



IARS Health and Safety Policy

a. Purpose of the Policy

IARS aims to take all reasonable steps to ensure the health and safety at work of all employees and volunteers, and this policy is intended to set out how that will be achieved.

Employees and volunteers also have a duty to co-operate with the agreed Health and Safety procedures in order to ensure that it is effective. IARS aims to ensure that all necessary assistance is provided to employees and volunteers to contribute to their safety and wellbeing whilst carrying out their roles. Any failure to comply with the health and safety policies will be treated extremely seriously, and may result in disciplinary action. The safety policies and procedures will be reviewed regularly to ensure that they adequately reflect employee needs and existing best practice.

IARS will seek to ensure that all employees and volunteers have access to proper training, supervision and instructions in order to comply with health and safety procedures. IARS will make efforts to identify any areas of risk and to take steps to eliminate them by providing safe operating equipment and a safe system of work.

b. Personnel Responsible for Health and Safety

The Director is responsible for overall health and safety within the organisation.

c. Arrangements for Health & Safety

The Health & Safety Law notice is displayed in the office. The Notice provides details of Health & Safety arrangements, including employee and management representatives and the responsible authority. A First Aid kit is available in the office.

d. Safety Rules

Workplaces must be kept clean and tidy with rubbish and discarded materials placed in bins and recycling containers provided. All materials must be properly and safely used and when not in use properly and safely secured. Care must be taken to ensure that the work place is not hazardous either to employees or visitors.

Smoking

The office is a non smoking office. Smoking is prohibited at all times anywhere inside the office.

Fire

Copies of IARS' fire warning and evacuation procedure are displayed on the

wall. Employees and volunteers should familiarise themselves with fire exit routes in the building, the position of fire alarm points and the position and instructions for use of fire extinguishers. The fire alarm is tested regularly by the landlords.

Fire doors should be kept closed at all times and passageways clear.

Electrical Equipment

Any faulty equipment or equipment in a dangerous or worn condition must be reported by employees and volunteers to the Director. Employees and volunteers should never use equipment that is suspected to be faulty. All electrical equipment should be switched off when not in use.

Alcohol and Drugs

Impaired ability to carry out ones role due to consumption of alcohol or non-prescribed drugs will be considered a serious disciplinary matter. Any employee who, in the opinion of the Director, is under the influence of drugs or alcohol and unable to perform their duties may face action under the terms of the disciplinary procedure.

e. Accident or Illness at Work

Any accident or illness occurring at work, or in carrying out work for the organisation, however slight should be reported to the Director who should ensure that all details are entered in the accident report book.

f. General

Employees and volunteers should remain alert and report any practices they observe which in their opinion could constitute a hazard to themselves or others.

Employees and volunteers should take considerable care when carrying heavy items, walking on wet or slippery surfaces, using a ladder or reaching above head height to remove or place items. Trolleys should be used to move any heavy items.

g. Working Environment

In complying with Health and Safety Executive guidelines and best practice, IARS will seek to ensure that the working environment is appropriate to the needs and wellbeing of employees. Consideration will be given to the workstation and work environment, the job being done and the individual needs of employees. Particular attention will be given to ensuring:

- Workstations meet minimum requirements
- Appropriate breaks or changes of activity
- Paying for eye tests for employees regularly using VDUs
- Providing health and safety training and information