the consequent avoidance of risk;
 - 5.2 provide training, instruction, information and supervision as appropriate in respect of employees at all levels, to ensure a safe working environment;
 - 5.3 provide an appropriate number of employees with training in first aid;
 - 5.4 ensure that employees are made aware of their responsibilities in complying with the Health & Safety at Work Act 1974;

- 5.5 maintain an accident report book, which will be available for inspection by the Health & Safety Executive.
- 5.6 appoint a senior member of staff to have overall responsibility for health and safety matters
- 5.7 undertake a six monthly review of health and safety and implement all resulting recommendations.
- 5.8. expect all its employees to recognise that they too have an obligation to take on the responsibility for ensuring that their working environment is, as far as is reasonably practicable, safe and provides minimum risk to their own health as well as that of their colleagues, service users and other people visiting SEEDS FOR GROWTH premises or participating in SEEDS FOR GROWTH organised activities.

COMPLIANCE WITH LEGISLATION AND OTHER STATUTORY REQUIREMENTS

1. **HEALTH & SAFETY AT WORK ACT 1974**
 - 1.1 SEEDS FOR GROWTH recognises its health and safety duties under the *Health & Safety at Work Act 1974* and concomitant protective legislation, as an Employer and as a Company. To that end the following person/s have been appointed to be responsible for the promotion and maintenance of Health & Safety at SEEDS FOR GROWTH, and to keep workplace and training procedures relating to Health & Safety under review, so as to keep the Company and its Executive Board updated on any new legislation, EC Directions, regulations and British Standards affecting them, in order to ensure compliance with same: Gregory Cohn, Co-ordinator, SEEDS FOR GROWTH
 - 1.2 **HEALTH & SAFETY AT WORK ACT: SECTION 7**

All employees of SEEDS FOR GROWTH agree, as a term of their respective contracts of employment or volunteering or contracted agreements of training or other services, to comply with their individual duties under Section 7 and generally cooperate with SEEDS FOR GROWTH so as to enable the Company to carry out its Health & Safety duties towards them. Failure on the part of any employee to comply with this Health & Safety Policy and Procedures may lead to dismissal from employment; or on the part of any volunteer or contracted consultant, the termination of their respective contract; or on the part of any participant in SEEDS FOR GROWTH activity, the termination of their participation in that activity; in the case of serious breaches, or repeated breaches, such dismissal or termination may be instant without prior warning in line with SEEDS FOR GROWTH's Staff Disputes Protocol.
2. **REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1985 (RIDDOR)**

In recognition of its duties under these regulations, SEEDS FOR GROWTH has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health & Safety Executive, including injury to any employee, service user or other visitor to SEEDS FOR GROWTH's premises.
3. **HEALTH & SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989**

In compliance with these regulations SEEDS FOR GROWTH undertakes to provide such information and instruction as may be necessary to ensure the health and safety at work of its employees, and to promote awareness and understanding of health & safety throughout its work force.
4. **MANUAL HANDLING OPERATIONS REGULATIONS 1992**

SEEDS FOR GROWTH will ensure the safety and absence of health risks in connection with the use, handling, storage and transport of articles, both within its premises at The Print House and in connection with outside events, as set out in the Staff Practice and Procedures Part II Section 8 of this document.
5. **HEALTH AND SAFETY DISPLAY SCREEN EQUIPMENT REGULATIONS 1992**

SEEDS FOR GROWTH ensures that all VDUs meet EC and UK legislative requirements and recommendations and support employees in their use as set out in the Staff Practice and Procedures Part II Section 7 of this document.

6. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATION 1994

In compliance with the above SEEDS FOR GROWTH will adhere to these regulations and associated codes of practice as they relate to the procurement, storage, identification, use and disposal of hazardous substances as set out in the Staff Practice and Procedures Part II Section 3 of this document.

7. EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) REGULATIONS 1969

In further recognition of its statutory and common law duties, SEEDS FOR GROWTH has taken out insurance, with an approved insurer against liability for death, injury and/or disease suffered by any of its employees, and arising out of, and in the course of employment, volunteering, training, or other business on SEEDS FOR GROWTH premises, provided only that it was caused by the negligence and/or breach of statutory duty on the part of SEEDS FOR GROWTH ; such certification of insurance is prominently displayed in the Directorate Office so as to be available for inspection at all reasonable times by employees, Board Members, and an approved Health & Safety Inspector.

