



BlueBay Asset Management LLP

HEALTH AND SAFETY POLICY DOCUMENT

August 2016

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1. INTRODUCTION

BlueBay Asset Management LLP (“**BlueBay**”) has a legal duty to manage the occupational health and safety of its staff and associated responsibilities in respect of customers, contractors and members of the public affected by its undertakings. In addition, there are valid humanitarian and service delivery reasons for ensuring high standards of health and safety performance.

To fulfil these duties, BlueBay must have a robust occupational health and safety policy appropriate to its activities and operations. This is also a requirement of the Management of Health and Safety Regulations 1999. Through the introduction of this Policy, BlueBay demonstrates not only the intention of fulfilling its legal obligations for health and safety, but, also declares the commitment necessary to achieving the objective of health and safety excellence.

The Policy is a ‘living document’ evolving over time and keeping pace with new developments in the management of health and safety.

The format of the Policy is based on the Health and Safety Executive’s recommended model for successful health and safety management systems – HS(G)65. It provides details of the health and safety policy, health and safety organisation and arrangements for planning, review and audit.

The main objective of the Policy is to reduce the number of accidents and incidents (including exposure to occupational health risks) which result in harm to people, damage to property, and loss of service.

Our Policy establishes a framework for the integration of health and safety into all aspects of the business. A key element is that ownership of health and safety must be accepted and embraced by all staff.

In addition to the information contained within this Policy, further information can be found by referring to the Health and Safety Executive (HSE) website – www.hse.gov.uk.

2. POLICY

Health and Safety Policy Statement

As the Management Committee, we are fully committed to achieving a high level of health and safety throughout BlueBay. Consequently, we recognize and accept our responsibility for securing the health, safety and welfare of all BlueBay staff and others who may be affected by the BlueBay's activities.

To this end, it is our intention that BlueBay operates in such a manner so as to achieve the following:

- A safe and healthy place to work which has adequate welfare facilities, safe access and egress to and from it and adequate arrangements for dealing with an emergency.
- Equipment which is safe to use and work which is safe to undertake.
- Arrangements which ensure that products, etc are safe to use, handle, store and transport.
- Removing or reducing risks and controlling any hazards that have been identified following risk assessment, to a safe level.
- Providing staff with the information, instruction, training and supervision needed to ensure they do the job safely.
- Ensuring that staff are consulted with and informed on issues relating to health and safety.
- Technical advice provided by staff or where necessary, external consultants, competent to do so.

It is our belief that compliance with this Policy will positively contribute to the performance of BlueBay as a whole – by maintaining a low rate of injuries and ill health and reducing unnecessary losses and liabilities.

We will pursue the implementation of the following health and safety commitments in order to ensure the continual improvement to health and safety. We will, as far as is reasonably practicable ensure:

- Health and safety objectives form an integral part of the decision making process when setting other business objectives.
- Effective systems of communication are implemented and maintained.
- Effective consultative arrangements on health and safety matters are in place – this will include all levels of staff.
- Adequate financial and physical resources are available to achieve our health and safety goals and objectives.
- Expert advice is called upon when required, to enable the policy to be implemented.

- All workplace hazards are controlled – this will be achieved by ensuring risk assessments are conducted and control measures are adequately implemented.
- Staff are encouraged and given the facility to make a positive contribution to the implementation of this Policy.

This Policy will be monitored for effectiveness and reviewed by the Head of Facilities together with our external health and safety consultants every two years. It will also be reviewed following major organisational changes within BlueBay, major incidents, new legislation and audit recommendations. Any amendments will be brought to the notice of all staff.

Signed.....

On behalf of the Management Committee, BlueBay Asset Management LLP

Date.....

Policy revision due: April 2017

3. ORGANISING FOR HEALTH AND SAFETY

3.1 Responsibilities for health and safety

To ensure the effective implementation of our health and safety commitments, it is essential that all staff within BlueBay understand their responsibilities and obligations, and are clear about the reporting procedures that have been established. With this in mind, the following responsibilities have been determined:

Management Committee

The Management Committee is ultimately responsible for ensuring the health, safety and welfare at work of all BlueBay employees and others who may be affected by our activities, and for ensuring the implementation of this Policy.

Its responsibilities include the following:

- The successful implementation and upkeep of the health and safety policy.
- Agreeing plans for improving and reviewing progress in developing the health and safety policy and for the implementation within BlueBay.
- Ensuring adequate financial and physical resources are available to achieve BlueBay's health and safety goals and objectives.
- Ensuring external health and safety assistance is obtained on health and safety issues where necessary.
- Ensuring that staff are aware of and comply with this Policy.
- Ensuring that any practical precautions identified by the general risk assessments and specified in this health and safety policy are implemented as planned.
- Responding to reports from staff of any accidents or unsafe conditions and reporting these to the Head of Facilities.

It will be assisted by the Head of Facilities who has specific responsibilities to ensure compliance with all statutory requirements.

Head of Facilities

The Head of Facilities is responsible for:

- Arranging the preparation and periodic review of this Policy, the associated risk assessments and health and safety guidelines;
- Bringing to the attention of the Management Committee any material changes in the circumstances or activity of BlueBay that would necessitate revision of this Policy, risk assessments or health and safety guidelines;
- Providing support and guidance to line managers in fulfilling their responsibilities and in particular helping:

- implement any practical precautions identified by the risk assessments and specified in the health and safety guidelines;
- ensure that employees are aware of this Policy and have received adequate information concerning the precautions identified by the risk assessments;
- Providing health and safety induction to all new staff;
- Assisting with the correct set up of computer workstations and implementation of the results of Display Screen Equipment assessments;
- Responding to reports of any accidents or unsafe conditions;
- Ensuring that any reportable accidents are notified to the Enforcing Authority in the prescribed manner, that appropriate records are made, and where necessary, seeking competent advice regarding further action that may be required.

Line Managers

Line Managers are responsible for:

- Ensuring that employees and contractors under their control are aware of and comply with this Policy;
- Ensuring that, within their span of control, any practical precautions identified by the risk assessments and specified in the health and safety guidelines are implemented as planned;
- Responding to reports from staff of any accidents or unsafe conditions, and reporting these to the Head of Facilities.

Staff (including Partners)

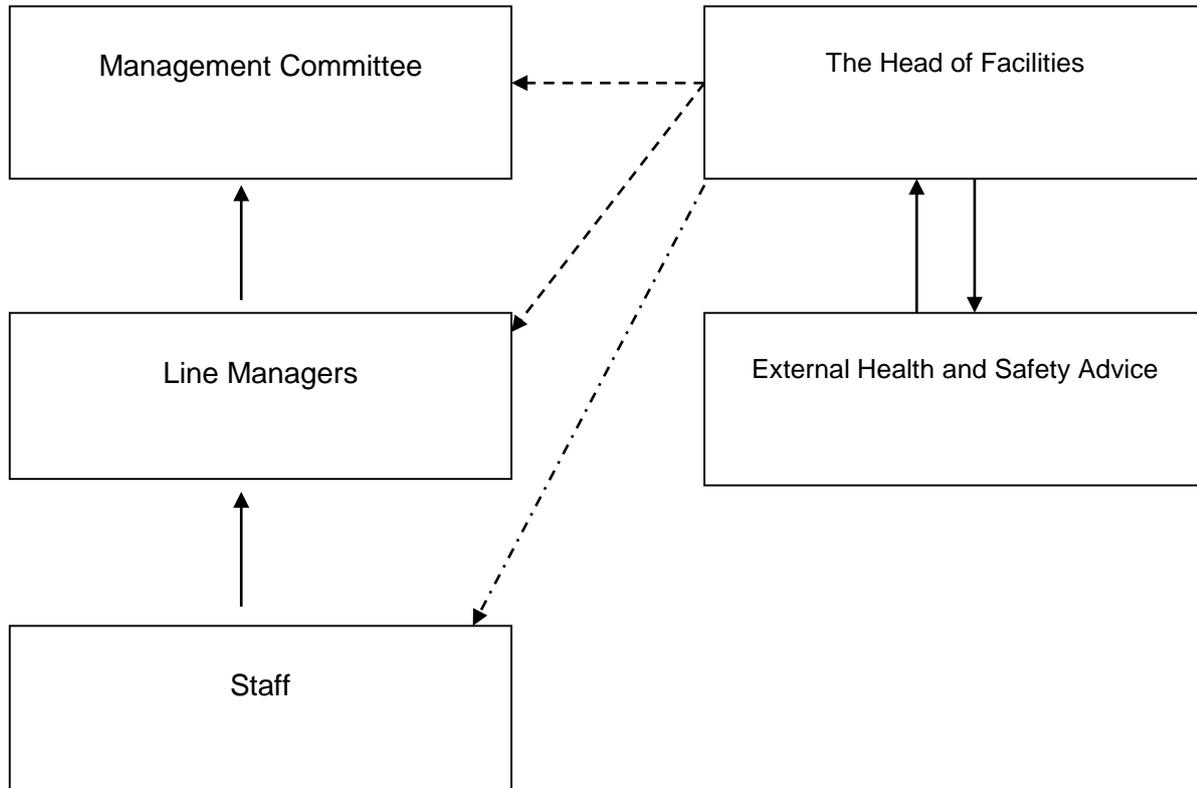
All staff (including Partners) are responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their actions or omissions throughout the course of their work.
- Co-operating in establishing safe and healthy working conditions to enable statutory duties or requirements to be fulfilled.
- Ensuring that they make proper use of health and safety facilities and do not intentionally interfere with, or misuse anything provided for their health and safety.
- Acting in accordance with any health and safety training that has been provided.
- Reporting to their line manager, the Head of Facilities, any hazard or potential hazard in their working environment, or any existing procedures or arrangements which appear to be defective.
- Making full and proper use of any personal protective equipment provided in accordance with instructions given or training received. Loss of equipment or defective equipment should be reported to their line manager so that it can be replaced.

- Ensuring they are familiar with and act in accordance with this Policy. In particular, they must ensure they are familiar with and understand:-
 - the necessary action concerned with fire and fire drills
 - the first aid arrangements
 - the accident reporting procedures
- Reporting all accidents, incidents and near misses, no matter how insignificant, in accordance with the accident/incident reporting procedures. These are explained later in this Policy.

3.2 Organisational Structure

The following diagram reflects the levels of health and safety responsibilities previously outlined.



