

## HEALTH AND SAFETY

It is the responsibility of the Voluntary Management Committee to ensure the Health and Safety of employees, volunteers and visitors while visiting or working at your organisation.

## WHAT THE LAW SAYS

There are various legal requirements governing Health and Safety at Work. Many organisations designate a member of staff to oversee Health and Safety issues in the workplace. This member of staff should keep up to date with developments and recommendations concerning the subject.

The Health and Safety at Work Act 1994 is the main piece of legislation that employers have to comply with. It requires employers to ensure "as far as reasonably practicable" the health, safety and welfare of all staff.

This leaflet details the basic provisions that should be taken by your organisation to comply with the legislation. They are split into four groups.

### The four areas to cover are:

- \* General Requirements
- \* Health Requirements
- \* Safety Requirements
- \* Display Screen Requirements

## COMPLYING WITH THE LAW

### GENERAL

- \* A risk assessment should be carried out to identify protective and proactive measures that can be taken to ensure people's safety. The risk assessment should be acted upon.
- \* Organisations of more than five employees must publish a Safety Policy and make arrangements for its implementation.
- \* The general working environment should be suitable in terms of heat, lighting, ventilation, space, etc.

- \* Staff and Volunteers should be made aware of the Health and Safety procedures, and given written information if necessary.
- \* A Safety Committee can be established if Trade Union appointed safety representatives to request it.
- \* Safety representatives are entitled to time during working hours and time off to undertake relevant training in order to carry out their duties.

### HEALTH

- \* Hygiene is a basic part of Health and Safety. Maintenance and cleaning of washing and toilet facilities must be routinely carried out.
- \* All accidents that result in a personal injury, no matter how minor, should be logged in an Accident Register.
- \* A number of staff members should be trained as First Aid Officers and relevant facilities, eg. First Aid Kits, provided.
- \* Staff and Volunteers must inform a First Aid Officer in the event of an accident that results in personal injury or if anyone is showing symptoms of ill health.
- \* An employee or volunteer under medical supervision eg. Diabetes, epilepsy, or a like condition that could require specialist treatment should notify the First Aid Officer of their condition as soon as they join the organisation or the condition is diagnosed. All staff and volunteers should be aware of who their designated First Aid Officer is.

### SAFETY

- \* Organisations should have in place suitable emergency procedures eg. Fire alarms and evacuation procedures. "In Case of Fire" notices should be displayed in every room.
- \* Property and Equipment must be maintained and be of a standard to ensure personal safety. Equipment should be regularly inspected and serviced and a record kept.

- \* Faults should be reported immediately and equipment withdrawn from service.
- \* The work environment must be safe and free from clutter.

### **DISPLAY SCREENS**

The Health and Safety (Display Screen Equipment) Regulations include specific recommendations regarding the use of VDUs on computers. This requires employers to be responsible for various specific tasks.

#### **These include:**

- \* Making an assessment of display screen equipment workstations used by your organisation and reducing any risks identified.
- \* Ensuring that the minimum requirements are met for display screens, desks, chairs, software and the working environment in general.
- \* Work should be planned to allow for breaks or changes in activity.
- \* Information and training should be provided for members of staff who use display screen equipment.

### **RESPONSIBILITIES**

The legislation states that where an organisation has failed to comply with the law it has committed an offence. Those who have failed in their responsibilities to enforce Health and Safety procedures have also committed this offence. This includes Management Committee members and in many organisations senior staff members designated with Health and Safety responsibilities.

# **ELVON**

**82 HIGH STREET  
TRANENT  
EH33 1HH**

**HEALTH  
AND  
SAFETY**

**East Lothian  
Voluntary Organisations Network**

**Tel/Fax: (01875) 615423  
E-mail: [elvon@scvo.org.uk](mailto:elvon@scvo.org.uk)  
Website: [www.elvon.org.uk](http://www.elvon.org.uk)**