STATEMENT OF RESPONSIBILITIES

1. OVERALL RESPONSIBILITIES

- 1.1 Primary responsibility for Health & Safety lies with the SEEDS FOR GROWTH Board and the SEEDS FOR GROWTH Co-ordinator as their representative. SEEDS FOR GROWTH regards itself as bound by any act and/or omission of the Co-ordinator or any senior manager, giving rise to liability, provided only that such acts and/or omissions arise out of and in the course of company business, and the prosecution of any director or senior manager shall not prevent a further prosecution against the Company.
- 1.2 In recognition of its duties toward its service users, volunteers, work experience placements, contracted consultants and advisers, all visitors to SEEDS FOR GROWTH 's premises and the general public, SEEDS FOR GROWTH regards the extent of its duties as compatible with *Sections 2 and 5 of the Health & Safety at Work Act 1974* and the *Occupiers Liability Acts 1957 and 1984*. In particular, where visitors are under a statutory duty to wear personal protective clothing, or otherwise to take reasonable precautions for their own health & safety, failure to do so will be regarded as a breach of SEEDS FOR GROWTH policy, entitling the SEEDS FOR GROWTH to take such measures as it considers appropriate, including asking the visitor to leave the premises.
- 1.3 This policy has been prepared in furtherance of Section 2(3) of the Health & Safety at Work Act 1974. It binds all Members of the Board, Managers, Employees, Volunteers, Work Experience Placements, and Contracted Consultants / Advisers, in the interests of our Employees, Volunteers, Work Experience Placements, Contracted Consultants / Advisers and Service Users. We require that our users, visitors and Contractors comply with this Policy, a copy of which can be obtained on demand from the Health & Safety Officer or Director.

2. DUTIES OF CARE OF SEEDS FOR GROWTH EMPLOYEES & BOARD MEMBERS

(NB. "Employees" include staff on permanent and temporary contracts, agency staff, contracted consultants and advisers, work experience placement and volunteers)

- 2.1 While the overall responsibility for Health & Safety rests with the SEEDS FOR GROWTH Executive Board and the Supervisory Team, ALL employees, whether occupant or otherwise, at every level, have a personal responsibility to:
- 2.1.1 Take reasonable care for the Health & Safety of themselves and of other persons who may be affected by their acts or omissions at work, whilst volunteering or carrying out other contracted duties;
- 2.1.2 Co-operate with SEEDS FOR GROWTH in complying with any safety rule and/or duty or requirement imposed under any relevant legislation, regulation, directive or code of practice;
- 2.1.3 Ensure that all safety equipment is used and maintained in good order and that any defect is reported;
- 2.1.4 Take care not to misuse or interfere with any protective equipment, or warning or other signs such as those leading to fire exits;
- 2.1.5 Maintain safe and clean conditions in their working, volunteering and training areas
- 2.1.6 Reports all accidents, injury or non-injury, any incidents, which have health & safety implications, and any perceived breach of Health & Safety regulations, code of practice and/or guidelines

2.1.7 Report any potential hazards or incidents, which might lead to injury or damage.

3. SPECIFIC RESPONSIBILITIES: -

3.1 STAFF TRAINING

3.1.1 The SEEDS FOR GROWTH Board, and the Co-ordinator as their representative, has overall responsibility for training of staff in matters concerned with Health & Safety at work, and for providing adequate resources for such training. Staff who have been delegated responsibility for maintenance of health & safety periodically review, and advise the Co-ordinator on, the training needs of staff and other appropriate personnel.

3.1.2 Team Managers are responsible for ensuring that they and their staff are suitably trained in Health & Safety matters, and, in particular, those risks that appertain to the work and working environment associated with their Team's activities.

3.1.3 Team Managers are also responsible for informing the Health & Safety Officer of any risk peculiar to their own team or of any new risk arising from a change to the operation of that team, so that the need for relevant training can be assessed.

3.2 INSPECTION

3.2.1 Daily checks: It is the responsibility of staff who undertake the daily *Opening Up* and *Locking Up* Procedures in relation to SEEDS FOR GROWTH 's workspaces at the Business Development Centre to carry out appropriate inspections and checks which have a bearing on health & safety.

3.2.2 Regular Inspections: It is the responsibility of the SEEDS FOR GROWTH Health & Safety Officer to ensure that inspections are periodically carried out at all premises totally occupied by SEEDS FOR GROWTH and that the results of such inspections are recorded in an appropriate manner.

Any findings in conflict with the provisions of this Policy & Procedures or otherwise contrary to Health & Safety requirements must be drawn to the attention of the appropriate employee or other personnel, in writing if necessary.

Appropriate remedial action should be instigated to correct the situation and prevent or mitigate the likelihood of any recurrence.

3.2.3 Random Inspections and Spot Checks: A responsible officer should make an appropriate unscheduled inspection at any time when there is reason to believe that the health or safety of employees, service users or other visitors or participants at work, is likely to be compromised.

3.2.4. *Reporting of Observed Hazards*

Whenever an employee, or manager of SEEDS FOR GROWTH , notices or otherwise becomes aware of a health and/or safety hazard (i.e. something with potential to cause harm), that cannot readily and immediately be put right, they must straightaway inform the SEEDS FOR GROWTH Health & Safety Officer, who will be responsible for initiating the appropriate remedial action/s.

