



DUVAL HEALTH & SAFETY POLICY

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HEALTH & SAFETY POLICY



1. General Statement

The **Health & Safety at Work Act 1974** outlines certain specific and general duties, to ensure that, so far as is reasonably practicable, the health, safety, and welfare of all employees, contractors and visitors is assured.

The Company willingly accepts its obligations in the above, and requires that all employees, regardless of status, recognise and discharge their personal responsibilities in the areas of health, safety, and welfare by cooperating in a manner, which allows the Company to discharge its duties satisfactorily.

The objectives of the Company's Health & Safety Policy are:

- **TO PROMOTE** standards of health, safety and welfare, which comply with requirements of the Act and with all statutory provisions and Codes of Practice.
- **TO ENCOURAGE** full and effective consultation on matters of health, safety and welfare.
- **TO PROVIDE** the information, training and supervision necessary for all employees to work safely and efficiently and to ensure the development of full safety awareness.
- **TO MAINTAIN** a safe and healthy working environment for employees with adequate facilities for their welfare.
- **TO MONITOR** the relevance and effectiveness of provisions for a healthy and safe working environment by taking action to remedy shortcomings.
- **TO COMPLY** with all Health & Safety instructions issued by our customers whilst working on their premises.

Andrew Stone – Contracts Manager
October 2018

Review Date: October 2019



2. Responsibilities & Arrangements for Health & Safety Management

2.1 Duval – The Company

- 2.1.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public.
- 2.1.2 Duval, as the employer, has overall responsibility for health and safety matters and for ensuring that health and safety legislation is complied with.
- 2.1.3 Duval will periodically review the operation of its Health and Safety Policy and will ensure:
- All employees receive sufficient information, training and supervision on health and safety matters.
 - Risk assessments are undertaken at all Duval Premises and client locations and the results are written up and displayed for all employees to see and become familiar with.
 - Accidents are investigated and a report forwarded to the Directors of Duval.
 - There are arrangements in place to monitor the maintenance of all Duval premises and equipment.
 - There are adequate arrangements in place to liaise and co-operate on health and safety matters with Duval clients at their premises.
- 2.1.4 Day-to-day responsibility for ensuring that this policy is put into practice is delegated to:
- The Health and Safety Manager, Business Manager, Operations Managers, Contracts Managers and Supervisors.

2.2 Duval - Employees

- 2.2.1 All employees are required to:
- Co-operate with Supervisors and Managers on all health and safety matters.
 - Not interfere with anything provided to safeguard their health and safety.
 - Take reasonable care for their own health and safety and that of their colleagues.
 - Report all health and safety concerns to an appropriate person (as detailed in this Policy Statement).

2.3 First Aid Person

- 2.3.1 At the time of issuing this policy, the Duty Controller has undertaken a recognised training course, approved by the Health and Safety Executive (HSE).
- 2.3.2 The trained First Aid person identified above will ensure that the First Aid box is kept in the correct place, it contains the items laid down in the Code of Practice and Guidance Notes published by the HSE and it is regularly checked and re-stocked.

FOR DETAILED FIRST AID AND ACCIDENT ARRANGEMENTS SEE SECTION 10.

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2.4 Risk Assessment

- 2.4.1 Duval will ensure that a Risk assessment of its offices and clients' locations will be carried out by a competent person, in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This Risk Assessment will be written up and be made available to all staff and clients, where appropriate.
- 2.4.2 The written Risk Assessment will be reviewed and updated annually to ensure it covers all employees against all risks and to ensure that any action identified as needed in the Risk Assessment has been carried out. The Risk Assessment will also be updated every time that there is a major change in working practices.
- 2.4.3 The Risk Assessment will cover all employees, wherever they may be based, and will cover all aspects of their work.

2.5 Training

- 2.5.1 The Personnel Manager, Business Manager and Operations Managers will ensure that new employees receive information on Health and Safety, as part of their induction training.
- 2.5.2 The Personnel Manager, Business Manager and Operations Managers will organise training for employees on Health and Safety matters, as appropriate. This will include: general Health and Safety training, First Aid, Manual Handling, Fire Safety, Risk Assessment and Patrolling Duties for Security Officers and Mobile Officers. The Health and Safety Manager will also organise training for appropriate use of equipment and any special training needed to ensure safe systems of work.
- 2.5.3 If employees consider they have Health and Safety training needs, they should inform their Supervisor or Manager.

