



Prospect Burma  
Education for a Democratic Future

## Prospect Burma UKO Health and Safety Policy

### General statement of policy

Prospect Burma is working towards a comprehensive Health and Safety Policy and will abide by the Health and Safety at Work Act. This lays down certain duties on all staff (staff is used to describe employees, volunteers and consultants). The duties are to take care of their own safety and that of other staff and visitors and to co-operate with the Trustee Board and its officers to enable it to carry out its responsibilities.

In particular, staff have a duty to:

- Work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation's premises at any time;
- Adhere to safety procedures laid down by Prospect Burma from time to time, and conform to all instructions given by those with a responsibility for health and safety;
- Record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident book and report to the next staff meeting;
- Meet their safety obligations including that laid down in Section 8 of the Act, which states that "no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

### Organisation and responsibilities

#### Trustee Board

Overall and final health and safety responsibility within Prospect Burma lies with the Trustee Board. The Executive Director will take the responsibility for drawing to the attention of the Trustee Board and staff any health and safety matters that need to be discussed and/or acted upon.

The Executive Director and Country Manager shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. In particular, s/he will be given delegated responsibility for:

- Carrying out regular safety inspections in the offices utilised by Prospect Burma;
- Ensuring that staff are provided with suitable seating and appropriate computer work stations;
- Reporting accidents;
- Ensuring that a Health and Safety Workplace poster on "Health and Safety Law" is displayed;
- Making staff aware of the specific fire escapes and fire extinguishers within the building;
- Ensuring staff are given a copy of this Policy and understand its contents;

- Ensuring that staff are made familiar with the alarm systems within the building and action to be taken in the event of a fire.
- Ensure all staff sign to say that they have read and understood the policy.

### Staff

All staff have a responsibility to:

- Read and fully understand Prospect Burma's Health and Safety Policy statement and the procedures to be carried out in the event of an emergency.
- Report to the Executive Director or Country Manager within 24 hours any accident occurring:
  - On the premises;
  - Off the premises whilst acting on behalf of Prospect Burma;
- Bring to the notice of the Executive Director or Country Manager any potentially dangerous circumstances that the member of staff is unable to put right.

## General arrangements

### Accidents, near-miss occurrences and hazardous situations

All incidents, no matter how small, must be recorded as soon as possible after the incident. In addition to reporting accidents, it is equally important to report near misses and potential hazards to enable preventative action to be taken before it is too late.

It is the responsibility of the Executive Director or Country Manager to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring. The Executive Director is responsible for reporting incidents that come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health and Safety Executive. RIDDOR covers the following incidents:

- (a) Fatal accidents
- (b) Major injury accidents/conditions
- (c) Dangerous occurrences
- (d) Accidents causing more than 7 days incapacity for work
- (e) Certain work-related diseases.

A First Aid kit is available in Prospect Burma offices.

### Fire safety

All staff must also read and understand the Fire Procedure available for their office location. In the UK, a fire notice should be located on each level of the office building, and training on fire safety should form part of the first-day induction of all staff.

### Personal safety

Staff who are working on their own should not allow access to casual visitors who have no appointment. All windows and entry doors will be lockable.

Staff who are going to be out or away on Prospect Burma business should make it clear to other staff where they will be, how long for and how they can be contacted.

Staff should inform the office who they wish to be contacted in the event of an emergency giving contact details.

Staff should be vigilant about terrorist incident warnings – e.g. unattended bags.

### Stress management

Stress at work is a serious issue; staff can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.

The responsibility for reducing stress at work lies with both Prospect Burma and staff. Staff should be aware of the causes of stress, and ensure that they do not work in a way, which could cause them to suffer an increase in stress, nor cause an increase in stress on others. If any member of staff is suffering from stress at work, they should discuss this with their supervisor at the first opportunity. Where practicable and reasonable, Prospect Burma will seek to provide assistance.

Prospect Burma will do all it can to eradicate problems relating to stress at work.

### Review

The Executive Director who will ensure it reflects any changes in legislation will review this policy every two years.

## HEALTH AND SAFETY POLICY CHECKLIST

The following is a list of things to be checked in Prospect Burma's office every six months.

Check:	Date:
<ul style="list-style-type: none"> <li>• Workstations (incl. Display Screens) are safe. (Follow separate checklist <i>VDU Workstation Inspection Checklist</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• User takes regular breaks from long tasks/positions and ensure VDU users are aware of availability of FREE eye tests. (Follow separate checklist <i>VDU Workstation Inspection Checklist</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• Lighting is adequate (e.g. no glare should be transmitted)</li> </ul>	
<ul style="list-style-type: none"> <li>• Environment (noise levels, temperature, humidity, any anti-static device).</li> </ul>	
<ul style="list-style-type: none"> <li>• Staff have been appropriately trained to carry out their tasks.</li> </ul>	
<ul style="list-style-type: none"> <li>• First Aid Box is in place and adequately stocked.</li> </ul>	
<ul style="list-style-type: none"> <li>• Accident Book and procedure is in place and staff are informed of these.</li> </ul>	
<ul style="list-style-type: none"> <li>• Exits and walk-ways are kept clear and accessible to wheelchair users.</li> </ul>	
<ul style="list-style-type: none"> <li>• Electrical and other equipment are safe to use and are not being misused.</li> </ul>	
<ul style="list-style-type: none"> <li>• Power sources are safe to use and are not misused.</li> </ul>	
<ul style="list-style-type: none"> <li>• No trailing wires and damaged floor coverings.</li> </ul>	
<ul style="list-style-type: none"> <li>• Warning notices, where necessary, are clearly displayed.</li> </ul>	
<ul style="list-style-type: none"> <li>• Heavy or dangerous items are not stored above shoulder height.</li> </ul>	
<ul style="list-style-type: none"> <li>• Heavier items are stored in lower drawers of filing cabinets.</li> </ul>	
<ul style="list-style-type: none"> <li>• Step ladders are provided and used where necessary.</li> </ul>	
<ul style="list-style-type: none"> <li>• Hazardous materials (e.g. cleaning fluids) are stored properly and are clearly marked.</li> </ul>	
<ul style="list-style-type: none"> <li>• Staff/volunteers are not expected to lift heavy items above their individual capability.</li> </ul>	
<ul style="list-style-type: none"> <li>• Security/confidentiality arrangements are adequate (eg. place for valuables)</li> </ul>	
<ul style="list-style-type: none"> <li>• Office procedures relating to hygiene and cleanliness are complied with.</li> </ul>	
<ul style="list-style-type: none"> <li>• Radiators are kept clear.</li> </ul>	