3.2.5. The Health & Safety Inspectorate may, under its statutory powers, require to inspect the premises or part thereof at any time. All employees, and visitors are expected to co-operate to allow such inspections to be carried out

4. REPORTING OF ACCIDENTS

- 4.1 Any serious accident, as specified under RIDDOR (see appendix B), must BY LAW be reported to the appropriate authorities, including the local office of the Health & Safety Executive. SEEDS FOR GROWTH 's Director is responsible for ensuring that any such occurrences are reported to the enforcing authority
- 4.2 The Health & Safety Executive (HSE) must be notified immediately by telephone or facsimile by the Director of any occurrence included in Appendix B. A written report must be submitted in confirmation within seven days, using form F2508 (available from HSE).
- 4.3 All accidents sustained within any SEEDS FOR GROWTH premises must be reported to the Health & Safety Officer. Any major injury sustained on the premises must be reported to SEEDS FOR GROWTH 's Co-ordinator & the Executive Board.
- 4.4 The person to whom the accident was reported, of the Health & Safety Officer, must record it in the Accident Book, which should then be signed, or amended if necessary, by the person who had the accident as soon as practicable

STAFF PRACTICE & PROCEDURES

Applies to all premises occupied by SEEDS FOR GROWTH including its main offices, and other workspace.

Part I – Specific Arrangements

1. RISK ASSESSMENT

- 1.1 SEEDS FOR GROWTH assesses and records, as far as is reasonably practicable, the Health & Safety risks to which its employees, volunteers, trainees, work experience placements, contracted consultants/ advisers, visitors and others may be exposed as a result of its activities. The intention is to eliminate risks or reduce them to the lowest level that can reasonably be achieved.
- 1.2 SEEDS FOR GROWTH makes every effort to ensure that its employees, volunteers, trainees, work experience placements, contracted consultants /advisers, visitors and others are aware of the identified risks. Every new employee undergoes a Health & Safety induction for this purpose and Health & Safety is an agenda item at fortnightly staff meetings.
- 1.3 The Health & Safety Officer conducts a risk assessment with employees or other personnel involved whenever an actual or potential hazard is identified, when there is a change in circumstances, or on a regular basis, i.e. every 6 months. A risk assessment will normally include the office environment, fire prevention, use of VDUs and manual handling procedures.
- 1.4 Whilst general advice and guidance covering the topics of COSHH, noise and electricity (see Part II) are given in each individual employee's initial Health & Safety induction they are recognised as being areas which pose minimal risk to the occupants of SEEDS FOR GROWTH 's office premises and are not therefore perceived as issues that it is necessary to cover in a regular risk assessment. The sections of this policy that relate to these areas of risk, therefore, are for general guidance only. An appropriate risk assessment will be carried out, however, in the event of a change of circumstances or in the event of an incident occurring.

1.5 IDENTIFICATION OF 'SPECIAL RISK'

Every effort is made to avoid exposure to special risks. Any task that is assessed as giving rise to a special (or high) risk is brought to the attention of the Director. If it is confirmed that the task gives rise to a special risk, the task is to be sub-contracted to persons having appropriate specialist knowledge and equipment.

1.6 DOCUMENTATION OF RISK

1.6.1 The findings of each risk assessment are recorded by the Health & Safety Officer in a file kept by him specifically for this purpose and available to staff and the Board in request.

1.7 PREVENTION AND MITIGATION OF RISK

1.7.1 After the risk analysis has been carried out, consideration is given to practical, achievable methods of preventing or mitigating each identified risk.

1.7.2 Recommendations arising from each Risk Assessment are set before the Supervisory Team and, where appropriate, the Board, to be actioned.

2. STRESS AT WORK

2.1 It is recognised that stress plays a significant part in the Health and Safety of staff and therefore the company endeavours to ensure that:

2.2 Adequate support and training shall be offered to staff in carrying out their duties.

2,3 Staff are encouraged to take all of their annual leave within in the calendar year. This should be addressed within regular supervision sessions.

2.4 Staff hours of work and staffing levels will be monitored by Tam Leaders and excessive workloads noted and reported to the appropriate level of management, the Health and Safety Officer and the SEEDS FOR GROWTH Board.

3. OUT OF HOURS ARRANGEMENTS

3.1 Staff coming in to work alone in any SEEDS FOR GROWTH premises, or leaving such premises after working alone, at night or at weekends, should notify someone of their whereabouts whenever practical.

3.2 The attention of all staff engaged on any duty out of hours is drawn to the guidelines on '*Violence at work – Stress Management*'. In particular, these guidelines affirm that employees are not to take risks to protect the premises, when such action might expose them to violence, referring to *Regulation 7: Emergencies, Danger Areas and Procedures of the Management of Health and Safety at Work Regulations 1992*.

4. EXTERNAL VISITS

4.1 Staff on outside visits must leave contact details (including mobile numbers if applicable) with their Team leader stating locations and approximate duration of visits.