3. Buildings

- 3.1 Duval has a responsibility to provide a safe and healthy environment for all staff.
- 3.2 Staff are responsible for identifying hazards or potential hazards. If a hazard is seen, it should be reported to the appropriate person and removed or dealt with as soon as possible
- 3.3 Examples of Hazards
 - 3.3.1 Things Out of Reach:
Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off the top of cabinets, etc. A properly maintained, undamaged step ladder must be used.
 - 3.3.2 Damaged Equipment:
Regular checks must be carried out on all equipment for damage, which may leave sharp edges or other hazards. Any damaged equipment must be reported immediately to the appropriate person to enable repair or to be condemned and be removed from use.

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3.3.3 Damage to Fabric of Buildings, Windows and External Lighting:
All such damage must be reported immediately to the appropriate person.

3.3.4 Misplaced Equipment:
Any equipment left in an inappropriate place, for example obstructing an escape route, propping open a Fire Door, must be removed immediately and placed in an appropriate, safe place.

4. GOOD HOUSEKEEPING

- 4.1 Aisles & Gangways
Aisles & gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing Fire Doors, Fire Exits, fire alarms or fire-fighting equipment.
- 4.2 Smoking
Smoking is not allowed.
- 4.3 Work Stations/Gate Houses
Work stations and the Security Officers' base must be left clean and tidy at all times.
- 4.4 Ventilation
Duval and its clients will endeavour to provide a well-ventilated workplace in which staff have control over their own local level of ventilation.
- 4.5 Temperature
In office workplaces a minimum temperature of 16°C must be maintained. Efforts will be made, so far as is reasonably practical; to ensure the workplace temperature does not rise to an uncomfortable level. A thermometer will be provided in such a position as to be easily seen.
- 4.6 Lighting
Adequate lighting in work stations and the Security base will be provided. Security Officers' patrol routes will be lit, where possible. Where it is not practical to have permanent lighting on patrol routes, portable lighting will be provided. Lights, which are found to be out of order, must be reported as soon as reasonably possible to the appropriate person. Security Officers and Mobile Officers are advised to equip themselves with a torch to aid their duties.
- 4.7 Noise
Duval will endeavour to ensure that noises in its offices are kept to as low a level as is practicable.
- 4.8 Office Atmospheric Pollutants
Office equipment, such as photocopiers and printers, can emit pollutants into the atmosphere. Duval will take reasonable precautions in ensuring that these levels are kept as low as possible. Employees will not be expected to work in enclosed spaces with equipment that emits atmospheric pollutants. Spaces where these pollutants are present will be kept well ventilated.
- 4.9 Equipment Storage and Usage
- Equipment must not be left lying around, but must be suitably stored.
 - No wires must be left trailing across floors.
 - Non-flammable rubbish bins must be positioned at various points.
 - All rubbish must be removed from the work station or Security Base at the end of the working day or shift.

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4.10 Electrical Equipment

4.10.1 All building maintenance, such as electrical work, carpentry, painting etc., should be carried out by qualified people. Staff should not endanger themselves and others by carrying out such work. All defects must be reported to the nominated person as soon as possible.

4.10.2 Broken, ineffective or damaged electrical equipment must be reported to the nominated person as soon as possible. Staff should use electrical equipment in accordance with instructions.

4.10.3 All electrical equipment must be PAC tested at least once a year: this is to include any Security Officers' personal radios, which are mains-operated.

4.11 Working At Height

4.11.1 Injuries are often caused by falls from:

- Ladders.
- Scaffolding.
- Roofs and roof-edges: particularly fragile roofs.
- Gangways and catwalks.
- Vehicles.

The poor selection, use and maintenance of equipment can cause falls - e.g. using a ladder because it is easier than erecting a tower scaffold.

The Working at Height Regulations place duty on employers to ensure:

- All work at height is properly planned.
- A Risk Assessment is carried out prior to commencement of any work.
- CCTV installers working at height are competent or supervised.
- The risks of working on or near fragile surfaces are properly controlled.
- Equipment for working at height is properly inspected and maintained.