4. ORGANISATIONAL ARRANGEMENTS

4.1 Provision of Health and Safety Assistance

The Head of Facilities is, with the assistance of the Human Resources Department, responsible for co-ordinating the day to day management of health and safety and ensuring provision of basic advice to managers and staff on health and safety.

Where necessary, they will call upon external specialist advice for support.

Specific roles are identified for the Head of Facilities throughout this policy.

4.2 Health and Safety Training

Identifying Training Needs

Health and safety training needs will be identified for *all* staff within BlueBay.

Aspects to consider

The areas which will be considered when identifying health and safety training needs are as follows:

- Risk assessments which identify training as a control measure
- Accident investigations and health and safety inspections
- Consultation of managers with staff.

Special Considerations

The following groups will be given special consideration when identifying health and safety training needs:

- New staff
- Young and inexperienced staff
- Staff working with new or modified equipment or new technology
- Staff who from time to time need refresher training, for example, manual handling, etc.

Providing Health and Safety Training

All health and safety training will take place during working hours and without loss of earnings.

Responsibilities

The Head of Facilities is responsible for:

- Ensuring staff are given appropriate health and safety training.
- Monitoring the effectiveness of health and safety training to staff and ensuring this is facilitated by persons competent to do so.
- Keeping records of completed training.

Line Managers must:

- Ensure they inform the Head of Facilities of any health and safety training needs identified for staff.

Induction

The arrangements for undertaking induction training are as follows:

A member of the Facilities Department will:

- Deliver the Corporate Health and Safety Induction training session for all new joiners on their first day.
- Complete the induction checklist contained in Appendix 1 and ensure it is included on the individual's records.

The Health and Safety Induction training course content includes:

- Building familiarisation – including access and egress points
- Emergency procedures for fire, bomb and first aid (includes accident reporting)
- Workstation ergonomics
- Manual handling
- Slips, trips and falls

5. PLANNING AND IMPLEMENTATION

5.1 Risk Assessment

One of the most important tools in managing health and safety is risk assessment. Its purpose is to determine and implement control measures necessary to eliminate or reduce risks associated with identified hazards.

Risk assessments are undertaken on all activities, which pose a significant risk of injury within BlueBay.

Responsibilities

The Head of Facilities is responsible for ensuring generic risk assessments are undertaken on all common activities of the organization which pose significant risk.

They are also responsible for:

- Ensuring the risk assessments are completed by competent risk assessors and reviewed at least every two years or in the event of a significant change, which may affect them.
- Reporting the results to the relevant manager, depending on the process and authorisation required for their subsequent implementation.
- Making the findings of the risk assessments available to all staff by placing them on the shared drive/intranet.

Line managers are responsible for:

- Reviewing the generic risk assessments produced to ensure they adequately reflect how activities which pose significant risk are carried out within their department. Where they do not, they are responsible for working with the Head of Facilities to ensure these are reviewed accordingly.
- Ensuring the relevant staff are made aware of the risk assessment findings.
- Using the risk assessments to determine any instruction and/or training required for each task or activity.
- Ensuring the control measures required identified in the risk assessment are implemented and maintained.

Staff are responsible for:

- Co-operating when involved in the risk assessment process
- Informing their manager when they believe a work activity poses a significant hazard and requires a risk assessment to be undertaken.
- Ensuring that they inform their Manager when they believe the risk assessment requires a review, for example, in the event of a significant change to the work activity.
- Implementing control measures identified in the risk assessment.

5.2 Smoking at Work

To protect staff and visitors from the harmful effects of second-hand smoke and to ensure legal compliance, smoking is not permitted in 77 Grosvenor Street.

Those who wish to smoke must:

- Ensure they do not so, on the premises.
- Only do so in designated smoking areas outside.
- Ensure they do not do so in any work vehicle used by more than one person.

5.3 Fire and Bomb Threat

Fire:

Fire is an important aspect of health and safety in every workplace. It accounts for many millions of pounds lost to industry through insurance claims, damage to property, lost productivity, etc. More importantly, there are also human losses and injuries, which can be minimised through good fire safety management systems and effective prevention or precaution procedures.

The Head of Facilities will ensure the following control measures exist within BlueBay's domain:

- A fire risk assessment is undertaken for the BlueBay offices. The purpose of the assessment is to assess the fire hazards and identify appropriate measures to eliminate or adequately control those risks.
- The fire risk assessment is reviewed on at least an annual basis.
- Staff and contractors are provided with information on the fire evacuation procedure.
- The fire extinguishers are tested annually and records kept.
- The alarm is tested on a weekly basis by the Building Manager and is maintained and inspected by an external contractor.
- The emergency lighting system is subject to regular testing and maintenance to an appropriate standard. (the method used will be based on the advice provided by the supplier).
- Regular visual checks are undertaken to ensure fire extinguishers remain in a usable condition.
- All escape routes are kept clear at all times
- All escape routes, fire doors and exits are clearly marked and in accordance with the Safety Signs and Signals Regulations 1996 (i.e. running man and directional arrow on green background).
- A sufficient number of notices are posted giving simple guidance on what to do in the event of a fire i.e. how to identify the fire alarm sound, what to do if it is sounded and what to do if a fire is discovered.
- A sufficient number of fire wardens and deputies are in place. These are appointed by the Human Resources Department.
- The fire evacuation drill is undertaken at least annually. This is arranged by building management.

Staff also have a duty to:

- Familiarise themselves with the fire evacuation procedure and ensure they follow this in the event of an emergency or evacuation drill.
- Co-operate during evacuation drills and/or real emergencies.

Location of fire evacuation procedures

The fire evacuation procedures can be found in Appendix 2 of this manual.

Bomb Threat:

The Head of Facilities and the Human Resources Department will ensure:

- Staff are provided with information on the bomb threat procedure.

Staff have a duty to:

- Familiarise themselves with the bomb threat procedure contained in Appendix 2 of this manual and ensure they follow it in the event of an emergency.
- Co-operate during emergencies.

Fire Warden:

It is the responsibility of the Fire Warden to:

- Understanding BlueBay's Fire & Emergency procedures.
- The controlled evacuation or lockdown (as applicable) of their designated floors in the event of a Fire or Emergency situation.
- The controlled patrol of staff to and from the building, designated assembly points and building safe zones in the event of a Fire or Emergency Situation.
- The Fire & Emergency Marshal equipment on a specified floor of the BlueBay office (to include emergency radios) and for ensuring all safety equipment (such as fire extinguishers) are not obscured or otherwise compromised.
- Attending ALL Fire & Emergency training or as and when required.

5.4 First Aid

First aid is the immediate treatment of injuries or illnesses prior to the arrival of proper medical assistance. It is intended to save lives, reduce the effects of injuries and speed recovery. Adequate and appropriate first aid equipment will be provided for BlueBay employees.

Getting Help:

First Aid

If following an accident/incident, you require first aid attention, you are asked to seek assistance from one of the first aiders. Their contact details can be found on the intranet, notice-boards and kitchens.

Ambulance Service

If you require the Ambulance Service, you must dial 9 999 and also inform reception on the ground floor.

First Aiders

First aid can only be administered by individuals who have completed an approved training course, and where relevant, attended necessary refresher training i.e. every 2 years.

It is the responsibility of the First Aider to:

- Look after first-aid equipment and facilities;
- Administer initial treatment and basic first aid in case of accidents involving staff or visitors;
- Administer initial treatment and basic first aid in case of illness involving staff or visitors;
- Call emergency services when required,

in addition to any other such reasonable duties that may be required of the First Aider from time.

Human Resources Department

It is the responsibility of the Human Resources Department to ensure that:

- First aiders who are no longer employed to work in BlueBay are replaced.
- First aider training is kept up to date – he/she will keep records of training received and when refresher training is required.

5.5 Electricity

Electricity is a common cause of fire. In addition, electricity can cause injury to people through shocks and burns.

Portable electrical appliances can be defined as electrical equipment with a plug and a lead which is easily moved around e.g. kettles, drills and vacuum cleaners. They also include items such as computers, fax machines or photocopiers which are less easily moveable.

Responsibilities:

The Head of Facilities is responsible for ensuring:

- All portable electrical appliances remain within their PAT test date
- Records of testing undertaken are held.
- The fixed electrical (distribution) system is inspected and tested by a competent person at least once every five years in accordance with the IEE Wiring regulations
- A valid certificate is kept available for inspection to demonstrate the system has been inspected and tested in accordance with the IEE Wiring regulations.

We are all responsible for:

- Reporting immediately any faulty or hazardous fixtures, fittings, furniture or equipment to the Facilities department who will take the necessary action
- Switching off electrical equipment before leaving the office
- Only using electrical equipment and extension cables supplied by BlueBay – **Do not bring your own equipment from home into the office.**

Maintenance and Repair

Only persons specifically trained for the work will undertake electrical maintenance and repair work. Staff must not attempt such work themselves, and should refer to the Head of Facilities if electrical equipment needs any repair or maintenance.

Visual Checks

Ninety five percent of all electrical faults can be detected by just looking. You are reminded to look out for the following which may make electrical equipment unsafe:

- Damage e.g. cuts, abrasion (except for light scuffing).
- The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment – the coloured insulation of the internal wires should not show.
- Damage to the plug e.g. the casing is cracked or the pins are bent.
- Non standard joints, including taped joints in the cable.
- Damage to the outer cover of the equipment or obvious loose parts or screws.

- Overheating (burn marks or staining).

If you identify any such defects, stop using the equipment and report the fault immediately to the Head of Facilities.

5.6 Display Screen Equipment

The term Display Screen Equipment includes screens which display number, letters and/or graphics. It is most commonly associated with problems such as:

- Upper limb disorder (including repetitive strain injury)
- Temporary eye and eyesight effects e.g. visual fatigue, headaches, dry or sore eyes, fatigue and stress.

Display Screen Equipment Assessment

Each individual member of staff will have their workstation assessed by individual members of staff who have received training in doing so. The purpose of the assessment is to ensure the adequacy of the display screen, keyboard, desk or working surface, chair, mouse, lighting and software. The assessment will also assess the adequacy of various environmental conditions such as temperature and humidity. In addition, it will assess the need for a footrest and document holder and whether sufficient breaks are taken. The assessment form is contained in Appendix 4.

Information on safe use of Display Screen Equipment

All staff are required to read the information contained in Appendix 4 prior. This includes information on:

- the possible health effects associated with DSE
- the causes of risk and how harm can result
- how they can reduce or control such risks
- the importance of taking work breaks

It also includes advice to laptop users on how to reduce the risks associated with their use.