4.2 Staff should, as far as is practicable, avoid undertaking visits to premises where they may feel vulnerable (e.g. private residences where they may be alone with a service user, or isolated community premises where there are few people around). If such visits are necessary the employee should request support from a colleague / line manager)

5. ARRANGEMENTS FOR NON-RESIDENTS COMING INTO THE PREMISES

- 5.1 It is the responsibility of whoever is the host of a visitor to the premises to take whatever steps are appropriate to ensure that the visitor is aware of relevant health & safety matters, including ensuring that they sign in and out in the appropriate manner.
- 5.2 At the discretion of the member of staff escorting them onto the premises, the attention of any visitor or contractor should be drawn to any health & safety precaution or procedure prevailing which is relevant to the area they are entering. Any visitor refusing or failing to observe such provisions – when the reasons have been explained – is normally escorted politely from the area concerned.
- 5.3 Any contractors working on the premises must abide by SEEDS FOR GROWTH 's Health & Safety Policy and Procedures. They are required to satisfy the manager with responsibility for Health & Safety at the premises that any equipment they propose to use is safe. They are also expected to take any other steps necessary to protect SEEDS FOR GROWTH 's employees and occupants of the premises from hazard.

6. STAFF PERSONAL SAFETY

- 6.1 It is the policy of SEEDS FOR GROWTH that, visitors should, as far as practicable, have an appointment before an advisor or any other staff member can see them. SEEDS FOR GROWTH staff reserve the right not to see anyone whose attendance at SEEDS FOR GROWTH 's offices has not been previously agreed.
- 6.2 SEEDS FOR GROWTH maintain that their staff are entitled to a safe working environment and will tolerate no verbal abuse, harassment, violence, aggression or other inappropriate conduct or behaviour from anyone attending their premises or events.
- 6.3 It is the policy of SEEDS FOR GROWTH to take legal action against anyone who abuses our staff as outlined in 6.2 above.
- 6.4 Any clients or visitors found to be abusive to SEEDS FOR GROWTH staff as outlined in 6.2 above may be banned from our premises, seminars, and any other events.
- 6.5 The need for training in dealing with aggression and confrontation at work should be addressed as part of all staff induction, and appropriate training organised where such a need is identified.

7. PARTICIPANTS IN TRAINING COURSES, VOLUNTEERS AND WORK EXPERIENCE PLACEMENTS

- 7.1 All participants on courses held at SEEDS FOR GROWTH offices or external venues, volunteers and work experience placements are to be made aware of the health & safety instructions appertaining to their situation.
- 7.2 It is the responsibility of the chair at each seminar, event, or conference to issue the necessary Health & Safety advice at the beginning of the event pertaining to, among other matters, fire precautions and exits and assembly points, etc. from that particular building.
- 7.3 Those responsible for work experience placements or volunteers will ensure that they receive an appropriate Health & Safety induction, as close as possible to the beginning of their time at SEEDS FOR GROWTH . The Health & Safety Officer will carry this out, if necessary.

8. **SUB-CONTRACTORS**

8.1 When SEEDS FOR GROWTH engages a contractor to carry out work on the premises, consideration must be given to whether the work brings extra risk to health or safety at work. If so, the contractor is required to take precautions appropriate to the nature and risk of the work being carried out, and will confirm in writing that they have done so. They are also required to confirm that they will be conforming to Health & Safety regulations pertaining to their trade.

9. **ACCIDENTS & FIRST AID**

FIRST AID BOXES

The contents of First Aid Boxes must be complete, according to the list of items included in the box. A list of contents is provided for each box. Any item used, or which has passed its expiry date, must be replaced.

The Health & Safety Officer is responsible for ensuring that First Aid boxes are replenished regularly to ensure that all required items are available, and that all materials are within the expiry date.

ACCIDENT BOOK

An accident Book is maintained in which all accidents, however minor, must be recorded as set out in paragraphs 11.8 below.

ACCIDENT PROCEDURES

The procedures for dealing with accidents reflect the seriousness of the accident. An ambulance must be called in all cases of serious injury. Whenever there is any doubt as to the correct treatment or procedure professional medical advice / help must be sought. If the injury is considered to be minor then it should be dealt with under the First Aid Procedures

MINOR ACCIDENTS

Minor accidents and wounds are assessed and treated appropriately, by a trained first aider if there is one available. If appropriate, a temporary dressing is applied. If there is good reason to suspect that such treatment seems inadequate, the injured person is taken to the nearest available accident and emergency facility/ or other source of appropriate treatment.

MORE SERIOUS ACCIDENTS

Despite the efforts of management and staff to ensure safe working practices, a more serious accident may occur. Should this happen, immediate appropriate action may have to be taken, preferably by a trained first aider, to minimise harm to the person concerned.

The trained first-aider, or the best-qualified person present, also issues instructions for the appropriate emergency services to be called to the scene of the accident. The person calling the emergency services instructs a colleague to go to the entrance to the premises, to guide the emergency services to the scene of the accident. That person should ensure that access is unimpeded.

ACCIDENT RECORDS AND REPORTING

The employer is required to keep a record of all work-related accidents. Only those classified under RIDDOR as 'serious' (see Appendix B) have to be reported to the Health & Safety Executive. (see Section: Statement of Responsibilities paragraph.4 above).

