

OFFICE SAFETY POLICY

1.0 INTRODUCTION

- 1.1 This policy describes how ARK recognises, as an employer, it has a duty under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, so far as is reasonable practicable, the health, safety and welfare of its employees, service users and third parties with regard to office working.
- 1.2 This policy has been introduced as ARK's response to the general duty of care when working in an ARK office. It details the responsibilities and duties of employees when carrying out office based tasks.
- 1.3 ARK will identify the locations of its offices, ensure that regular office safety inspections are undertaken and that all relevant risk assessments are completed for office based tasks.
- 1.4 This policy has the following sections:

Part One – Policy

Part Two – [Guidance and Procedures](#)

Part One – Policy

- Section 1 - Introduction
- Section 2 - Scope of policy
- Section 3 - Legislation
- Section 4 - Definition and background
- Section 5 - Implementation
- Section 6 - Roles, responsibilities and duties
- Section 7 - Procedures
- Section 8 - Implementation and review

- 1.5 This policy complies with Scottish Housing Regulator Standards of Governance and Financial Management 5.3 and 5.4

2.0 SCOPE OF POLICY

- 2.1 The policy applies to all ARK employees, Board of Management members and to all people using or visiting the workplace, e.g. visitors, relief employees, agency staff, contractors, service users, etc.

3.0 LEGISLATION

3.1 Health and Safety at Work etc Act 1974

The Act imposes a general health and safety duty on employers and employees and in this case the workplace if it is the office.

3.2 The Management of Health and Safety at Work Regulations 1999

These Regulations require the employer to make a suitable and sufficient risk assessment of the significant risks to the health and safety of their employees and third parties, of work tasks and locations.

4.0 DEFINITION and BACKGROUND

- 4.1 An office is anywhere that office and/or administrative tasks are carried out. This ranges from the more traditional type of office e.g. The Priory, to local offices and any sleepover rooms where office tasks are also conducted.
- 4.2 An office worker will be 'any employee temporarily or permanently carrying out office or administrative tasks'. This will include a Support Worker when they are carrying out office tasks. Examples of some office tasks are in Part Two of this policy.
- 4.3 Working within an office may appear to be less hazardous than other work tasks being carried out by ARK employees, however an element of risk exists within the office environment (though this can be lower than in other environments). Hazards associated with offices include work space, temperature, layout, nuisance noise, risk of fire, welfare facilities, security, staircases and use of display screen equipment (DSE). Some of these will have their own sections within ARK's Health and Safety Manual and relevant sections should be consulted for greater detail and information.

5.0 IMPLEMENTATION

- 5.1 This policy and guidance will be implemented in accordance with ARK's Health and Safety Policy which details the responsibilities of the organisation, managers and employees. The Health and Safety Manual provides additional information and guidance on responsibilities.
- 5.2 Any breaches of the policy should be reported to an employee's Manager.
- 5.3 Breaches of this policy will be viewed seriously and will be dealt with in accordance with ARK's Disciplinary Policy and Procedures. The severity of discipline will reflect the fact that non-compliance breaches not only the ARK's Office Safety Policy but also the Health and Safety Policy and the law .

6.0 ROLES, RESPONSIBILITIES AND DUTIES

6.1 Directors and Senior Managers

Directors and Senior Managers should ensure that they:

- implement and operate this policy in respect of all premises they line manage;
- inform all employees of the requirements of this section of the Health and Safety manual;
- have made suitable arrangements for employees to comply with the requirements of this section;
- conduct all required risk assessments and review these regularly;
- complete six monthly inspections of offices and that any requirements are implemented.

6.2 ARK Managers

ARK Managers are responsible for the implementation and operation of this policy in respect of all premises within their remit. ARK Managers should ensure that:

- all employees they line manage are informed of the detail of this section of the Health and Safety manual;
- the requirements of this section of the Health and Safety manual are complied with by employees;
- any breaches of these requirements are handled in accordance with HR policies;
- all necessary risk assessments are completed and available for relevant employees to view;
- any procedures developed for the ease of implementing this policy are followed.

6.3 Employees

All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this employees should:

- know what the arrangements for working within their office are for their area/s of work;
- following any procedures, workplace precautions which are implemented to either eliminate or reduced the risks associated with office work;
- advise their Manager of any difficulties in complying with the arrangements.

7.0 PROCEDURES

7.1 Six Monthly Office Inspections

Six monthly inspections of offices should be conducted using the ARK premises inspection template in HS03 part 5, which also contains guidance on completing the inspection..

The inspections should be conducted by an appropriate person e.g. CSM / ROM at a time convenient for all parties who use the office.

Support Workers can also be given responsibility to carry out office inspections, once completed these have to be reviewed and signed off by the Support Workers Manager.

It is the responsibility of the ARK Manager to ensure that any corrective action required is carried out within the agreed timescales.

7.2 Local Guidelines

Local office safety and/or working guidelines will include a range of measures appropriate to the work being undertaken within that location. Guidance on risk assessments and generic office working risk assessments are with the Risk Assessment section of the Health and Safety Manual. These can be adapted to suit the location.

7.3 **Guidance**

Part Two of this policy contains guidance and procedures for office safety. This includes:

- ARK premises inspection template ;
- recommended safety equipment;
- information on work tasks associated with office safety.

8.0 **IMPLEMENTATION AND REVIEW**

- 8.1 The Chief Executive is responsible for ensuring that this policy, and the procedures that support it, are followed by all employees and Board Members.
- 8.2 The Chief Executive will ensure that this policy is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

Approved by the Senior Leadership Team:

November 2016

Approved by the Board of Management:

December 2016

Next review due by:

December 2019

Complies with: Scottish Housing Regulator Standards of Governance and Financial Management 5.3 and 5.4

APPENDIX 1

LIST OF RELATED POLICIES & PROCEDURES

Policies

[HS09 Display Screen Equipment Policy](#)

HS03 Risk Assessment Policy

Procedures

[HS18 Office Safety: Part 2 - Guidance and procedures](#)

HS03 Risk Assessment – Part 5 – ARK Premises Inspection

Briefing Sheet

HS18 Office Safety