Eyesight tests

Eyesight tests will be provided on request or where there is visual difficulty in undertaking display screen work.

Where glasses or other corrective appliances are necessary, these will be provided free of charge, but, only to the extent of the cost of basic frames and the lens prescription necessary to do display screen work.

For further information on how to arrange for your free eyesight test or claim basic prescription costs for glasses, please refer to a member of the Human Resources Department.

Work Breaks

Regular breaks of 2.5 minutes every half hour or 5 minutes in every hour should be taken where other tasks could be carried out, e.g. filing, sorting work, photocopying, etc.

Related Appendix:

Appendix 4 – Display Screen Equipment

- DSE – Possible health effects
- Minimum requirements for workstation equipment
- Working with DSE
- Laptop users
- DSE – joint assessment of workstation

5.7 Hazardous Substances

A hazardous substance is defined as any substance, which could cause an adverse health effect. Control is based on risk assessment and the introduction of appropriate control measures.

Hazardous substances do not tend to be used in BlueBay. However, we have taken steps to ensure we have suitable arrangements in place to ensure their safe use should we be required to use them in the future.

The Head of Facilities will arrange for COSHH assessments to be undertaken on all substances where exposure could lead to an adverse effect on health or danger to safety.

5.8 Manual Lifting and Handling

The majority of manual handling activities i.e. activities which require bodily effort to move, lift or support a load are undertaken by the Facilities Department, however, such activities are also carried out by other staff when necessary.

Injuries may occur when adopting an incorrect method of lifting, attempting to lift something which is too heavy, of an awkward shape or is sharp. Accidents can also arise when the load is of a size so as to obscure your vision.

Staff are not permitted to conduct manual handling activities which pose significant risk of injury unless they have received training in doing so through BlueBay. The Head of Facilities must be contacted to arrange for manual handling activities which pose significant risk (e.g. moving desks, archive boxes, p.c.s, etc).

All manual handling activities will be identified and risk assessments will be carried out where the risk of injury is significant and cannot be avoided.

Responsibilities

The Head of Facilities

The Head of Facilities is responsible for ensuring generic risk assessments are undertaken on all common manual handling activities of the organization which pose significant risk.

They are also responsible for:

- Ensuring the risk assessments are completed by competent risk assessors and reviewed at least two yearly or in the event of a significant change, which may affect them.
- Reporting the results to the relevant manager, depending on the process and authorisation required for their subsequent implementation.
- Working with line managers to review manual handling assessments which do not adequately reflect the activities carried out within their departments.
- Making the findings of the manual handling risk assessments available to all staff.
- Arranging for the provision of any manual handling training identified as required by the assessments.

Line Managers

Line managers are responsible for:

- Ensuring the need for manual handling is avoided as far as reasonably practicable.
- Reviewing the generic manual handling risk assessments produced to ensure they adequately reflect how activities which pose significant risk are carried out within their department. Where they do not, they are responsible for working with the Head of Facilities to ensure these are reviewed accordingly.
- Ensuring the relevant staff are made aware of the manual handling risk assessment findings.

- Informing the Head of Facilities of any staff who they believe require manual handling training.
- Ensuring the control measures required as identified in the manual handling risk assessment are implemented and maintained.

You are responsible for:

- Informing your manager when you believe a work activity poses a significant manual handling hazard and requires a risk assessment to be undertaken.
- Informing your line manager of any medical conditions that could affect your ability to handle loads, for example, pregnancy, illness or injury
- Using correctly, any equipment such as trolleys and lifts, provided to reduce the risk
- Attending any manual handling training provided.
- Ensuring you do not carry out any manual handling activity unless you have been trained through BlueBay to do so.
- Ensuring implementation of any guidance or training given on adopting good manual handling technique.
- Following instruction given in Appendix 5 on good handling technique.

5.9 Control of Visitors

Workplace hazards not only put staff at risk, but, also put visitors at risk as they are unlikely to be familiar with the area.

The following measures must be followed to ensure the safety of visitors:

- All visitors must sign in at Reception.
- All visitors must be required to wear an identity pass at all times whilst on the premises.
- You must ensure that you accompany your visitors at all times during their stay.
- In the event of an emergency, you must ensure that you escort your visitors safely to the assembly point.
- Access to areas which pose a danger to anyone unfamiliar with the premises is restricted.
- Site evacuation notices are displayed at various points to inform visitors what to do in case of an emergency.

If you are concerned that an unexpected person is in the building please immediately contact Security on the ground floor.

5.10 Control of Contractors

In order to ensure a high standard of health and safety is maintained within our premises, whilst work is undertaken by contractors arranged by BlueBay, the following measures are taken:

- All contractors must be arranged via the Facilities Department.
- Where their work will or has the potential to pose significant risk of injury, the contracting company will be asked to submit their health and safety policy together with risk assessments and method statements. These are then evaluated by the Head of Facilities.
- All contractors are required to provide adequate evidence of insurance cover. The contractor is accepted or rejected depending upon the strength of the information submitted. Each contracting company will be re-evaluated on an annual basis.
- The Head of Facilities will monitor the work activities of all BlueBay-appointed contractors to ensure they are adhering to BlueBay's health and safety policy and arrangements. However, you have a responsibility to ensure you report to the Facilities Department any hazards or breaches of health and safety associated with contractors.
- All contracting companies will be provided with a copy of our health and safety policy statement together with our arrangements for first aid, fire and accident reporting.
- All contractors will be required to sign in upon entering the premises.
- All contractors will be inducted by the Head of Facilities prior to being permitted to carry out any work.

5.11 Pregnant Women

Normal work activities do not present a significantly increased risk to the health and safety of the pregnant woman. Any person concerned that their work presents a risk to themselves or their unborn child should bring this to the attention of their Line Manager or a member of the Human Resources Department. Their concern will be treated sensitively and in confidence.

BlueBay will take steps to safeguard the following five groups of employees:

- Those who are pregnant
- Those who have just given birth within six months
- Those who have miscarried or had a still birth delivery after 24 weeks of pregnancy
- Those who are breastfeeding
- Those who are of childbearing age

Responsibilities:

You must comply with the notification requirements set out in BlueBay's maternity policy in place from time to time and:

- Inform your line manager if you are pregnant. You may also be requested to present in writing a certificate from a registered medical practitioner or a registered midwife, confirming the pregnancy.
- Inform your line manager if you have had a miscarriage or still birth delivery after 24 weeks of pregnancy.
- Familiarize yourself with and implement the guidance contained in Appendix 6.
- Inform a member of the Human Resources Department of any problems or changes that you believe may require your assessment to be reviewed.

Line Managers must:

- Inform a member of the Human Resources Department if they have been informed that a member of their staff is pregnant or has had a miscarriage or stillbirth delivery after 24 weeks of pregnancy.
- Ensure workers who are breastfeeding are not exposed to risks that could damage health and safety for as long as they continue to breastfeed.

Human Resources Department:

- If the risk assessment shows there may be a significant risk to the health and safety of a new or expectant mother, the Human Resources Department must ensure:
 - Conditions and/or hours of work are temporarily altered, or
 - Suitable alternative work is offered if it is available, or
 - Paid leave is given for as long as is necessary to protect her health or safety and that of her child.

The Human Resources Department must:

- Ensure a risk assessment is conducted on all new and expectant mothers in accordance with the guidance contained in Appendix 6 of this policy.
- Ensure all employees are informed of the results of any risk assessments that may present a significant risk to their health and safety.
- Keep the risks under review (at least once every 12 weeks or sooner in the event of any problems or significant changes). Though the hazards are likely to remain constant, the possibility of damage to the foetus will vary at different stages of pregnancy and there are also different risks to consider for those who are breastfeeding. Working practices may therefore need to be adapted to cope with this.
- Ensure the assessments are completed to a suitable and sufficient standard.
- Call upon the services of external specialists where necessary.

5.12 Occupational Stress

Stress is a reaction people have to pressures placed upon them. It occurs when pressures exceed the individual's ability to cope.

Stress occurs in all areas of life and whilst excessive stress may lead to serious ill-health, a complete lack of stress would be de-motivating.

Stress is harmful when:

- Pressures pile on top of each other
- The individual feels for example the following emotions:
 - Trapped
 - Lonely
 - Guilty and frustrated
 - Resentment and anger
 - Confusion caused by conflicting demands
 - An inability to control the demand placed on them

Responsibilities

The Human Resources Department is responsible for:

1. Consulting with those who may be affected by decisions on jobs, welfare, income, relationships of a member or members of staff. Consultation should take place at an early stage and should involve as many members of affected staff as possible.
2. Providing support to staff likely to experience or who are experiencing situations generating stress. This may include, for example, flexibility in working arrangements. Where staff are recognised as suffering from non-work induced stress, consideration should also be given to offering assistance in obtaining advice or support to allow them to return to normal levels and standards of work.
3. Considering counselling where occupational stress affects the member of staff's health and other support is not appropriate or has not resolved the problem sufficiently. Where stress is not primarily related to work, counselling will normally be undertaken out of working time and at the cost of the staff member concerned.

Line Managers are responsible for:

1. Recognising the symptoms of stress in their staff.
2. Ensuring ill health resulting from stress caused at work is treated in the same way as ill health due to other physical causes present in the workplace.
3. Ensuring staff are given information on practical self-help solutions for avoiding stress.

You are responsible for:

- Reporting symptoms of stress to your Line Manager or a member of the Human Resources Department.

- Assisting and co-operating with Managers when dealing with issues of workplace stress.
- Attempting to reduce the impact caused by stress arising from outside the workplace (e.g. home) which may affect your work. This may be progressed by seeking assistance through G.P.s and other external agencies or where appropriate, your Line Manager.
- Attempting any practical self-help solutions provided by your Line Manager or a member of the Human Resources Department in avoiding stress.

Practical Issues:

Work related stress is associated with pressures at work. It is difficult to determine when positive, constructive pressure, which provides challenge and job satisfaction becomes negative, destructive pressure resulting in stress.

The difficulty is increased by the fact that everyone has different levels of tolerable pressure – what is constructive pressure for one member of staff may be destructive for another.

Managers must be able to recognise when the critical point has been reached. More information on the management of stress can be found in Appendix 7.