RECORDING

A record must be made of any accident afflicting an SEEDS FOR GROWTH employee, Board member, volunteer, work experience placement, contracted consultant / adviser, event participant, or other visitor when engaged in a business activity, no matter how minor the accident.

This requirement for a record applies irrespective of whether the accident occurred within SEEDS FOR GROWTH 's office; in outside training rooms; in a communal area of the premises; or to a member of SEEDS FOR GROWTH 's staff doing outreach or whilst travelling on business on behalf of SEEDS FOR GROWTH .

The occurrence is to be recorded in the Accident Book held in SEEDS FOR GROWTH 's office. The entry shall be made as soon as practicable after the accident, either by the person to whom the accident was reported or by a person with health & safety responsibilities acting on the injured person's behalf. The person suffering injury shall read and sign the entry, or amend it as necessary, as soon as practicable.

REPORTING

All accidents occurring on any SEEDS FOR GROWTH 's premises, however minor, must be reported to the Health & Safety Officer or, in his absence, to another competent person, who will enter the details of the accident in the Accident Book as outlined in 10.4.3 above.

Any serious accident, as specified under RIDDOR (see appendix B), must BY LAW be reported immediately to the Health & Safety Executive, by the SEEDS FOR GROWTH Director, or, in his absence another member of the Supervisory Team. (see Section: Statement of Responsibilities paragraph.4 above).

Any occurrence or accident which is required to be reported to the Health & Safety Executive, shall also be notified to the SEEDS FOR GROWTH Executive Board at the earliest opportunity.

Following all reported accidents the Health & Safety Officer will carry out appropriate investigations and, when deemed necessary, he/she will report to management concerning suitable remedial and preventive steps which need to be taken on the basis of his/her findings, and/ or expert advice.

STAFF PRACTICE & PROCEDURES

applies to all premises occupied by **SEEDS FOR GROWTH** including its main offices, and other workspace.

Part II General Arrangements

1. FIRE PREVENTION

1.1 GENERAL FIRE SAFETY

1.1.1 All staff are made aware of the fire safety procedures at the premises when they first join SEEDS FOR GROWTH , and at appropriate intervals thereafter.

1.1.2 Fire escape routes are signed.

1.1.3 All Emergency exits must be kept clear.

1.1.4 Fire extinguishers must not be removed from their designated positions and must remain unobstructed. A luminous sign is displayed prominently next to each fire extinguisher identifying the type of fires on which it can be used.

1.2 FIRE APPLIANCES

Testing is carried out annually, or at any time when there is any reason to suspect that an appliance is faulty.

2. BOMB THREATS

2.1 Any bomb threat is to be reported immediately to the SEEDS FOR GROWTH Co-ordinator, or her deputy in her absence, who will liase directly with the police.

2.2 All personnel will follow the Co-ordinator's and Police instructions relating to a bomb threat at all times

2.3 If an evacuation of the office needs to occur the fire alarm will be used if appropriate, and people would be directed away from the building.

3. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

3.1 No dangerous substance is to be procured or used on the premises by an employee before a risk assessment of its use has been made.

3.1.2 Any process that results in the production of a hazardous substance shall be assessed for risk, before the process is introduced.

3.1.3 The residue of any hazardous substance used, or any hazardous substance produced must be disposed of according to legal requirements and good industry codes of practice. Specialist sub-contractors are to be used, where appropriate.

3.2 IDENTIFICATION OF HAZARDOUS SUBSTANCES

A list is compiled of potentially hazardous materials kept either within the SEEDS FOR GROWTH offices or in the storage cupboards to which access is from the areas in communal usage.

3.3 Precautions: The attention of staff is drawn to the hazard labelling on the container of each substance identified and to other sources of warning information from the supplier of the substance. Care must be taken to follow instructions on use of the substances and on the avoidance of the hazard associated with the substance.

- 3.4 Security and Access: Hazardous substances are stored so that risk of spillage and unauthorised use is minimised, and away from all unnecessary contact with anyone not needing access to the substance.

4. SIGNS, WARNING, INSTRUCTIONS

- 4.1 Appropriate, permanent, clear warning signs are fixed prominently, close to hazards, e.g. 'MIND YOUR HEAD' at the entry to a low headroom area. Temporary warning signs are posted before any job is started that could give rise to a risk, e.g. whilst cleaning a floor that many become slippery until dry.

- 4.2 Fire exits and doors, which give access to fire exits, have permanent signs affixed.

- 4.3 An area of the building may become hazardous pending or during repair or maintenance work. Should this happen, the manager with responsibility for Health & Safety at the office concerned ensures that warning signs are prominently displayed. Access to the area concerned is either restricted or closed off by a barrier.

5. SMOKING / NON-SMOKING AREAS

- 5.1 All SEEDS FOR GROWTH 's offices are non-smoking areas.

- 5.2 Smoking is not permitted in the rest of Business Development Centre in those areas of the premises to which all occupants have access. Non-smoking areas are clearly signed.