Work at height should be avoided where possible. Where it is not possible, the correct equipment, as provided by Duval, must be used to prevent or minimize the consequences of falls.

5. WELFARE ARRANGEMENTS

5.1 Toilet and Washing Facilities

Duval and its Clients will ensure that suitable and sufficient toilets and washing facilities are provided for all staff in accordance with the minimum requirements of Health & Safety legislation.

- The toilet will be in a separate, lockable room.
- Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying.

5.2 Drinking Water

An adequate supply of drinking water will be provided for all staff.

5.3 Rest Areas

So far as is reasonably practicable, Duval and its clients will provide staff with seating arrangement where, during rest periods, they may have a break.

5.4 Pregnant Women

Suitable rest facilities will be provided for pregnant employees.



5.5 Hours of Work

All employees should take breaks for meals, as indicated within their Statement of Terms and Conditions of Employment.

6. PERSONAL SAFETY

6.1 Office Security

6.1.0 It is in the nature of the organisation's work that staff may, on occasions, find themselves in potentially dangerous situations. The following policy aims to minimise the risk to people working for Duval.

6.1.1 Staff working on their own at a Duval premises should not allow access to casual visitors who have no appointment.

6.1.2 Where staff are dealing with an individual but feel uneasy about being alone with him or her, they have the right to refuse to give access.

All incidents of this nature must be reported immediately to the Duval Control Room and Management.

6.1.3 All staff working on their own on Duval's premises must make regular contact with the Control Room to ensure their safety.

6.1.4 All windows and entry doors should be locked when working alone.

6.2 Working at Clients Premises

6.2.1 Security Officers and Mobile Officers, who are working at clients premises of Duval, must make regular contact calls at the pre-determined times to the Duval Control Room, to ensure their safety.

6.2.2 When patrolling clients' premises or attending alarm activations, Security Officers and Mobile Officers must be alert to the possibility of unauthorised persons being on site and must exercise extreme caution.

6.2.3 Duval Control and the Police must be informed immediately, when a Security Officer or Mobile Officer suspects that unauthorised persons are on the premises or are in an area of the premises. They should not enter into the area until a back-up arrives.

6.3 Holding or Carrying Money or Valuables for Duval

6.3.1 Staff, who carries money for Duval, have the right to be accompanied by another person.

6.3.2 Large amounts of cash, over and above petty cash, should not be kept on the premises.

6.3.3 Visits to the bank should not be at a regular time.

6.3.4 If money is demanded with threats, it should be handed over.

6.4 Personal Awareness

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There are lots of things, which we already do, which keep us safe, but becoming more aware of our surroundings puts us in control of our environment. The following steps are recommended to all staff as being helpful.

6.4.1 Whilst Out & About

Trust your intuition and listen to your feelings - If you sense something is wrong, it probably is. Acting on intuition may prevent an aggressive situation: contact Duval Control.

Be prepared - If a difficult situation arises, contact Duval Control or the Police.

Be observant - Notice everything around you: exit doors, telephones, windows and sources of help. This will make you more aware of your surroundings and help you escape, if you need to.

Assess potential risks - Be aware of poorly lit areas. Ensure that you have a torch, if you are working at night.

Make sure you have all relevant site information - Check the Assignment Instructions, when working at unfamiliar sites. Keep in contact with Duval Control Room and ask if you are unsure about anything.

Look confident - "Walking tall" and being aware of your surroundings deters assailants.

Never stay in a situation, where you think you may be at risk Inform Duval Control Room and ask for a Supervisor to attend Site as soon as possible.

Don't be afraid to ask for help

Be aware of personal space - yours and others - Encroaching on other people's personal space can make them aggressive. If other people are too close to you and they are making you uncomfortable, ask for more space or move away.

6.5 Dealing with Aggression

If you find yourself in an aggressive situation, what can you do?

Try to stay calm - If someone is starting to get angry, your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel and try to help.

Offer an angry person a range of options, from which they can choose the one they prefer - They will find it difficult to stay angry.

Do not be aggressive back - This is how anger can escalate into violence.

Get on the same level as the aggressor - If they are standing, so should you. It makes you feel less vulnerable and makes it easier for you to get away or summon help, if necessary.