5.13 Lone Working

Managers are responsible for ensuring the risks to any staff who undertake lone working are assessed. They are also responsible for putting into place suitable control measures to reduce the risk to as low a level as is reasonably practicable. Examples of possible control measures include provision of a mobile phone, only visiting clients or locations by pre-arranged appointment, using a group calendar or diary system which identifies where the member of staff should be and for what period of time, provision of suitable training and ensuring regular contact by the manager with the lone worker.

Risk Assessment

The Human Resources Department is responsible for ensuring a generic risk assessment is carried out on all activities involving lone working.

As a minimum the assessment must address: -

- Communication with others as the need arises
- Safe access and egress from the place of work
- The suitability of equipment (including proper clothing)
- The vulnerability of the worker where money and/or valuables are involved
- The provision of first aid should an injury occur
- The mental welfare of the lone worker and the level of competence
- The working times involved

Managers are responsible for ensuring the generic assessment is reviewed to ensure it adequately reflects lone working operations being carried out within their departments.

Risk Reduction

Where the potential for harm to the health and safety of the lone worker is identified as increased, measures to reduce the likelihood include: -

- A procedure to 'call back' to others to verify contact and safety
- The selection of safe routes to and from work including adequate lighting during the hours of darkness, and the provision of personal and security alarms
- Use of taxis instead of public transport late at night
- Training and appraisal of workers required to work alone in order to establish ability and competence for the role
- Proper maintenance and selection of equipment and clothing used for working alone. Access to first aid including mobile kits for use when travelling. Consideration must be given when identifying significant hazards to extraordinary events such as a medical emergency or fire/bomb alert that could reasonably occur whilst working alone

Working Out of Normal Office Hours:

If you are required to work late, you must notify Security on the ground floor.

- Please remember to keep your i.d. or access cards with you to gain access. Further information on safety procedures to be followed can be found in Appendix 8.

5.14 Young People and Work Experience

Specific health and safety legislation exists to protect young people and there are additional legislative requirements where the student / employee is a child.

A **young person** is anyone under 18 years old.

A **child** is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (this is often referred to as the minimum school leaving age (MSLA)).

Young people under the age of 18 do not tend to join BlueBay as employees, however, they are occasionally appointed on work experience. The following measures must be taken for any young people joining BlueBay (either as an employee or on work experience):

Supervision and Protection

Young persons and children are particularly vulnerable to work place risks because of their inexperience and lack of familiarity with operations. They may also be physically and/or mentally immature. It is therefore essential that they are closely supervised and protected from the risks of accidents or ill health which they are unlikely to recognize.

Work Experience:

Work experience introduces young people to the world of work and is a valuable and essential part of their education. It is also an excellent opportunity to give them a good grounding in health and safety.

BlueBay has the same responsibilities for the health, safety and welfare of work experience placement students as for all the rest of the workforce. Under health and safety law, these students are regarded as employees.

Risk Assessment:

Health and safety law requires that the risks to young people under the age of 18 irrespective of whether they are employees or work experience students are assessed **before** they start work / work experience and they are told what the risks are.

These assessments will be carried out by the Head of Facilities in conjunction with the Human Resources Department and the relevant manager.

Responsibilities:

Managers are responsible for ensuring:

- Employees and work experience students under the age of 18 are suitably trained to do the work without putting themselves and other people at risk
- Checks are carried out to ensure they have understood the training provided
- They are closely supervised

Managers and The Head of Facilities are responsible for ensuring:

- Risk assessments are performed for young persons and children. Guidance for conducting these is contained in Appendix 9.

- Measures are put in place to control the risks which will remove them altogether or reduce them to the lowest possible level
- The parents or guardians of any students below minimum school leaving age are told of the key findings of the risk assessment and the control measures taken before they start work experience
- A record of the main findings of the risk assessment is kept.
- The risk assessment is kept up to date
- The risk assessment is reviewed if there is reason to believe it no longer holds good
- Any information about the young person's needs passed on by the work experience organiser, school or parents are borne in mind.
- The young person is trained on:
 - the hazards and risks in the workplace
 - the control measures in place to protect their health and safety
- The young person understands the training provided

Young Persons/Children - If you are a Young Person under the age of 18 or Child below the minimum school leaving age, you must ensure that you follow instruction and guidance given.

5.15 Business Travel

The Human Resources Department is responsible for ensuring a generic risk assessment is conducted and regularly implemented on foreign travel.

Managers are responsible for the following:

- Ensuring your staff only book hotel and travel arrangements for business trips out of the country through BlueBay's designated travel agent.
- Ensuring you maintain regular communication with all members of staff working out of the country on BlueBay business. This is to ensure you can satisfy yourself of their safety and wellbeing.
- Ensuring staff are made aware of the guidance contained within this policy and in particular guidance on foreign travel, lone working and driving.

You are responsible for:

- Ensuring you only book hotel and travel arrangements for business trips out of the country through the BlueBay's designated travel agent.
- Ensuring you maintain regular communication with your manager for the duration of your stay.
- Following the guidance contained in this policy (Appendix 10) and in particular guidance on foreign travel and lone working.
- Reporting any accidents and incidents sustained during the business trip to the host employer and a member of the Human Resources Department.
- Ensuring you have the correct inoculations and visas.

5.16 Legionella

Legionnaires Disease (Legionellosis) is caused by a species of bacteria called Legionella. It is contracted by inhaling the bacteria in water droplets. It can be treated by using antibiotics, although it has resulted in some fatalities.

Factors which present a risk

Certain installations and conditions present a risk of Legionnaires Disease due to a number of factors which allow the rapid growth and spread of legionellae. These include:

- Areas of still water
- Presence of sludge, scale, rust or algae
- A temperature in the range of 20 degrees Celsius to 40 degrees Celsius.
- The formation and dispersal of fine, water droplets or spray

Examples of installations which present a risk of Legionnaires Disease include:

- Air conditioning systems
- Industrial cooling towers
- Spa baths and whirlpools
- Fire sprinkler systems
- Hot and cold water systems, particularly large complex systems such as those found in multi-storey office blocks
- Showers
- Humidifiers

Risk Assessment on Legionella:

The Head of Facilities is responsible for ensuring the legionella risk assessment and written scheme inspection of the water services are kept up to date.

6. MEASURING PERFORMANCE

6.1 Safety Inspections

▪ General Safety Inspections:

In order to ensure every potential hazard is properly identified and corrective action is taken, the Facilities department conducts regular recorded health and safety inspections of the offices. They also ensure any remedial action required is taken and a record of the action taken is kept.

The Head of Facilities and line managers are responsible for ensuring the continual monitoring of housekeeping within the office. In particular, they are responsible for ensuring aisles and escape routes remain free from obstruction and steps are taken to limit the risk of fire spreading.

Faulty or hazardous fittings, fixtures, furniture or equipment must be reported to the Head of Facilities who will take the necessary action.

▪ Statutory and other Recommended Inspections:

BlueBay is responsible for ensuring that all plant and equipment is inspected, examined and tested in accordance with legislative requirements, British Standards and/or Industry practice/manufacture's recommendations.

The Head of Facilities is responsible for:

- Ensuring a system of inspection, examination and testing in accordance with legal requirements, British Standards and/or industry practice/manufacture's recommendations is in place;
- Ensuring systems are in place for correcting defaults found on inspection/examination;
- Ensuring arrangements for isolation and replacement are implemented where equipment is found to be dangerous;
- Ensuring records of all inspections are maintained.

Where maintenance and inspection of plant and equipment is the responsibility of the landlord, the Head of Facilities must undertake regular monitoring to ensure this is carried out. Appendix 11 refers.

6.2 Accident and occupational ill health reporting and investigation

If you suffer an accident or near miss (i.e. any unplanned event that did not result in injury, illness or damage but had the potential to) at work, you must inform a member of the Human Resources Department and complete the Accident Book which is held by the Human Resources Department.

The Human Resources Department, the Facilities Department and relevant Line Manager will make such further investigation as is necessary to determine accurately:

- the facts;
- the underlying causes; and
- the measures required to prevent a re-occurrence.

If necessary, external health and safety assistance will be employed.

The incident/accident will be reported to the local Environmental Health Department by the Head of Facilities in the event of the following:

- Death or major injury – a list of major injuries is contained in Appendix 12
- If a member of the public is killed or taken to hospital
- An injury which requires a member of staff to be off work for more than seven days
- Notifiable disease– a list of notifiable diseases is contained in Appendix 12
- A specified dangerous occurrence - a list of reportable dangerous occurrences is contained in Appendix 12

Guidance on reporting accidents to the Environmental Health Department can be found in Appendix 12.

Accident Investigation

The function of an accident investigation will be carried out by a member of the Head of Facilities, a member of the Human Resources Department and relevant Line Manager following:

- All injury accidents and cases of ill health
- All incidents causing loss, or having the potential to cause loss, for example, property and equipment damage or loss of business activity
- Serious accidents and incidents or those with the potential to cause serious harm

The Management Committee will be involved in the investigation of:

- Serious accidents and incidents e.g. fatality/major injury (depending on its nature) or those with the potential to cause harm.

7. AUDIT AND REVIEW

7.1 Audit

An audit assesses the degree to which an organisation has its health and safety risks under control by testing the structure of its health and safety management system against recognised best practice.

BlueBay will be periodically audited.

The audit will examine the main elements which make up a safety management system. These include:

- The general policy statement – its intent, scope and adequacy.
- Organisational responsibilities and procedures for the health and safety management system including:
 - The control of the safety management system
 - The co-operation and involvement of staff
 - The communication of health and safety information
 - The competence of staff
- Planning and implementation of the health and safety management system
- Measuring health and safety performance
- Reviewing the health and safety performance of the organisation
- The extent of compliance with organisational procedures
- The extent of compliance with the control measures identified by risk assessment
- The long term improvement in the accident and incident performance

7.2 Review

Health and Safety Policy Review

The Head of Facilities will ensure that this health and safety policy will be reviewed every 2 years and in the event of new legislation, major changes to the organisation, serious accidents, incidents, etc.

APPENDIX 1

HEALTH AND SAFETY INDUCTION

CONTENTS:

- Health and Safety Induction Checklist

Health and Safety Induction Checklist

This checklist must be used by the Human Resources Department to ensure that new employees understand the health and safety arrangements in place within BlueBay.

Where appropriate, sensory, physical or educational needs of the new worker should be taken into consideration.

The completed induction checklist should be included on the member of staff's training records.