6. ELECTRICAL APPLIANCES AND HAZARDS

- 6.1 Staff should inspect the cables of appliances before switching them on. If an appliance is found to appear unsafe, this should be reported to a responsible person. Any appliance, which, by being faulty, poses a hazard, is tagged as dangerous, and may be removed from the work place until repaired.

- 6.2 Every electrical appliance owned by SEEDS FOR GROWTH is tested for electrical safety every 5 years. The Health and Safety Officer keeps the records.

- 6.3 The wiring of the Company's premises is tested for electrical safety every five years or on completion of any major change to the wiring. The Health and Safety Officer holds the records.

7. VISUAL DISPLAY UNITS (VDUS)

- 7.1 All staff that habitually use (or will start to use) VDU are entitled to an eye test by a competent person, to be repeated at appropriate intervals thereafter. SEEDS FOR GROWTH will provide a 'special' corrective appliance to any VDU user for whom it is recommended following the eye test.

8. LIFTING, STORAGE AND HANDLING

- 8.1 The appropriate Team Leader ensures that all those who may be involved in lifting and handling are familiar with appropriate techniques and safe loading. Training is given where appropriate. An instruction leaflet is available, which draws attention to the hazards from incorrect lifting technique, and how to avoid them.

- 8.2 Staff may become involved in the lifting and handling of equipment, either on the SEEDS FOR GROWTH premises or when carrying out working duties in a communal area or to outside activities. Appropriate precautions should be taken against injury from such activities.

- 8.3. Appropriate lifting or handling aids are made available on the premises when they are needed. A trolley is available for the moving of heavy goods and should be used at all times.

8.4 Records and equipment are stored in their designated areas. Due care must be taken to ensure that items are not stacked too high or are otherwise unsafe. A kick stool is provided for the purpose of safe retrieval of material from above eye level.

9. GENERAL HOUSEKEEPING

9.1 SEEDS FOR GROWTH ensures that all its premises are maintained in a clean and healthy condition. All employees, volunteers, trainees, work experience placements, contracted consultant / advisers and Board Members are responsible for the general tidiness of the workplace

9.2 All personnel are required to ensure that the access areas, landings, stairways and lift are kept clear.

9.3 All waste must be placed in the litterbins provided so that it can be disposed of according to legislative requirements and good environmental practice.

9.4 All employees and others who make use of SEEDS FOR GROWTH 's kitchen facilities have a duty to ensure that it is kept clean and tidy, that work surfaces and floor are cleaned of any spillages, and that items placed in the refrigerator are removed when no longer fresh. Spillages in the refrigerator should likewise be cleared up by the person responsible.

9.5 Any spillages on uncarpeted surfaces must immediately be cleaned up to prevent accidents.

9.6 All kitchen users should knock before entering in order to avoid accidental impact with someone using the kettle.

9.7 All employees should take extreme care not to overfill the electric kettle as to do so leaves colleagues liable to scalding.

10. PROCUREMENT AND USE OF EQUIPMENT

10.1 All equipment is approved as safe before it is procured or used by SEEDS FOR GROWTH . Those personnel who are going to use the equipment are trained in its safe use before being permitted to operate equipment, which is new to them.

10.2 Equipment is maintained in a safe condition, as a requirement of service, whether or not covered under a maintenance contract. Staff using communal equipment are expected to treat it responsibly and leave it in a safe condition and in a safe place.

STAFF PRACTICE & PROCEDURES

applies to all premises occupied by **SEEDS FOR GROWTH** including its main offices, and other workspace.

Part III – Communications & Consultation

1. COMMUNICATIONS

1.1 SEEDS FOR GROWTH endeavours to facilitate communications between all parties with a direct interest in health & safety at Business Development Centre.

1.2 The expert advice and opinion of specialists in particular fields are taken on specific matters, such as the Borough Fire Service liaison officers, where appropriate.

2. CONSULTATION WITH EMPLOYEES AND OTHERS

- 2.1. All Employees are encouraged to discuss any Health & Safety matters or concerns with those to whom responsibility for such matters is delegated (i.e. the Health & Safety Officer / SEEDS FOR GROWTH Co-ordinator).
- 2.2 SEEDS FOR GROWTH seeks to respond positively to thoughts or concerns put forward on Health & Safety at work or at external SEEDS FOR GROWTH activities. Where appropriate, formal consultation with employees is carried out through staff meetings.
- 2.3 Proposed changes to facilities, equipment or working practice are, where appropriate, scrutinised by this group for health & safety at work implications, before such changes are implemented. In addition, Health & Safety is a standard agenda item for all SEEDS FOR GROWTH Staff meetings, with issues raised to be brought to the subsequent Board when deemed appropriate.

