



Registered Charity No. 1173141

Health and Safety Policy (Office)

- maintain the workplace and any equipment so that it is safe and works efficiently
- make sure the office floor is free of obstructions, eg trailing cables
- make sure corridors and stairs etc are free of obstructions and report concerns to the appropriate authority
- make sure any windows capable of being opened can be opened, closed or adjusted safely and report any concerns to the appropriate authority

Cleanliness

We will:

- Provide a clean floor
- provide clean furniture and fittings
- remove refuse regularly
- clear up spillages promptly
- keep internal walls or ceilings clean

Lighting

- good light – use natural light where possible but try to avoid glare
- a good level of local lighting at workstations where necessary

Moving around the premises

We will have:

- safe passage for pedestrians
- level, even floors and surfaces without holes or broken boards
- floors and surfaces which are not slippery

Comfortable conditions

We must provide:

- a reasonable working temperature within workplaces inside buildings (usually at least 16 °C, or 13 °C for strenuous work)
- local heating or cooling where a comfortable temperature cannot be maintained
- good ventilation
- heating systems which do not give off dangerous or offensive levels of fume into the workplace
- enough workspace, including suitable workstations and seating

Work stations

The charity should ensure that workstations are designed to help volunteers carry out their tasks with ease of access to controls on equipment. For example, seating should be suitable for the task and have:

- support for the small of the back
- fully adjustable height settings
- footrests available if necessary

If 'hot-desking', volunteers will still need to check their workstation and adjust it to their requirements. Look online for guidance

Review dated.....February 2020.....

Signed Robert Nelson.....

Next Review date.....March 2021.....