Health and Safety Induction Checklist

Employee's Name:
Job Title:
Department:
Trainer's Name:

Has your induction training course included the following?	Please tick box
Building familiarization tour	<input type="checkbox"/>
Health and safety policy	<input type="checkbox"/>
Your responsibilities for health and safety	<input type="checkbox"/>
Emergency procedures for: <ul style="list-style-type: none"> ▪ Fire ▪ Bomb ▪ First aid 	<input type="checkbox"/>
Accident reporting – how to report an accident	<input type="checkbox"/>
Electrical safety	<input type="checkbox"/>
Workstation ergonomics <ul style="list-style-type: none"> ▪ The need to have your workstation assessed within first 2 weeks 	<input type="checkbox"/>
Manual handling	<input type="checkbox"/>
Slips, trips and falls	<input type="checkbox"/>
Visitor safety	<input type="checkbox"/>
Workplace stress	<input type="checkbox"/>
Working out of normal office hours	<input type="checkbox"/>
Pregnancy	<input type="checkbox"/>
Foreign travel	<input type="checkbox"/>

Trainer's Signature:	Date:
Employee's Signature:	Date:

NOTE: Completed copy to be retained on employee's records

APPENDIX 2

FIRE AND BOMB THREAT

CONTENTS:

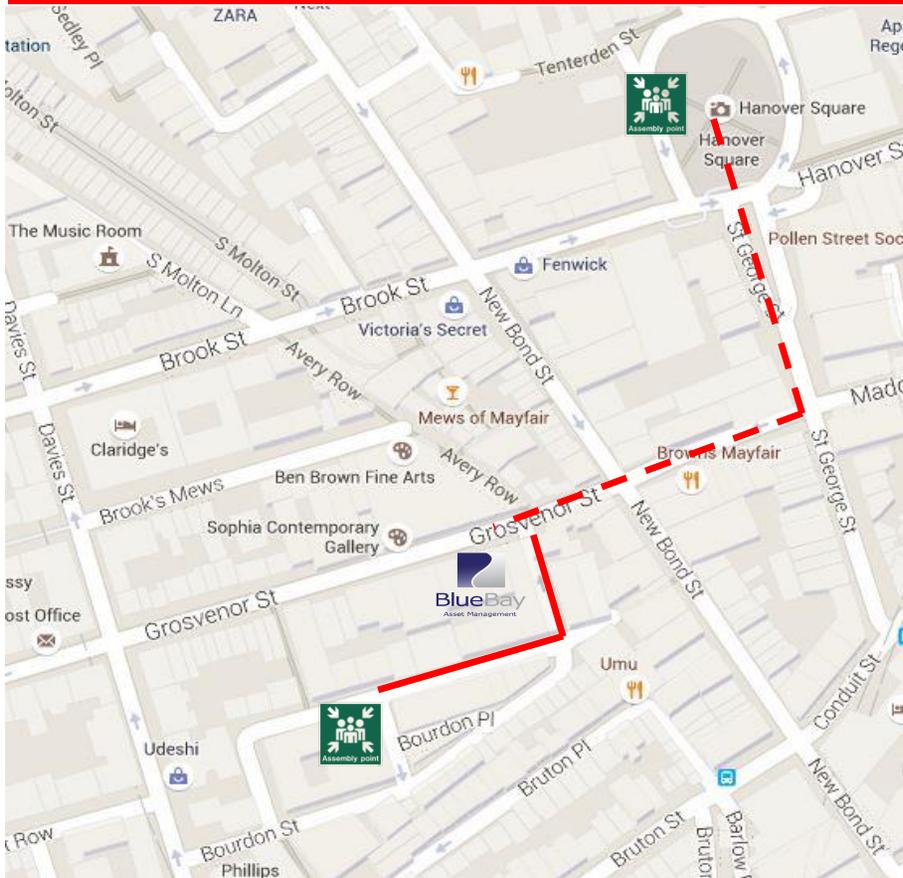
- Action to take in the event of a fire
- General fire precautions
- Responsibilities
- Action to take in the event of a bomb threat
- Basic action to be taken in the event of a bomb threat
- Basic action to be taken if you receive a telephoned bomb threat
- Bomb threat checklist

BASIC ACTION TO TAKE IN THE EVENT OF A FIRE

Fire Action

FIRE EVACUATION ASSEMBLY POINTS
LOCATIONS: Bourdon Place (NCP Car Park) & HANNOVER SQ

ACTION TO TAKE IN THE EVENT OF A FIRE



Upon Discovering a fire:

- Operate the nearest fire alarm call point
- Do not attempt to fight the fire
- If Safe to do so, report to facilities, building security or the fire marshals
- Evacuate the building immediately by the nearest or safest fire exit

On hearing the Fire Alarm (Continuous siren):

- Do NOT evacuate immediately
- Wait for instructions from your fire marshals

Evacuating to the Assembly Point:

- Do not attempt to access any other floors from the stairs
- Follow Instructions given by the fire marshals
- Do not return to the building until instructed to do so

EMERGENCY CONTACT NUMBERS

Facilities – 0207 389 3388

Facilities 24/7 on call - 0207 389 3700

Building Reception/Security – 0207 409 1413

Fire Evacuation Assembly point

Alternative Fire Evacuation Assembly point (Hanover Square)

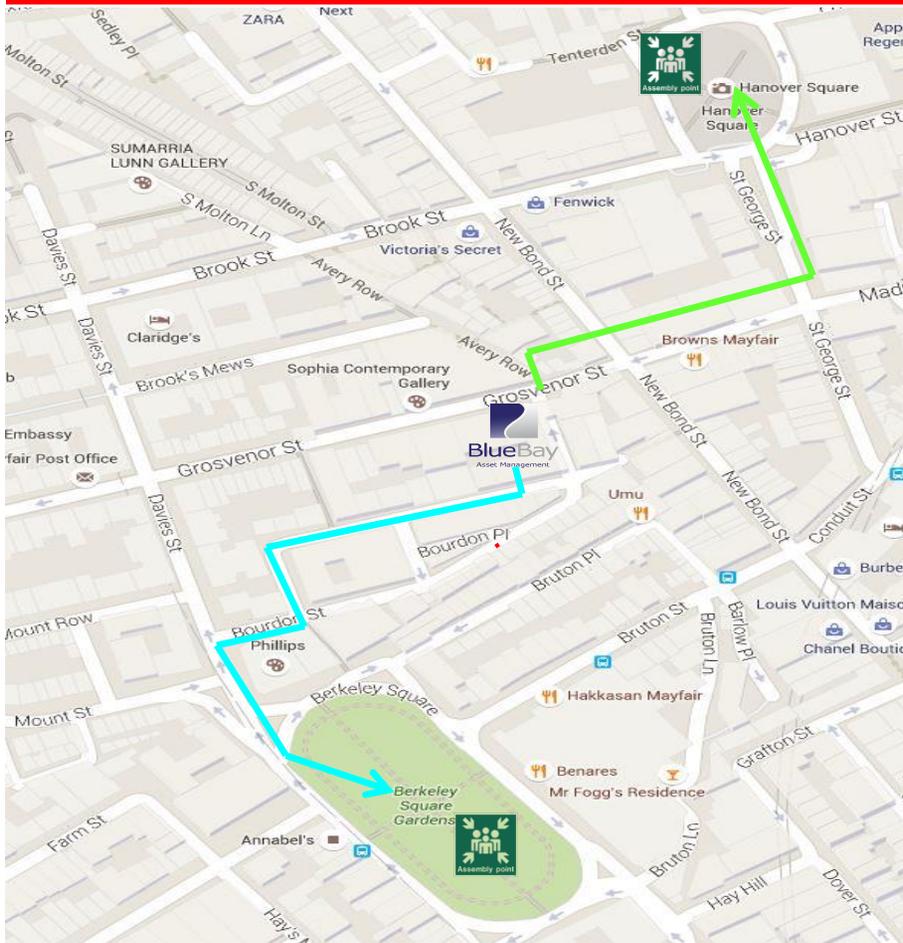
Note - The building fire alarm test takes place each Friday at 10am

BASIC ACTION TO TAKE IN THE EVENT OF AN EMERGENCY

Non Fire Emergency Action

EMERGENCY ASSEMBLY POINTS: HANNOVER SQ & BERKELEY SQ

ACTION TO TAKE IN THE EVENT OF AN EMERGENCY



On hearing the emergency alarm (alternating 3 Beep siren) Or By notification from the Fire Marshals:

- Do NOT evacuate immediately
- Remain calm and wait for further instruction from the Fire Marshals
- Follow emergency procedures as instructed by the Fire Marshals

Upon locating a suspect package:

- Do NOT touch the package
- Calmly and confidentially report to Facilities or Building Reception/Security

Upon receiving a threat via telephone or email:

- Gather as much info as you can
- Calmly and confidentially report to Facilities or Building Reception/Security

EMERGENCY CONTACT NUMBERS

Facilities – 0207 389 3388

Facilities 24/7 on call - 0207 389 3700

Building Reception /Security – 0207 409 1413

 **Assembly point when evacuation via the front fire exit only**

 **Assembly point when evacuation via the rear fire exit only**

GENERAL FIRE AND EMERGENCY PRECAUTIONS

Everyone is responsible for reading the following procedures and understanding what to do in the event of a Fire or Emergency situation.

Escape routes

These include all fire escapes or other staircases or corridors marked 'FIRE EXIT'. It is absolutely essential that they are kept clear of any obstructions, e.g. rubbish, boxes, etc., at all times. Anyone finding an obstruction at any escape route must report this immediately to the Facilities Department.

Heating, lighting and electrical equipment

No materials should be allowed to be left in contact with light bulbs or fittings.

No combustible materials should be stored in heater enclosures, electrical cupboards or within 1 metre of electrical panels. Access to controls and switchgear must be maintained at all times.

All lights other than night-lights should be switched off at the close of business.

Fire and Emergency Drills

Everyone is required to attend and take part in Fire & Emergency Drills and evacuation exercises.

It is essential for staff to report any problems encountered to the Human Resources Department or the Facilities Department immediately after a fire evacuation or drill e.g. the alarm not being heard or congestion of escape routes.

Fire hazard/defect reporting

Ensure that you report anything which you suspect is a fire hazard or equipment defect to the Facilities Department.

RESPONSIBILITIES

Building Manager/Landlord:

They are responsible for the following:

- Co-ordinating the fire & emergency evacuation
- Liaising with the emergency services.
- Taking reports from the fire wardens.
- Alerting the emergency services of any suspected missing persons
- Monitoring the performance of the evacuation.
- Addressing any problems identified to avoid a re-occurrence.