3. SOURCES OF INFORMATION

SEEDS FOR GROWTH holds Health & Safety leaflets published by specialists in the field, such as the Health & Safety Executive (HSE), retained for the use of those covered by these procedures. Staff and other personnel are encouraged to refer to them or to obtain a copy from the Health & Safety Officer.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

SEEDS FOR GROWTH must BY LAW report certain events to its enforcing authority and to the local office of the Health & Safety Executive. SEEDS FOR GROWTH's Co-ordinator is responsible for ensuring that any of the following events are reported to the enforcing authority:

- a. The death of any person as a result of an accident arising out of or in connection with work.
- b. Any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work.
 - Fracture of the skull, spine or pelvis.
 - Fracture of any bone, except thumbs, fingers and toes
 - Amputation of a hand or foot, or a finger, thumb or toe, or any part thereof, if the joint or bone is completely severed.
 - A loss of sight of an eye, or a chemical or hot metal burn to the eye.
 - Injury (including burns) either requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact.
 - Loss of consciousness resulting from lack of oxygen
 - Decompression sickness requiring immediate medical treatment (*unless suffered during an operation to which the Diving Operations at Work Regulations 1981 3 apply*)
 - Either acute illness requiring treatment, or loss of consciousness, resulting in either case from absorption of any substance by inhalation, ingestion or through the skin.
 - Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to infected material or to a pathogen or toxin.
 - Any other injury that results in the person injured being admitted immediately into hospital for more than 24 hours.
- c. Incapacitation, as a result of an injury at work of any person (i.e. an employee, a self-employed person, a person receiving training for employment etc.) causing absence from work for more than three consecutive days (an 'over 3 days' injury).
- d. The death of an employee, if this occurs within one year of a reportable injury occurring.

The enforcing authority (Health & Safety Executive – HSE) must be notified immediately by telephone or facsimile by the Director of the occurrence of any of the above. A written report must be submitted in confirmation within seven days, using form F2508 (available from HSE).

1. Reasons for having this policy

All SEEDS FOR GROWTH IT facilities and information resources remain the property of SEEDS FOR GROWTH and not of particular individuals, teams or departments (*Note 1*). By following this policy we'll help ensure IT facilities are used:

- legally;
- securely;
- without undermining SEEDS FOR GROWTH ;
- effectively;
- in a spirit of co-operation, trust and consideration for others;
- so they remain available.

The policy relates to all Information Technology facilities and services provided by SEEDS FOR GROWTH . All permanent staff, consultants and other temporary workers are expected to adhere to it.

2. Disciplinary Measures

Deliberate and serious breach of the policy statements in this section may constitute a serious disciplinary offence.

2.1 Copyright

Take care to use software legally in accordance with both the letter and spirit of relevant licensing and copyright agreements. Copying software for use outside these agreements is illegal and may result in criminal charges.

2.2 Security

- If you leave your PC unattended without logging off, you are responsible for any misuse of it while you're away.
- Don't attempt to gain unauthorised access to information or facilities. The Computer Misuse Act 1990 makes it a criminal offence to obtain unauthorised access to any computer (including workstations and PCs) or to modify its contents. If you don't have access to information resources you feel you need, contact the ICT Co-ordinator.
- Don't disclose personal system passwords or other security details to other staff, consultants or external agents and don't use anyone else's login; this compromises the security of SEEDS FOR GROWTH . If someone else gets to know your password, ensure you change it or get the ICT Co-ordinator to help you (*Note 2*).
- ALWAYS check floppy disks for viruses, even if you think they are clean (contact the ICT Co-ordinator to find out how). Computer viruses are capable of destroying SEEDS FOR GROWTH information resources. It is better to be safe than sorry.

2.3 Information about people

If you're recording or obtaining information about individuals make sure you are not breaking Data Protection legislation. (The ICT Co-ordinator or your Line Manager can give you more information.)

2.4 **You are a representative of SEEDS FOR GROWTH when you're on the Internet / using email:**

- Make sure your actions are in the interest – and spirit – of SEEDS FOR GROWTH and don't leave SEEDS FOR GROWTH open to legal action (e.g. libel).
- Avoid trading insults with other people using the Internet.
- Obscenities/Pornography: Don't write it, publish it, look for it, bookmark it, access it or download it. If an email with obscene or pornographic content appears in your inbox, it must be deleted.

2.5 **Access to Information**

- All information available within the IT facilities will be open to supervision by management.
- There may be occasions when IT Support staff need to access various information within the IT facilities whilst fixing a problem.

2.6 **Personal Use**

- **Use of facilities for leisure or personal purposes (e.g. browsing the Internet, sending and receiving personal email, working on personal documents) will not be allowed during working hours (i.e. other than before or after working hours or during a lunch break).**
- **No use should be made of IT facilities for personal financial gain.**
- **Personal use is permitted during non-working hours so long as such use does not:**
 - **incur specific expenditure for SEEDS FOR GROWTH**
 - **impact on your performance of your job (this is a matter between each member of staff and his/her line manager)**
 - **break the law**
 - **bring SEEDS FOR GROWTH into disrepute**

