

Health and Safety at Work Act, 1975

## **Viking School Visits Ltd**

Health and Safety Policy

Policy agreed on 1st February 2023

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 email: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com) or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

# PART ONE

## General Statement of Policy, Duties & Responsibilities

### 1.1 Policy Statement

Viking School Visits Ltd (the Company) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the Company to promote the health and safety of the committee members, volunteers, staff and of all participants in Company activities/workshops, and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel engaged in Company activities;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons engaged in Company activities to co-operate with the Company in all safety matters in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Company's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Company arising out of or in connection with the Company's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's workers and participants may be exposed as a result of participating in Company activities

This policy statement and/or the procedures for its implementation may be altered at any time by the Company's Management. The statement and the procedures are to be reviewed annually.

## **1.2 Statutory Duty of the Company**

The Company will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Company will:

- Assess the risks to health and safety of its volunteers/workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

## **1.3 Statutory Duty of the Company's Workers**

Employees also have legal duties, and the Company confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Company on health and safety;
- To use work items provided by the Company correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;

- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Company;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

# **PART TWO**

## **Organisation of Health and Safety**

### **2.1 Health and Safety Representative**

The Company Management will appoint a Health and Safety representative:

- To have a broad overview of Health and Safety matters;
- To keep the Company's Health and Safety policy and procedures under review;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSSH Regulations);
- To take such action as may be required to ensure that the Company's responsibilities for Health and Safety are fulfilled;
- To report to the Company Management on their performance of these responsibilities.

### **2.2 Health and Safety Rules**

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Company may publish from time to time.

#### **Accident Forms and File**

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Company's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Company.

#### **Fire Precautions**

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Company in relation to fire.

When engaged on contract at a Client's premises, they must follow the directions of the client's representative/s in relation to fire and evacuation procedures.

#### **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Company and any directions for the use of such must be followed precisely.

## **Maintenance**

Defective equipment, furniture and structures must be reported as such without delay. In the case of a contractor's own property, defective property must not be used as part of a Client experience if it in any way poses a threat to the safety of those participating in the workshop.

All equipment must be regularly cleaned and maintained in a condition suitable to be handled by children.

## **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

## **Food Hygiene**

When handling or preparing food there are specific hygiene requirements:

- If food is to be provided or used during a Client experience, the contractor must follow the directions, policies and procedures of the client.
- Contractors must not use food in any activities unless previously agreed with the client in writing, and then only in accordance with this prior agreement.

## **Display Screen Equipment**

The Company recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Company's expense.

## **Alcohol, Drugs and Tobacco**

Smoking and the use of Drugs (except under medical supervision) on the premises, and the premises of clients, are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

# PART FOUR

## Appendices

### APPENDIX A – ACCIDENT REPORTING

#### 1. Accidents

All accidents which occur during work for the Company must be recorded.

#### 2. Accidents to Workers or Contractor's Staff

- a) For ALL Accidents

**Complete Accident Form and give to Health & Safety representative**

- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))

If accident results in incapacity for work for more than 3 calendar days then complete the online form F2508 with copies to the Company Directors

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify**:

Health & Safety Executive on HSE's Infoline Tel: 0845 345  
0055 **And** the Company Directors

**Follow up within seven days** with completed online form F2508 with copies to the Company Directors

- c) If a reportable accident occurs on the Client's premises are then the person in control of the premises is responsible for reporting the accident.

#### 3. Accidents to Members of the Public

1. For ALL Accidents

Complete Accident Form and give to Health & Safety Representative

2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park,  
Caerphilly, CF83 3GG

**And** the Chair of the Management Committee

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

#### **4. Definition of Specified Major Injuries or Conditions**

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
  - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
  - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
  - Loss of consciousness resulting from lack of oxygen
  - Decompression sickness requiring medical treatment
  - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
  - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
  - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

**IF IN DOUBT REPORT IT**



## **Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)**

### **1. Assessment**

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

### **2. Prevention or Control**

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, where this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

## Appendix E – DISPLAY SCREEN EQUIPMENT

### 1. Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a **significant part of their normal work**.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way more or less daily
- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

### 2. Workers' Entitlement

#### 2.1 Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work
- Is about to start using display screen equipment for a significant part of his/her work
- Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
- It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals

#### 2.2 Spectacles

If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If

the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

### 2.3 Who pays the Optician?


The worker pays the option and then obtains the reimbursement, attaching the receipt(s) and any report to the form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.

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***We request that our Staff, Contractors and Clients respect this Policy, a copy of which will be available on demand.***

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**Approved by the Managing Director**

Signed.....  .....

Date..... 1.2.23 .....