Fire Wardens:

It is essential that no one remains inside the building during an evacuation. Fire Wardens will make a systematic search of all areas being evacuated.

- The Fire Warden is responsible for:
- Understanding BlueBay's fire & emergency procedures
- The controlled Evacuation/Lockdown of their designated floors in the event of a Fire or Emergency
- The safety of any mobility impaired staff or visitors in the event of a fire or emergency
- The emergency equipment on your designated floors (Emergency Radios) and ensuring all safety equipment such as fire extinguishers and exits are not obscured or otherwise compromised.

- Attendance of Fire & Emergency training and assisting with Fire and Emergency Drills as and when required
- Reporting any fire safety hazards identified during normal operations to the Facilities Department

Fire Wardens have the authority to instruct all personnel to evacuate the building on the sounding of the alarm.

The Deputy Fire Warden/s is responsible for undertaking the role of the or Facilities Manager in his/her absence during an emergency reporting to ManCo and or Building Management

Staff:

All staff must ensure that they check upon reaching the assembly point that their colleagues and any visitors and/or contractors for whom they are responsible have been accounted for. The names of any individuals unaccounted for must be immediately brought to the attention of any fire warden who will then alert the Emergency Services.

Evacuating Persons with Disabilities:

Any member of staff with a permanent or temporary disability (e.g. broken leg) which could present difficulty when using the stairs is asked to inform the Human Resources Department or the Facilities Department to ensure they can be assisted in the event of evacuation. Do not wait for an emergency evacuation to occur before doing this.

Working out of hours

If you are working out of hours 19:00 to 0700 Monday to Friday or Saturday and Sunday 24 hours, you must inform Facilities prior and in the event the fire alarm is activated, proceed immediately via the nearest fire escape route to the fire evacuation assembly point. You must then report to Security any relevant information such as the source or fire or persons believed to be in the building.

BASIC ACTION TO TAKE IN THE EVENT OF AN EMERGENCY

You will be instructed as follows:

- To invacuate into either the office floors, the emergency stairwells and down to the basement or designated building safe zones

OR

- To evacuate to the designated external emergency assembly point

Bomb Threat Internal Evacuation

It is more likely that it will be an internal evacuation as this is considered by the Police, Special Branch and Government Security Officials to be the first and safest option.

It will be in response to an external threat to the building and at the request of the Emergency Services

You will be instructed verbally and you are asked to follow Security's instructions.

External Evacuation

External evacuation will be the last resort and will only be considered after full consultation with the police.

Re-entry

Police will advise when it is safe to return to the offices.

BASIC ACTION TO TAKE IF YOU RECEIVE A TELEPHONED BOMB THREAT

Many bomb warnings are made to organizations every year. The majority of these are hoax calls, but they must **all** be taken seriously.

In the unlikely event that you receive such a call, you should follow this procedure:

- **Take the call seriously – do not assume that it is a joke**
 - **Do not hang up – keep the caller talking as long as possible**
 - **Turn up the volume so you and others can hear everything**
1. Stay calm! Complete the form “Bomb Threat Checklist” (keep very accessible). If you deal with a bomb threat your statement may be used in court. It is important that you complete the form immediately in order to provide a permanent record of the call.
 2. Attempt to define the threat as accurately as possible.
 3. Try to identify the caller, or determine the sex, age, accent and any other characteristics of the caller.
 4. Attempt to discover any additional detail that could help subsequent investigations, e.g., background noise, whether or not a coin box telephone was used, accurate time and date.
 5. Inform the police **via** Security as quickly as possible. If you can attract a colleague's attention, get them to call Security while you are still taking the call.
 6. If a colleague informs you that they are dealing with a bomb threat, call Security immediately.
 7. Based on the nature of this call, a decision will be taken on whether or not the building should be evacuated. The advice of the Police, Special Branch and Government Security Services is that INTERNAL EVACUATION is considered to be the first and safest option. The main reasons for this are:
 - The risk of a bomb affecting the actual fabric of a building is minimal. Primarily, it will be the window glass which is destroyed. This glass poses the greatest danger to anyone exposed within 350 metres. This is the reason why external bomb evacuation points must be a minimum of 500 metres away. Should the bomb detonate whilst people are still evacuating or are within that distance, the consequences could be disastrous.
 - If the device is a small, it will only affect the area it is in such as an office, reception area or post room. The rest of the building apart from windows will remain unaffected.
 - If, as is likely, the threat turns out to be a hoax, everyone can be kept fully informed of the current situation and disruption to business is kept to a minimum.

If the decision is made for an internal evacuation, everyone will be informed verbally as quickly as possible to **evacuate into the emergency stairwells and down to the basement** where there is no glass. They should remain there until advised that it is safe to return to their offices.

External Evacuation will be the last resort and will only be considered after full consultation with the police.

Keep this information in an easily accessible place, near to the telephone.

8. Police will advise when it is safe to return to the offices.

CHECKLIST TO BE COMPLETED IF YOU RECEIVE A BOMB THREAT

STAY CALM, LISTEN CAREFULLY, AND REPORT EXACTLY:

Who received the call:

Exact time of phone call:

Date:

Exact words spoken by caller:

QUESTIONS TO ASK:

When will it go off?

Where is the bomb located?

What does it look like?

Who are you?

Any coded message?

VOICE CHARACTERISTICS:

Male / Female	Approximate age:
Voice – Loud / Soft	Accent – Local / Other
Speech – Plain / Intoxicated	Manner – Calm / Emotional

OTHER INFORMATION:

Origin of call – Local / Long Distance

Background Noises – Office/Factory/Street/Music/Talking/Machinery/Aircraft

NOW CALL THE POLICE

APPENDIX 3

FIRST AID

CONTENTS:

Minimum requirements for First aid kits

MINIMUM REQUIREMENTS FOR FIRST AID KITS

All first aid kits will include the following items:

- a leaflet giving general guidance on first-aid (e.g. HSE leaflet – Basic Advice on First Aid);
- twenty individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detachable type for food handlers);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized individually wrapped sterile un-medicated wound dressings – approximately 12cm x 12cm;
- two large sterile individually wrapped un-medicated wound dressings – approximately 18cm x 18cm;
- one pair of disposable gloves.

Pills and medication should NOT be kept in a first aid kit.

All first aid kits are identified by a white cross on a green background.

The contents of first aid kits will be examined frequently by the appointed person and will be restocked as soon as possible after use.

APPENDIX 4

DISPLAY SCREEN EQUIPMENT

CONTENTS:

- DSE – Possible health effects
- Minimum requirements for Workstation Equipment
- Working with DSE
- DSE Assessment Form

DSE – POSSIBLE HEALTH EFFECTS

HAZARD	SYMPTOMS	CAUSE	COMMENTS
Upper limb pains and discomfort	<ul style="list-style-type: none"> ▪ Temporary fatigue ▪ Soreness in the limbs ▪ Chronic soft tissue disorders e.g. peritendonitis, carpal tunnel syndrome ▪ Occupational cramp 	<p>A combination of factors is likely:</p> <ul style="list-style-type: none"> ▪ Prolonged static posture of back and neck ▪ Awkward positioning of hands and wrist ▪ High workloads combined with tight deadlines 	<p>This combination of factors which contribute to health risks from display screen work requires a risk reduction strategy which includes:</p> <ul style="list-style-type: none"> ▪ Proper equipment ▪ Suitable furniture ▪ Training ▪ Job design ▪ Work planning
Eye and eyesight effects	<p>Medical evidence shows that using display screen equipment is not associated with damage to eyes or eyesight, nor does it make existing defects worse.</p> <p>Some workers may experience temporary visual fatigue, which causes a range of symptoms such as:</p> <ul style="list-style-type: none"> ▪ Impaired visual performance ▪ Red or sore eyes ▪ Headaches 	<p>These temporary symptoms may be caused by:</p> <ul style="list-style-type: none"> ▪ Staying in same position and concentrating for a long time ▪ Poor positioning of equipment ▪ Poor legibility of screen or source documents ▪ Poor lighting, including glare and reflections ▪ A drifting, flickering or jittering image on the screen 	<p>Though display screen equipment work does not cause eye damage, it may make workers with existing defects more aware of them.</p> <p>Uncorrected defects can make work with a display screen more tiring or stressful than would otherwise be the case</p>

HAZARD	SYMPTOMS	CAUSE	COMMENTS
Fatigue and stress	Many symptoms described by display screen workers reflect stresses arising from their task, however, attributing individual symptoms to particular aspects of a job or workplace can be difficult	<p>Causes of stress may be secondary to upper limb or visual problems but, they are more likely to be caused by:</p> <ul style="list-style-type: none"> ▪ Poor job design ▪ Poor work organisation, particularly lack of sufficient control of the work by the individual ▪ Under-utilisation of skills ▪ High-speed repetitive working ▪ Social isolation 	<p>The risks of display screen workers experiencing physical fatigue and stress can be minimised by;</p> <ul style="list-style-type: none"> ▪ Careful design of work stations ▪ Use of appropriate equipment ▪ Comfortable working environment ▪ Training of users ▪ Consultation and involvement of the user
Epilepsy	Display screen equipment has not been known to induce epileptic seizures	People suffering from the very rare (1 in 10,000 population) photosensitive epilepsy who react adversely to flickering lights and patterns find they can work safely with display screens.	
Facial dermatitis	<p>Some DSE users have reported the following symptoms:</p> <ul style="list-style-type: none"> ▪ Occasional itching ▪ Reddened skin on face/neck 	<p>There is limited evidence to show that this may be associated with environmental factors such as:</p> <ul style="list-style-type: none"> ▪ Low relative humidity ▪ Static electricity near the DSE 	

HAZARD	SYMPTOMS	CAUSE	COMMENTS
Electro magnetic radiation		<p>Concern about radiation emissions from DSE and possible effects on pregnant women has been widely discussed.</p> <p>There is substantial evidence that these concerns are unfounded.</p>	<p>The levels of ionising and non-ionising electromagnetic radiation which are likely to be generated by DSE are well below those set out in international recommendations for limiting risk to human health created by such emissions and the National Radiological Protection Board does not consider such levels to pose a significant risk to health.</p> <p>No special protective measures are therefore needed to protect the health of people from this radiation.</p>
Effects on Pregnant Women	<p>There has been considerable public concern about reports of higher levels of miscarriage and birth defects among some groups of DSE workers in particular, due to electromagnetic radiation.</p>	<p>Many scientific studies have been carried out, but, taken as a whole, their results do not show any link between miscarriages or birth defects and working with DSE.</p> <p>Research and reviews of the scientific evidence will continue to be undertaken.</p>	<p>In the light of the scientific evidence, pregnant women do not need to stop work with DSE. However, to avoid problems caused by stress and anxiety, women who are pregnant or planning children and worried about working with DSE should be given the opportunity to discuss their concerns with someone adequately informed of current authoritative scientific information and advice.</p>

MINIMUM REQUIREMENTS FOR WORKSTATION'S EQUIPMENT

Display Screen Equipment – The characters on the screen have to be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen should be stable, with no flickering or other forms of instability.

