

# IEEP UK's health and safety policy

IEEP UK is committed to ensuring the health, safety and welfare of all its staff including employees, freelancers, interns and volunteers, as well as of the people we work with. We will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with our statutory obligations on health and safety.

It is the responsibility of all members of staff to familiarise themselves and comply with IEEP UK's procedures and systems on health and safety.

## 1. Working remotely or from home

The rules, guidance and procedures described in this policy apply at meetings and events, and when you are working remotely or at home. As part of work remotely or from home, you must do a risk assessment of your workplace, and confirm you have taken action to mitigate risks. This assessment needs to be reviewed periodically, and certainly if your usual working location or other relevant circumstances change. In certain cases, IEEP UK will finance adaptations to the workplace in view of making that workplace comply with health and safety standards.

## 2. Responsibility

While we will take all reasonable steps to ensure the health and safety of staff and the people we work with, it is the duty of each member of staff to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person.

If you are unsure how to perform a certain task or feel it would be dangerous for you or others to perform a specific job or use specific equipment, then it is your duty to report this as soon as possible to your line manager or Executive Director.

Any staff requesting to work remotely (away from their home or any IEEP UK offices) must complete a waiver of liability agreement before the period of their work (the template for this is available in shared staff folders).

## 3. Failure to comply

Disciplinary action under IEEP UK's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct making the employee liable to summary dismissal.

## 4. Provisions

IEEP UK will provide and maintain a healthy and safe working environment in order to minimise the number of instances of occupational accidents and illnesses. Where IEEP UK has office premises, we will pay particular attention to, and work with our office landlord to ensure:

- Maintenance of the workplace in a healthy and safe condition and providing adequate facilities and arrangements for welfare at work.
- Provision of a safe means of access into and out of the workplace.
- Provision and maintenance of equipment and systems of work that are healthy and safe.
- Provision of furniture and equipment to enable healthy and safe working when the member of staff is working remotely or at home, and a requirement for a risk assessment when working in this way.
- Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances.
- Provision of information, instructions, training and supervision as needed to ensure the health and safety at work of its employees and other persons.

## 5. Non-employees

IEEP UK also recognises our duty to protect the health and safety of contractors and temporary workers, as well as any colleagues, partners, associates or members of the public who might be affected by our work.

## 6. Organisation

IEEP UK's Board of Trustees has overall responsibility for health and safety at IEEP UK. The Executive Director, working with members of staff who have line management responsibilities, have responsibility for overseeing, implementing and monitoring health and safety procedures at IEEP UK and for reporting back to the Board of Trustees on health and safety matters. The Executive Director will ensure that reports on any accidents at work are investigated.

## 7. Training

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

## 8. Employees at special risk

We recognise that some staff may from time to time be at increased risk of injury or ill-health resulting from work activities. You must inform your line manager if you become aware of any change in your personal circumstances which could result in your being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

## 9. Reporting accidents at work

All injuries sustained by a person at work must be reported to the Executive Director and recorded in the accident file. All accidents will be investigated and any necessary action will be taken to prevent a recurrence of the cause or other problem.

## 10. Safety rules and procedures

You should be aware of and adhere to IEEP UK's rules and procedures on health and safety as follows:

- All staff must immediately report any unsafe working practices to their line manager, or to the Executive Director.

- Behaviours or misuse of equipment or any other acts that might jeopardise the health and safety of any other person are not permitted.
- Any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person, including themselves.
- You must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of your job duties and expertise.
- You should not undertake a job that is, or appears to be, unsafe.
- You should not undertake a job until you have received adequate safety instruction and are authorised to carry out the task.
- All injuries must be reported to your line manager or to the safety officer.
- Work should be well-planned to avoid injuries in the handling of heavy materials, if applicable, and while using equipment.
- Suitable clothing and footwear must be worn at all times.
- Workstations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately.

*Note: Additional health and safety rules and procedures apply in relation to serious infectious disease, including Covid-19 coronavirus.*

## 11. Access

Where IEEP UK has office premises, all staff should pay particular attention to, and we will work with our office landlord to ensure:

- Walkways and passageways must always be kept clear and free from obstructions.
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately.
- Trailing cables should not be left in any passageway.
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway.

## 12. Tools and equipment

- IEEP UK tools and equipment are only to be used by qualified and authorised staff.
- It is the responsibility of all staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to a line manager.
- Approved personal protective equipment must be properly used where appropriate.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

## 13. Manual handling

IEEP UK activities rarely require manual handling of heavy objects. However, we might sometimes move heavy furniture, boxes of publications or computer equipment:

- Lifting and moving of heavy objects should always be done using mechanical assistance (e.g. a trolley) rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- You should not attempt to lift or move a load which is too heavy to manage comfortably; you should ask for assistance if there is any danger of strain.
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight; the load should be lifted by straightening the knees, not the back.

- You should not attempt to obtain items from shelves which are beyond your reach. A ladder or stepping stool should be used. You should not use chairs or any makeshift device for climbing.

## 14. Data protection

IEEP UK will treat all information about ill health, injury or special risk of injury with care, compassion and the utmost sensitivity.

In the implementation of this policy, IEEP UK may process personal data and/or special category personal data collected in accordance with its GDPR and data protection policy. Data collected from the point at which this policy is invoked will only inform the organisation for the benefit of implementing this policy. All data is held securely and accessed by, and disclosed to, individuals only for the purposes of this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's GDPR and data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under IEEP UK's disciplinary procedure.

## 15. Information for internal use

Date of most recent update:	18/04/24		
Reviewer and lead on policy:	Ben Reynolds		
Board of Trustees approval required?	Yes		
At which Board meeting?	June 2024	Done (date):	June 2024
Is this policy in the list of 'required' policies?	Yes		
For <u>required</u> policies only, updates include (describe changes in brief list format; keep and add older date to the list of previous updates):  <i>Note: For <u>discretionary</u> policies, updates will be recorded in IEEP UK Board meeting minutes.</i>			
Next review date (minimum period – usually five years – or if prompted by legislative change; or in the interim at the discretion of IEEP UK/trustees):	June 2029		
Filed in IEEP UK drive (drive and folder names):	<a href="#">IEEP-UK-health-and-safety-policy-DRAFT-April-2024.docx</a>		
PDF Published accessible to staff (include the final part of the file location –page name not full URL):	<a href="#">HR &amp; Employment policies</a>		