Keep your balance and keep your distance

Do not touch someone who is angry

Do not let your escape route be blocked

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Keep yourself between an escape route and an aggressor, so you can still get away

Remember your Conflict Management Training

If the situation is dangerous, then get away as fast as you can - Never remain alone with an actively violent person.

If you cannot get away, then shout or scream at them - In situations of this nature, get help as soon as possible: contact the Police and Duval Control Room.

6.6 REPORTING AND RECORDING

- 6.6.1 All incidents of aggression or violence should be reported to Duval Control and the client's Management. All details must be recorded in the Site Report Book.
- 6.6.2 Employers have a responsibility to provide a safe working environment. Staff should report any current or potential situation at work, which is a threat to personal safety. Talking about fear and other problems related to aggression or harassment is not a mark of failure, but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair, which can carry on long afterwards. The Directors and Management of Duval recognise this and will be disposed to provide whatever support, counselling or time off work, which seems appropriate.

7. VISUAL DISPLAY EQUIPMENT

7.1 General

- 7.1.1 It is the policy of Duval to comply with the Law, as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.
- 7.1.2. Duval will conduct Health and Safety Assessments of all workstations and clients' premises, which are staffed by Duval employees, who use VDU screens as part of their usual work. All workstations must meet the requirements set out in the Schedule to the Regulations.

8. FIRE SAFETY

8.1 General

- 8.1.1 It is the responsibility of all staff, who are working at Duval's Offices and the premises of Duval's clients, to be aware of fire hazards, to know the location of fire exists and the assembly points. Everyone must know the Fire Drill instructions: these will be part of the induction process and site training for all new staff.

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8.1.2 Access to escape doors/routes, extinguishers and other fire-fighting equipment must not be obstructed.

8.1.3 The majority of fires in the workplace are started due to poor housekeeping. You can help by:

- Ensuring that all escape routes are kept clear at all times.
- Making sure that all Fire Doors are always closed (do not use fire extinguishers as door stops).
- Not overloading electrical plug sockets.
- Ensuring that there are no flammable materials near hot surfaces.
- Not covering ventilation holes in electrical equipment.

8.2 Fire Drills

8.2.1 At Duval Offices, the Branch Manager/Business Manager is responsible for carrying out Fire Drills and they will arrange for these to take place at regular intervals, reviewing the success or otherwise of the evacuation and making recommendations for improved practices. He/she is responsible for ensuring that staff are aware of the Evacuation Procedures and they have the power to remove obstructions from Fire Exits.

8.2.2 The Fire Alarms at Duval's Offices shall be tested at regular intervals by Duval's Branch Manager/Business Manager. Staff will be notified of any testing taking place during office hours.

8.2.3 Visitors and all staff must be made fully familiar with the Escape Routes and Assembly Point.

8.3 Fire Drill Procedure at Duval Premises

If the Fire Alarm sounds:

- Evacuate the building immediately by the nearest exit.
- Ensure any visitors leave the building.
- Do not put yourself at risk.
- Assemble in front of the building.
- Do not re-enter the building for any reason until the Fire Officer or Fire Brigade confirm that it is safe to do so.

If you discover a fire:

- Raise the alarm by operating the break glass switch at the nearest Fire Alarm Call Point.
- Evacuate the building immediately.
- Do not attempt to extinguish the fire until you have activated the fire alarm and warned other persons in the immediate area.
- If it is only a small fire, i.e. a waste bin, and you are in no danger of being trapped (ensure your exit from the area is clear), you may attempt to control the fire using the correct type of fire extinguisher provided that you have received training on how to operate and use the extinguisher.

If, after using one extinguisher, the fire has not been extinguished - leave the area, closing all doors behind you.