The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user, and also be easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator or user.

It should be possible to use a separate base for the screen or an adjustable table.

The screen must be free of reflective glare and reflections liable to cause discomfort to the operator or user.

Keyboard - The keyboard must be tiltable and separate from the screen so as to allow you to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard should be enough to provide support your hands and arms.

The keyboard should have a matt surface to avoid reflective glare.

The symbols on the keys should be adequately contrasted and legible.

Work Desk or Work Surface - The work desk or work surface must have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

Document Holder – If you need one, it must be stable and adjustable and positioned so as to minimise the need for uncomfortable head and eye movements.

Space - There must be adequate space to find a comfortable position.

Work Chair - The work chair must be stable and allow you easy freedom of movement and a comfortable position.

The seat must be adjustable in height. The seat back must be adjustable in both height and tilt.

Footrest - A footrest must be made available to you if your feet do not rest flat on the floor.

ENVIRONMENT

Space Requirements - The workstation must be dimensioned and designed so as to provide sufficient space to change position and vary movements.

Lighting - Any room lighting or task lighting provided must ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account your type of work and vision requirements. Possible disturbing glare and reflections on the screen or other equipment must be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

Reflections And Glare - Workstations must be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.

Windows must be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

Noise - Noise emitted by equipment belonging to any workstation must be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

Heat - Equipment belonging to any workstation must not produce excess heat which could cause discomfort to operators or users.

Radiation - All radiation with the exception of the visible part of the electromagnetic spectrum must be reduced to negligible levels from the point of view of the protection of your health and safety.

Humidity - An adequate level of humidity must be established and maintained.

INTERFACE BETWEEN PC AND USER

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, BlueBay has taken into account the following principles:

- software is suitable for the task;
- software is easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user; no quantitative or qualitative checking facility will be used without the knowledge of the operators or users;
- systems provide feedback to users on the performance of those systems;
- systems display information in a format and at a pace which are adapted to users;

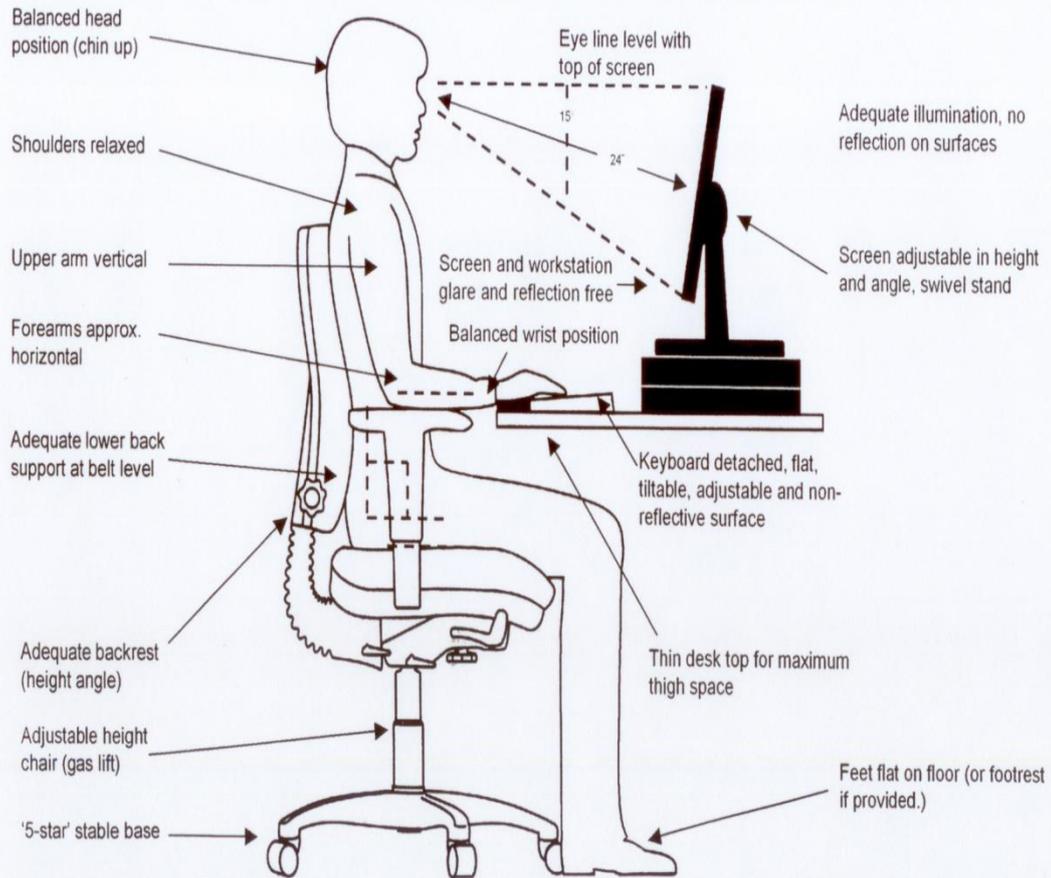
What you should know:

- Under the Health and Safety (Display Screen Equipment) Regulations 1992 your workstation should be assessed for any risks to your health and safety.
- Your workstation should meet minimum requirements in terms of equipment, environment and the software. This will be determined from the risk assessment.
- You should have breaks or changes of activities from keying at your workstation.
- The number and length of breaks depends on the intensity of your work and how long you spend on the DSE. Short frequent breaks are more beneficial than longer less frequent ones.
- You should have regular eyesight tests, which are paid for on request by BlueBay. These must be arranged through BlueBay.

How you can help yourself:

- Adjust your chair and DSE to find the most comfortable position for your work. As a guide your fore-arms should be about level with your desk and your eyes about level with the top of your screen.
- Adjust your back rest to ensure you are sitting up straight with your lumbar region supported.
- Sit well into your chair.
- Make sure there is enough space underneath your desk to move your legs freely.
- Avoid excess pressure on the backs of your legs and knees by adjusting your seat pan.
- A footrest for those whose feet do not rest flat on the floor is important.
- Adjust your keyboard and screen to get a good keying and viewing position. A space in front of the keyboard is helpful for resting the hands and wrists while not keying.
- Good keyboard technique is important. Don't bend your hands up at the wrist keep the wrists straight when keying. Try to keep a soft touch on the keys and don't over stretch your fingers.
- Good mouse technique is also important. Try to keep your wrist and arm straight when using it.
- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeat stretching movements.
- Try different layouts of keyboard, screen and document holder to find the best arrangement for you.
- Make sure you have enough work space to take whatever documents you need. A document holder may help you to avoid awkward neck movements.
- Arrange your desk and screen so that bright lights are not reflected in the screen. You should not be directly facing windows or bright lights. The window, if behind you, should have blinds or curtains to prevent glare. Adjust curtains or blinds to prevent unwanted light.

Are you sitting correctly to avoid WRULDs?*



* Work related upper limb disorders

The effects of working with laptops:

In today's business environment, laptops have provided us with the flexibility to work and travel almost anywhere and therefore send and receive information world-wide. However, their convenience causes concern to health and safety. These can be divided into the following two areas:

1. Design – Laptops are designed for mobility. This means that their screens are fixed to the machine, keyboards are smaller and the screen definition is not as good.
2. Environment – Laptops are used in a range of environments such as at home, in a car, on a plane, hotels, etc. These are all unlike modern offices. It can therefore be difficult to adopt good working practices which ensure correct posture and a comfortable working position.

Working with a laptop:

1. Correct sitting posture:
 - Always try to find a good sitting position.
 - Sit in your chair and initially slouch completely.
 - Exaggerate the curve in your lower back by moving your shoulders backward.
 - Do not sit like this for too long.
 - Relax for a moment, releasing the lower back curve.
 - Do not let your back flatten completely.
 - Sit right back in your chair to benefit from the chair's back support.
 - Allow the curve of the chair to fit in your lower back.
2. Do not slouch:
 - Do not sit forward and crouch over the laptop.
 - Do not place the laptop at the edge of the desk as looking down too much will create stressful posture for your head and neck.
 - Push the laptop to the middle of the desk which will allow your arms to rest on the desk top in order to keep your wrists relaxed.
3. Do not lean to one side:
 - Do not lean or bend to one side to read your screen.
 - Sit directly in front of your laptop and remove anything in the way.
 - When reading from a hard copy, keep it as close as possible to the laptop.
 - If possible, use a document holder.
4. Do not bend wrists:
 - Do not sit too high or too low in order to avoid straining your wrists.
 - Work on height adjustable chairs.
 - Make sure your forearms are horizontal when your hands are on the keyboard in order to allow your wrists to be straight when typing.
 - Take regular breaks to reduce the risk of injury.
5. Correct mouse usage:
 - Do not clench your fingers or raise them up in the air.

- Keep your hands flat and fingers relaxed to use the glide pad/trackball.

6. Avoid glare:

- Glare and reflected light can affect screen clarity when using laptops.
- If glare occurs, adjust your screen away from the light to reduce reflections.
- Do not sit with your back facing a window.
- Regularly clean your screen.
- Adjust brightness to suit surrounding light levels.

Working with a laptop away from the office:

1. Working with a laptop at home or in a hotel:

- Use a comfortable chair with a suitable work surface.
- Do not use whilst sitting on a sofa or easy chair.
- Correct posture is important, therefore the chair must support your back.
- Do not put laptop on your lap.
- Many hotels provide suitable conference rooms or bedrooms with appropriate desks.
- Do not use your laptop when lying on a bed. This causes strain to the neck and back.