3. **Email Policy**

3.1 **When to use email**

- Use it in preference to paper to reach people quickly (saving time on photocopying / distribution) and to help reduce paper use. Think and check messages before sending, just as you would a letter or paper memo.
- Use the phone, including voicemail if no reply, for urgent messages. Email is a good backup in such instances.
- Use the SEEDS FOR GROWTH intranet* (not email) to communicate all relatively static information (e.g. policy, procedures, briefing documents, reference material and other standing information). Information on the intranet should be recorded in a well-structured manner, consulting with the ICT Co-ordinator as appropriate. Use email merely as a pointer to draw attention to new and changed information on the intranet. (**note intranet is currently under development*)

3.2

3.3 Use of Distribution Lists

- Only send Email to those it is meant for; don't broadcast (i.e. send to large groups of people using email aliases) unless absolutely necessary since this runs the risk of being disruptive. Unnecessary, or junk, email reduces computer performance and wastes disc space.
- Use the standard aliases (*Note 3*) for work related communication only.
- If you wish to broadcast other non-work related information or requests (e.g. information or opinions on political matters outside the scope of SEEDS FOR GROWTH campaigning, social matters, personal requests for information etc.) it is better to use a Web mail account (*Note4*) or a personal email account at home; don't use the standard work aliases.
- Keep SEEDS FOR GROWTH internal email aliases internal. If you are sending an email both to a SEEDS FOR GROWTH alias and outside of SEEDS FOR GROWTH , use the alias as a blind carbon copy (i.e. the bcc address option) so that the external recipient does not see the internal alias.
- Don't broadcast emails with attachments to large groups of people - either note in the email where it is located for recipients to look, or include the text in the body of the email. Failure to do this puts an unnecessary load on the network.

General points on email use

- When publishing or transmitting information externally be aware that you are representing SEEDS FOR GROWTH and could be seen as speaking on the behalf of SEEDS FOR GROWTH . Make it clear when opinions are personal. If in doubt, consult your line manager.
- Check your in-tray at regular intervals during the working day. Keep your in-tray fairly empty so that it just contains items requiring your action. Try to decide what to do with each email as you read it (e.g. delete it, reply to it, save the whole email in a folder, or extract just the useful information and save it somewhere logical).
- Keep electronic files of electronic correspondence, only keeping what you need to. Don't print it off and keep paper files unless absolutely necessary.
- Use prefixes in the subject box whenever appropriate (*Note5*).
- Treat others with respect and in a way you would expect to be treated yourself (e.g. don't send unconstructive feedback, argue or invite colleagues to publicise their displeasure at the actions / decisions of a colleague).
- Don't forward emails warning about viruses. They are invariably hoaxes and the IT Support staff will probably already be aware of genuine viruses - if in doubt, contact them for advice.

3.4 Email etiquette

- Being courteous is more likely to get you the response you want. Do address someone by name at the beginning of the message, especially if you are also copying another group of people.
- Make your subject headers clear and relevant to your reader(s) e.g. don't use subject headers like "stuff"; don't send a subject header of, say "accounts" to the accountant.
- Try to keep to one subject per email, especially if the content is complex. It is better for your reader(s) to have several emails on individual issues, which also makes them easy to file and retrieve later. One email covering a large variety of issues is likely to be misunderstood or ignored.
- Using asterisks at each end of a word (e.g. *now*) is common practice for highlighting text.
- Capitals (e.g. NOW) can also be used to emphasise words, but should be used sparingly as it commonly perceived as 'shouting'.
- Don't open email unless you have a reasonably good expectation of what it contains, e.g. do open report.doc from an Internet colleague you know, but don't open explore.zip sent from an address you've never heard of, however tempting. Alert the ICT Co-ordinator if you are sent anything like this unsolicited. This is one of the most effective means of protecting SEEDS FOR GROWTH against email virus attacks.
- Keep email signatures short. Your name, title, phone/fax and web site address may constitute a typical signature.

4. Miscellaneous

4.1 Hardware and Software

All purchases must be made through Co-ordinator.

4.2 Installing Software

Software must only be installed by competent staff (including public domain software - see *Note 6* – and software owned by staff) on equipment owned and/or operated by SEEDS FOR GROWTH . Software that is not authorized or part of the standard specification may be removed without notice.

4.3 Data transfer and storage on the network

- Save a copy of any important data you've received via email on the SEEDS FOR GROWTH network and not solely in your Outlook folders. The documents that arrive via email are stored in temporary files on your PC's local C: drive and C:drives are not backed up.
- Ask for advice from the ICT Co-ordinator if you need to store, transmit or handle large quantities of data, particularly images or audio and video. These large files use up disc space very quickly and can bring your network to a standstill.
- Be considerate about storing personal (non-SEEDS FOR GROWTH) files on the SEEDS FOR GROWTH network. (*Note7*).
- Don't copy files which are accessible centrally into your personal directory unless you have good reason (i.e. you intend to amend them or you need to reference them and the central copies are to be changed or deleted) since this uses up disc space unnecessarily.

4.4 Care of equipment:

- Don't re-arrange how equipment is plugged in (computers, power supplies, network cabling, modems etc.) without first contacting the ICT Co-ordinator.