9. HYGIENE

9.1 All areas must be kept clean and tidy.

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- 9.2 Toilets must be washed regularly and kept clean.
- 9.3 All wash basins should be provided with hot water, soap, clean paper towels or hand dryers.
- 9.4 Vending machines for sanitary products and disposal bins should be provided. Bins should be emptied and sanitised regularly.
- 9.5 Security Officers are responsible for ensuring that their uniform is clean and in good repair at all times

10. FIRST AID AND ACCIDENT REPORTING

- 10.1 First Aid
 - 10.1.1 First Aid provision will be available at all times in an appropriate and accessible First Aid Box.
 - 10.1.2 The First Aid Boxes are kept in the Main Administration Office and Control Room at Head Office and in the Operations Office and Key Holding area at the Bolton Office.
 - 10.1.3 At least one employee will have received appropriate First Aid training.
 - 10.1.4 All new employees will be told, as part of their induction, of the location of First Aid equipment and who is the First Aider on the premises.
 - 10.1.5 A record of all First Aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.
- 10.2 Accidents and Emergencies
 - 10.2.1 All employees must report all incidents, which result in or nearly result in personal injury to themselves or others, to the Health & Safety Officer and ensure the accident is recorded in the Accident Book.
 - 10.2.2 It is the responsibility of the Health & Safety Manager to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.
 - 10.2.3 The Health & Safety Manager or Business Manager is responsible for reporting incidents, which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR).
 - 10.2.4 RIDDOR covers the following incidents:
 - (a) Fatal accidents.
 - (b) Major injury accidents/conditions.
 - (c) Dangerous occurrences.
 - (d) Accidents causing more than three days incapacity from work.
 - (e) Certain work-related diseases.

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11. HAZARDOUS SUBSTANCES (COSHH)

11.1 General Statement

- 11.1.1 Under the 2002 COSHH (Control of Substances Hazardous to Health) Regulations, employers have a duty to make an assessment of the risks related to hazardous substances, e.g. chemicals and noxious fumes etc. In accordance with the Approved Code of Practice, this assessment will be carried out and written down by a nominated competent person.
- 11.1.2 The person responsible for carrying out this assessment will be Duval's Health and Safety Manager
- 11.1.3 Following this Assessment and in accordance with the Approved Code of Practice they will:
 - In the first instance take action to remove any hazardous substances or, if on a Duval client's property, inform the Client Contact of the situation.

11.2 Monitoring

- 11.2.1 If, for any reason, a member of Duval's staff has been exposed to a possibly hazardous substance, they will be taken to hospital by ambulance, where levels of exposure will be monitored.
- 11.2.2 At all times, levels of ill-health related to exposure to hazardous substances at work, will be monitored.

12. LIFTING AND HANDLING

- 12.1 The employees of Duval should avoid manual lifting, where at all possible. However, employees may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.
- 12.2 Employees should not put themselves at risk by attempting to lift heavy loads, which could be taken apart or divided into smaller quantities. The assistance of other employees, or clients' staff, should always be sought for moving large quantities or for lifting heavy and awkward loads.
- 12.3 Any employee feeling a strain should stop immediately and record the incident in the Accident Book.
- 12.4 Aids to reduce the risk of injury (e.g. trolleys) must always be used, if available.

13. STRESS MANAGEMENT

- 13.1 Stress at work is a serious issue. Workers can suffer severe medical problems, which can result in under-performance at work and cause major disruptions to the organisation.
- 13.2 Stress is a workplace hazard, which must be dealt with like any other. Thus, the responsibility for reducing stress at work lies both with the employer and the employee.

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- 13.3 Duval will do all it can to eradicate problems relating to stress at work. In particular, it will:
- Ensure close employee involvement, particularly during periods of change.
 - Ensure staff have work targets, which are stretching but reasonable.
 - Implement effective policies and procedures for dealing with bullying and any form of harassment.
 - Encourage good communications between staff and management.
 - Promote the maintenance of a supportive culture in the workplace.
- 13.4 Duval will ensure, as far as practicable, that its policies, working practices and conditions of employment support its commitment to the above.
- 13.5 Employees should ensure that they do not work in a way, which could cause them to suffer an increase of stress, nor cause an increase of stress on others.
- 13.6 Employees must respect other members of Duval's staff and its clients and ensure that inter-personal conflict is avoided or dealt with sensibly.
- 13.7 Employees must not make unrealistic demands on other workers.
- 13.8 Employees should participate with the organisation's intention to maintain a supportive workplace environment.
- 13.9 If an employee is suffering from stress at work, they should discuss this with their Manager at the first opportunity. Where practicable and reasonable, Duval will seek to provide assistance to the employee.

