



Health and Safety Policy – Time to Market

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HEALTH & SAFETY IN OFFICES

INTRODUCTION

This Health and Safety Notice should be read and understood by all employees of Time to Market Ltd.

This Health and Safety Policy covers health and safety in offices where administration, secretarial or presentations are carried out, and where no machinery beyond that used for writing, calculating, printing and copying e.g. (typewriters, computer terminals, personal computers, calculators, printers and photocopiers etc.) are used or stored.

Specialised equipment used in offices must be operated under the relevant health and safety regulations, Company policies and/or other relevant Health and Safety Notices.

LEGAL REQUIREMENTS

Under the Health & Safety at Work etc Act 1974 (Section 2), Workplace Health, Safety & Welfare Regulations. the employer has a duty to ensure the health, safety and welfare at work of all employees.

The Board of Time to Market will be responsible for making whatever arrangements considered necessary to ensure the health safety & welfare at work of all staff.

For offices to comply with health and safety requirements several statutory regulations must be complied with. To help managers and staff implement the regulations this Health and Safety Policy provides the guidance required to maintain a healthy and safe office.

GENERAL REQUIREMENTS

Under the Workplace Health, Safety & Welfare Regulations 1992 there are many requirements which apply to offices. Time to Market accepts its responsibilities for those requirements that will facilitate healthy, safe and comfortable offices. The main requirements are listed below;

Ventilation: *"effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air."*

Temperature in indoor workplaces: *"during working hours, the temperature in all workplaces shall be reasonable."*

The minimum legal temperature in workrooms is 16°C unless the work involves severe physical effort, in which case it must be at least 13°C. The Chartered Institute of Building Services Engineers (CIBSE) recommends that the temperature of workrooms is between 20°C and 23°C and this can be reduced to 18°C - 20°C if light physical work is undertaken. CIBSE also recommend that for any workroom the maximum temperature that should not be exceeded is 27°C.

If a workplace temperature exceeds 23°C and the occupants of the workplace find the conditions uncomfortable managers shall make every reasonable effort to alleviate the situation. Actions to reduce high temperature may involve fans, permanent or temporary shading, the supply of cooling drinks or relief away from the workplace.

If a workplace temperature falls below 20°C managers shall make every reasonable effort to alleviate the situation. If the temperature remains below 16°C immediate action will be required by managers to raise the temperature to an acceptable level. Actions to raise the minimum temperature may involve provision of supplementary heating, draught proofing or alternative accommodation.

If the conditions cannot be improved for temperatures below the recommended minimum temperature of 20°C, or above the recommended maximum temperature of 23°C, managers should seek advice from the local building manager and their team.

If members of staff are working in areas where the temperature exceeds 30°C managers shall take the necessary steps to allow staff relief from the workplace for sufficient periods of time to alleviate any stress produced by excessive temperatures.

All local offices will have a thermometer available for staff to measure office temperature. (This is a requirement under Regulation 7 of the Workplace [Health, Safety and Welfare] Regulations).

Lighting: *"every workplace shall have suitable and sufficient lighting".* There are recommended minimum and maximum light levels for various office tasks outlined in the CIBSE lighting code of practice. Light levels can be measured with the use of a light meter. Local Building Managers can measure light levels.

Cleanliness and waste materials: *"every workplace and the furniture, furniture fittings therein shall be kept sufficiently clean. The surfaces of the floors, walls and ceilings of all workplaces inside buildings shall be capable of being kept clean. So far as is reasonably practicable, waste materials shall not be allowed to accumulate in a workplace except in suitable receptacles."*



Complaints should be made in the first instance to the Time to Market manager. They should then raise the problem with the local Building Manager.

Room dimensions and space *"every room where persons work shall have sufficient floor area, height and unoccupied space for the purpose of health, safety and welfare"*. Each person is entitled to a minimum capacity of working space (11 cubic metres), and a floor area of 3.66 square metres, or more if the ceiling is less than 3 metres high. Complaints should be made in the first instance to a Time to Market manager.

Condition of floors and traffic routes *"every floor in a workplace and the surface of every traffic route in a workplace shall be constructed such that the floor or surface of the traffic route is suitable for the purpose for which it is used"*.

Workstation & Seating. Guidance can be obtained from various HSE documents and British Standards.

MANUAL HANDLING

According to the Health and Safety Executive, manual handling accidents are a major cause of time loss injuries. The Manual Handling Operating Regulations require that all manual handling tasks be assessed. There is a requirement that:

- All tasks requiring manual handling will be assessed in accordance with appropriate Manual Handling notices.
- A manual handling assessor(s) is appointed and trained for the Company.
- Any assessment undertaken is acted upon.
- Manual handling tasks are eliminated where reasonably practicable through planning and design.
- Care is taken when lifting heavy or bulky materials or equipment. Help should be requested if the item being moved is heavy or so bulky that it obscures the vision of the carrier.

