



## **Appendix A**

### **Enterprise England Health & Safety Policy Summary**

**February 2018**

#### **Introduction**

This is a summary of the Enterprise England policy for Health & Safety. A copy of the full policy can be provided on request.

#### **Organisation & Arrangements**

Tenants are responsible for their own Health & Safety in so far as it relates to their business and employees. Should any centre undergo refurbishment, Enterprise England will ensure that affected parts are cordoned off as a construction site. No-one shall enter a construction site without specific permission from Enterprise England.

#### **Communication of Health & Safety Information**

Health & Safety information will be displayed in common use areas

A short Health & Safety briefing will form part of the induction process for new tenants. Following this the tenant will receive a copy of the Tenant Handbook which includes a full copy of the Enterprise England Health & Safety policy. You will also be given a Workplace Inspection checklist. We strongly advise that you complete this for your work space as this will highlight any H&S issues that need to be addressed.

#### **Managers & Supervisors**

Managers and supervisors have specific duties concerning the health and safety of their staff. These include ensuring staff are properly trained, are aware of the principle hazards and risk control systems at their place of work, know what to do in an emergency and ensure that all accidents are reported.

#### **Employees Beneficiaries & Visitors**

Employees, Beneficiaries, & Visitors to the centres are obliged to co-operate with Enterprise England on health & safety matters by observing safety regulations, reporting hazards and accidents and by working in a manner that does not adversely affect their own health and safety, or the health and safety of others

#### **Office Environments**

Any area where a person or persons are working will normally be deemed to be an office unless designated as a laboratory or workshop at the start of the tenancy.

#### **Legislation & Enforcement**

The Enterprise England Health & Safety policy has been created to comply with the Health & Safety at Work Act 1974, the Workplace (Health, Safety, & Welfare) Regulations 1992, First Aid at Work Regulations, Manual Handling Operations Regulations, Display Screen Equipment Regulations and Fire Precaution Regulations.

All H&S legislation is part of statute law and breaches of the laws and regulations are criminal offences under the umbrella of the H&S at Work Act 1974. For offices the principle enforcement authority is the Health & Safety Executive.



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#### Fire Precaution

All Enterprise England buildings have a Fire Plan and fire alarm systems in place. It is the responsibility of occupants to ensure they are familiar with the contents of the Fire Plan, including the arrangements for testing and evacuation. Tenants are also responsible for ensuring they do not unnecessarily store combustible material and that escape routes are kept clear. If you require a Personal Emergency Evacuation Plan (PEEP) Plan please discuss with your line manager. A copy of any PEEP produced must be provided to Enterprise England.

#### Electrical Safety

All equipment over 24 months old in use in any of the centres must have a current PAT TEST Certificate and be approved by Enterprise England.

#### Smoking

To comply with the law there is a strict no smoking policy in all Enterprise England buildings

No smoking signs will be displayed at the premises and tenants must ensure that people don't smoke in enclosed work premises or shared vehicles. For more information see <http://www.gov.uk/smoking-at-work-the-law>.

Smokers must go outside to smoke at an appropriate distance from the building in the designated areas.

#### Lighting

Offices require sufficient light to enable work to be undertaken. This can be natural or artificial. Any artificial lighting should be fully diffused where Display Screen Equipment is in use. It is also important that the direction of natural light can be controlled to prevent reflections on DSE screens

#### Noise

Enterprise England adheres to the Control of Noise Regulations. For further information see (<http://www.hse.gov.uk/noise/employers.htm#noise>)

#### Display Screen Equipment

Enterprise England designs their serviced offices with the tenants' health as their key priority. Display screens, desk and office chairs are all of high quality, ergonomic and fit for use. It is up to the tenants to ensure they employ sensible preventative measure to avoid upper limb disorders and other preventable medical problems

#### Reporting Accidents & Incidents

Reporting certain incidents is a legal requirement. Enterprise England fully complies with the RIDDOR legislation.

For the purposes of RIDDOR an accident is a separate, identifiable, unintended incident that causes physical injury. Tenants are required to report any accidents to Enterprise England so that they can record in the accident book. Enterprise England staff are responsible for highlighting any accidents or incidents that are deemed RIDDOR to senior management for reporting.



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#### **First Aid Arrangements**

All tenants are required to undertake an Assessment to identify the First Aid requirements of their business. Tenants are required to ensure they have items to deal with day to day minor occurrences and that they advise Enterprise England if they have any conditions which may require specialist equipment or supplies. Further information on First Aid arrangements can be found in the Tenants Handbook.

#### **Manual Handling**

Enterprise England staff will cover manual handling during the short health and safety briefing given during tenant induction. Should more information be required please view the HSE Manual Handling Brief Guide @ <http://www.hse.gov.uk/pubns/indg143.pdf>

#### **Risk Assessment & COSHH**

Tenants must carry out a full risk assessment if there are more than 5 people working in 1 office. This must be done annually and a copy given to Enterprise England along with any paper work in respect of PAT Testing. A COSHH report must be supplied to Enterprise England with regards to any cleaning material stored on the premises and these must be locked away when not in use.

#### **Tenants Handbook**

This contains Enterprise England's expectations of tenants and what tenants can expect from Enterprise England including all aspects of the Health & Safety procedures that the tenant should be aware of.

**If you have any issues or concerns you wish to discuss please contact a member of staff at Enterprise England in the first instance, who will escalate any problems they cannot deal with to the next level of management.**