14. COMMUNICATION / CONSULTATION

- 14.1 In order to meet the legal requirements of the Safety Representatives and Safety Committees regulations and the Health and Safety (Consultation with Employees) Regulations, Duval will communicate and consult with all employees on the following issues:
- The content of the Health & Safety Policy of Duval.
 - Any site specific rules or job.
 - Changes in legislation or best working practices.
 - The planning of Health & Safety training.
 - The introduction or alteration of new work equipment or technology.
- 14.2 The communication and consultation will take place directly with the Employees via regular safety meetings, tool box talks, emails and memos.

15. WORK EQUIPMENT (P.U.W.E.R.)

- 15.1 All work equipment (including electrical equipment) used at work, as part of Duval's undertaking will comply with the Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R.)
- 15.2 Before new equipment is introduced into the working environment the Health and Safety Manager will assess the equipment in order to ascertain that it is suitable for its intended use.

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- 15.3 No employee will knowingly misuse work equipment or remove any safety devices that are in place to minimize a specific risk.
- 15.4 All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice and will be recorded on a hard file on site with a copy to be held at Head Office.
- 15.5 Any faults or damage are to be immediately reported to Duval's control room. The control room will inform the Health and Safety manager.

16. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 16.1 Appropriate Personal Protective Equipment (PPE) will be issued to all Employees as and when necessary for work activities.
- 16.2 Training will be provided for all employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued and will be signed by the employees on receipt of the equipment and a hard kept on file at Duval's head office.
- 16.3 Employees have a legal duty to wear PPE as specified in assignment instructions, risk assessments and method statements.
- 16.4 Any defective equipment must be reported to Duval's control room, who will then report to the Health and Safety Manager.

17. SHARPS POLICY

17.1 Safe Handling of Sharps Policy Statement

The Health and Safety at Work Act 1974 imposes statutory duty on employers to ensure in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to the employee to take care of themselves and others who may be affected by their acts and omissions. Sharps include needles, razor blades, broken glass or other items that may cause a laceration or puncture. The risks of problems consequent upon a needle stick injury are low. Essentially, the hazards are of straightforward bacterial infection and blood borne virus infections such as viral hepatitis (B, C, D and G) and HIV.

17.2 Practice

It is the policy of Duval that on the discovery of any sharp product the officer should immediately inform the client and where possible isolate the area and wait for their arrival. If this is not possible then the following points are implemented when dealing with Sharps. Used sharps should be handled as little as possible to minimise the risk of injury.

- 17.2.1 Always **wear disposable Latex gloves**. Latex can reduce the risk of transmission of a blood borne virus by 50% from a contaminated needle. Sharps safe gloves should be worn over the latex gloves. A pair of forceps or other suitable tool must be used to pick up any sharps. Pincer poles should be used for handling bedding and clothing when clearing houses.

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- 17.2.2 Used needles **must not** be manually re-sheathed, bent or broken prior to disposal.
- 17.2.3 All sharps containers **must** be correctly assembled and correctly labelled clearly to identify source and used according to the manufacturers' instructions.
- 17.2.4 Sharps **must never** be carried in the hand to the point of disposal, but either carried in a tray or a sharps container brought to the sharp.
- 17.2.5 Sharps **must not** be passed by hand between staff.
- 17.2.6 Sharps bins **must** never be more than $\frac{3}{4}$ filled. Sharps protruding from the aperture present a major hazard to other users.
- 17.2.7 Used sharp bins **must** be stored in a location that precludes unauthorised access.
- 17.2.8 Sharps bins **must** always be sent for incineration.

17.3 Employees

The co-operation of all employees is vital to achieve the Company aims. Every employee must understand that he or she has a legal duty while at work:

- 17.3.1 To take reasonable care for the health and safety of themselves and other persons.
- 17.3.2 To co-operate with the Company in all matters relating to health, safety and welfare.

17.4 General

In accordance with Section 2(3) of the Health and Safety at Work Act 1974, the Company will:

- 17.4.1 Review the working of this policy annually.
- 17.4.2 Amend and update the policy as necessary. Communicate any changes to all employees.
- 17.4.3 Provide this written statement on its general policy on Health and Safety and the organisation and arrangements for carrying it out.