DISPLAY SCREEN EQUIPMENT (DSE)

Health and Safety (Display Screen Equipment) Regulations require that display screen equipment and its users are assessed. There is a requirement that:

- Users of Display Screen Equipment are assessed in accordance with appropriate guidelines.
- A DSE assessor(s) is appointed and trained for Time to Market.

OFFICE EQUIPMENT

The Provision and Use of Work Equipment Regulations require that work equipment be suitable, sufficient, used and maintained correctly. Time to Market managers will need to ensure that:

- Office machinery is operated according to the manufacturer's instructions and relevant Company rules.
- Guards and covers to copiers and printers must be kept in position unless removed by authorised personnel carrying out maintenance or other appropriate tasks.
- No one ever starts a machine unless they know how to stop it in an emergency.
- Repairs to any office equipment are only carried out by qualified people.
- Where required, adequate ventilation is provided for any office equipment.
- Members of staff do not wear loose sleeves, ties, belts or dangling jewellery where there are exposed or unguarded moving parts.

ELECTRICAL EQUIPMENT

All fixed and portable electrical equipment has to conform to the Electricity at Work Regulations, the Provision and Use of Work Equipment Regulations and must be wired in accordance with IEE (Institution of Electrical Engineering) Regulations (16th Edition). There is a requirement that:

- All portable & fixed electrical equipment will conform to the requirements of Electrical Safety and Portable Electrical Equipment Testing Health and Safety Notices.
- A person(s) is nominated in each Department and trained to test the portable electrical equipment and that provided by suppliers.
- Electrical equipment and associated plugs, cables etc. are inspected regularly in accordance with IEE code of practice.
- Heaters and hot-running equipment must be kept clear of combustible materials and, after use all electrical equipment is switched off. Wherever possible wall sockets should be switched off and plugs pulled out when a room is left empty, particularly at the end of a working day.
- Food and drink taken at the workplace do not constitute a risk to people or equipment. If liquids are spilt into electrical equipment there is an enhanced risk of electric shock.

FIRE PRECAUTIONS

Most of our offices contain paper. Paper is flammable and single sheets are easily ignited. Modern offices are full of electrical equipment that generate heat and have the potential to start fires. The best fire precaution is prevention. There is a need to ensure that;

- If people wish to smoke they only do so in designated areas (all Time to Market buildings and associated premises are strictly No Smoking).
- Paper is not stored next to electrical equipment and/or sources of heat.
- Other items including cleaning fluids, photocopier toners etc. are stored and used correctly. COSHH assessments must be carried out for any hazardous substances used, and disposed of appropriately.
- Electrical circuits are never overloaded.
- Materials are never stored as to restrict the airflow through electrical equipment.

GOOD HOUSEKEEPING

Design the office layout with safety in mind. A tidy well laid out office will be more efficient and safe. There is a need to ensure that:

- There is adequate provision for the safe storage of all materials.
- Shelves are at reasonable height and position to minimise stretching and lifting. Do not overload shelves. Appropriate step-ups, kick stools or steps are provided to enable safe access to high storage areas.
- Materials or equipment must not be left where people may fall over them or so that they otherwise obstruct passageways. The storage of equipment and materials on the tops of cupboards or cabinets should be discouraged.
- Where practicable filing cabinets should have interlocked draws to prevent the filing cabinet from falling forward. If they are not interlocked they should be fixed securely to the wall.
- Cupboard doors and drawers are kept closed when not in use, to prevent injury to anyone;
- No one ever stands on rotating chairs or chairs of adjustable height. If step-ups, kick stools or steps are used to reach high shelves or cupboards then the steps must be of safe design and construction;
- People wear appropriate shoes;
- Waste paper is disposed of in a bin or sack specifically for that purpose. Sharp objects, cans and bottles, whether of metal, glass or plastic, are put in suitably labelled receptacles;
- Electrical, telephone and data cables are protected from heat and abrasion. They must be positioned so that no one can trip over them and/or inadvertently dislodge the equipment that they supply;
- Sharp items, e.g. razor blades and knives; and pointed items e.g. staples, pins, drawing pins and tacks; should be kept separately in labelled containers to avoid small puncture wounds or lacerations;
- Broken glass is picked up with brush and dustpan, not fingers. Splinters of glass remaining should be picked up with a damp paper towel to be disposed of immediately in the correct receptacle.



ANIMALS

Pets or other similar animals (except guide dogs, see below) are not allowed to be brought onto Time to Market premises or those of its suppliers.

Those, who because of a disability, regularly make use of a guide dog, may be accompanied by their guide dog whilst on Time to Market and supplier premises.

PROCEDURE TO RESOLVE PROBLEMS OR DISAGREEMENTS

In the event of a query or dispute arising over a health and safety matter in the office, further advice can be sought from the Managing Director or the Office Manager of our suppliers.

TRAINING AND INFORMATION

Where a need is identified, health and safety training will be provided. It will be the responsibility of Managers to ensure that all appropriate members of staff receive training.

Details on all health and safety training are available from the Managing Director.

Approved and issued by:

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(Managing Director) and (Safety Officer)

Date:/...../.....