2. Working with a laptop in a car:

- **Never use a laptop when driving**
- Do not use a laptop when sitting in the driver's seat with it on your lap or sited on the passenger's seat.
- Sit in the passenger seat when using your laptop.
- Adjust the seat to provide plenty of legroom.
- If you have a briefcase, put it under the laptop to raise it slightly as this will improve posture for your neck and wrists.

3. Working with a laptop on planes and trains:

- Avoid using a laptop on a plane.
- Reclining seats limit space.
- If you need to use your laptop on a plane, request a bulkhead seat, which will provide a little more room to achieve a comfortable working position.
- When on a train, avoid working in a seat with the table attached to the rear of the seat in front of you.
- Try to use the more spacious communal tables.
- Place the laptop away from the edge of the table in order to achieve a more comfortable position.

Standard guidelines when using your laptop:

- Reduce the amount of carrying weight in your laptop case.
- Always check your batteries and follow the recharging instructions in order to avoid carrying extra batteries.
- Use the mains power point to extend the life of your batteries.
- Minimise taking hard copy documents that are already on your laptop.
- Use luggage with wheels where appropriate.
- Store laptop in suitable carrying case.
- Always make sure you have enough cable length when using telephone sockets (approx. 20 feet long).
- Use dual telephone socket jack for transition from telephoning to tele-computing.

DISPLAY SCREEN EQUIPMENT (DSE) – JOINT ASSESSMENT OF WORKSTATION

ASSESSOR:	USER:
DATE OF ASSESSMENT:	JOB TITLE:

	Yes	No	N.A.
CHAIR			
Is seat height adjustable			
Is it adjusted correctly			
Is the back support adjustable			
Is their suitable support for the lumbar region			
Is the base stable			
FOOTREST			
Is a footrest required?			
DISPLAY SCREEN			
Is the screen tiltable in all directions			
Is it at a suitable height			
Are characters well defined			
Is there any flicker			
Are brightness and contrast adjustable			
Is the screen free of glare and reflection			
KEYBOARD			
Is the keyboard detachable			
Is it adjustable			
Are keys easily legible			
Is there sufficient space between keyboard and edge of desk			
Is there hand or wrist support			

	Yes	No	N.A.
DOCUMENT HOLDER			
Is a document holder required?			
Is it fully adjustable			
Does it affect the readability of documents			
DESK OR WORKING SURFACE			
Does it allow for the flexible arrangement of other equipment			
Is it at a suitable height			
Is there sufficient legroom			
Are there any obstacles under the desk			
Does it have a matt surface			
OTHER INPUT DEVICES			
Is a mouse in use			
Is it comfortable to grip			
Is it used on a suitable surface e.g.: a mat			
Does it fit comfortably into palm of hand			
SPACE			
Is there enough space at the workstation			
Can operator change positions easily			
ENVIRONMENTAL			
Is temperature comfortable			
Is humidity comfortable			
Is noise level satisfactory			

	Yes	No	N.A.
LIGHTING			
Is there adequate natural lighting			
Are windows fitted with blinds or other suitable coverings			
Does the user close these in the event of glare / reflections on the screen?			
Do reflections and glare arise from natural lighting			
Is there adequate artificial lighting			
Do reflections and glare arise from artificial lighting			
SOFTWARE			
Is software suitable for tasks			
Is it easy to use			
JOB DESIGN			
Does the job involve a variety of tasks			
Do you take regular breaks			
EYESIGHT			
Is the user aware that he/she is entitled to a free eyesight test through BlueBay?			
Does the user know how to claim the free eyesight test?			

RISKS IDENTIFIED:

Corrective Actions Required	Date By	Person Responsible

Manager's Signature Date

APPENDIX 5

MANUAL HANDLING

CONTENTS:

- Factors That Can Cause Manual Handling Injuries
- Common Manual Handling Injuries
- How Much Can I Lift Safely
- Good Handling Technique

FACTORS THAT CAN CAUSE MANUAL HANDLING INJURIES

- Excessive tension continued from day to day
- Lack of variety of movement in the tasks
- Excessive force
- Awkward body postures
- Insufficient rest between period of work
- Repetition of the task
- Working in cold temperatures
- Already having health conditions that pre-dispose you to musculoskeletal disorders
- Being pregnant

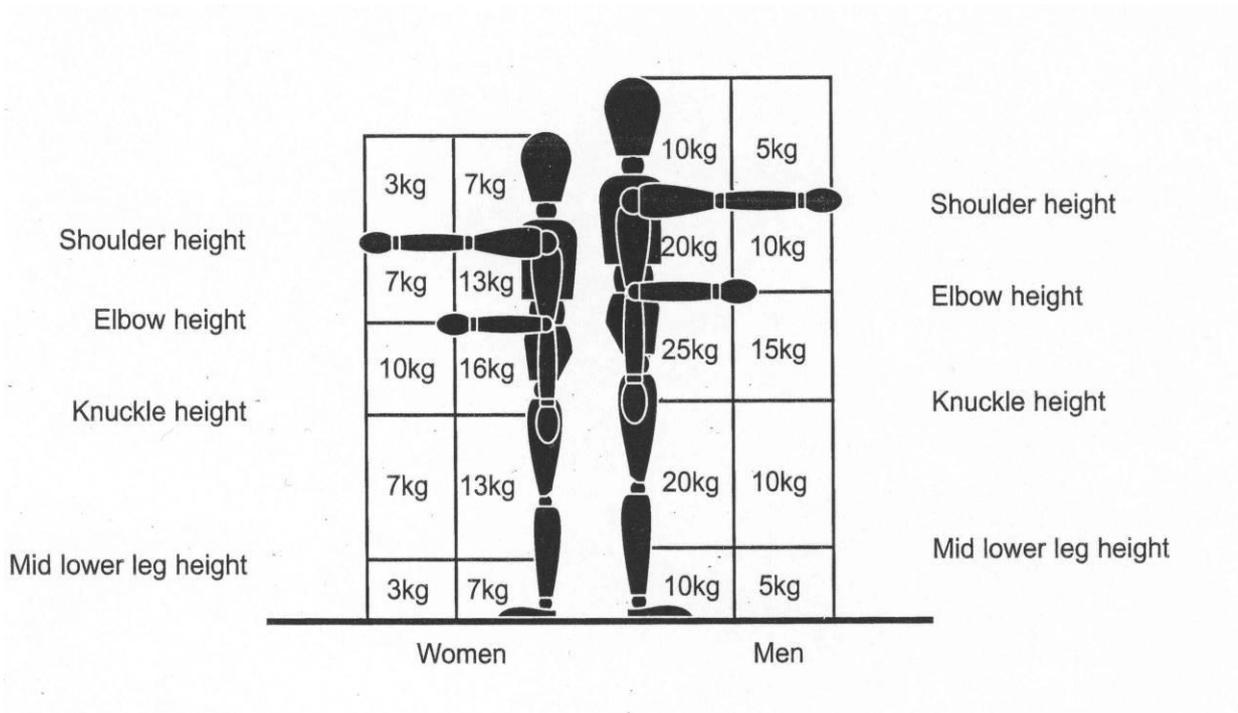
COMMON MANUAL HANDLING INJURIES

Moving things incorrectly can cause you physical damage such as:

- Lower back strain
- Cuts and bruises.
- Prolapsed disc
- Torn muscles and tendons
- Hernia – the strain of lifting can cause painful ruptures in your stomach muscles
- Fractures – dropping a heavy load can break bones
- Strains and sprains – muscles and joints can be injured if you do too much

The injuries can be temporary, lasting for months or in the worst cases, if severely disabled can be permanent.

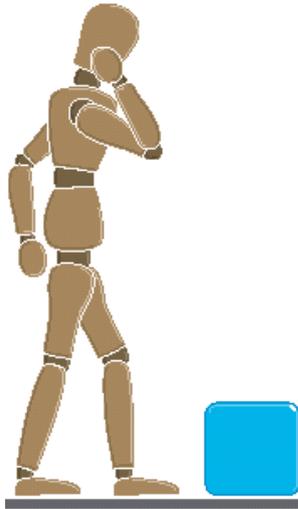
HOW MUCH CAN I LIFT SAFELY?



There is no such thing as a completely 'safe' manual handling operation. But, working within the following guidelines will reduce the risk.

You can see that the ideal lift is at waist height close to the body. You should avoid lifts above the shoulders and below the knees as they put the most strain on you.

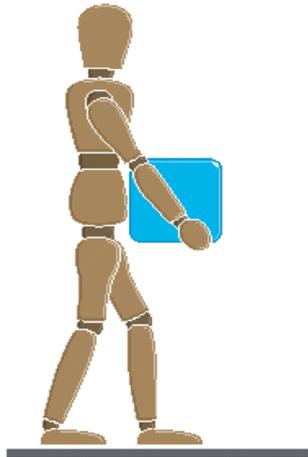
Plan the Lift



Before you do anything, consider the following:

- Can handling aids be used?
- Where are you going to put it?
- Will you need help?
- Remove obstructions
- Long lift – consider resting it

Keep the Load Close to the Waist



- Keep the load close to the body for as long as possible while lifting
- Keep the heaviest side of the load next to the body
- If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it

Position the Feet



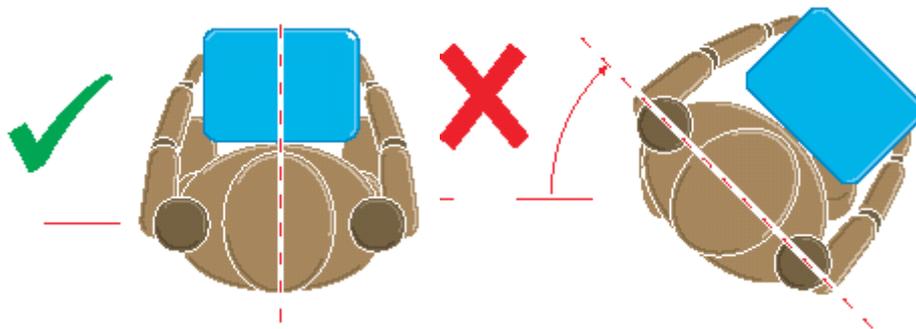
- Stand in a comfortable position
- Face the spot where the load will rest on by turning your whole body in that direction
- Put your feet part with one leg slightly forward to maintain balance (alongside the load, if it is on the ground)
- You should be prepared to move your feet during the lift to maintain stability
- Your clothes should be loose enough so you can move freely but not so loose that they get in the way, snag or cause accidents.

Get a Good Hold



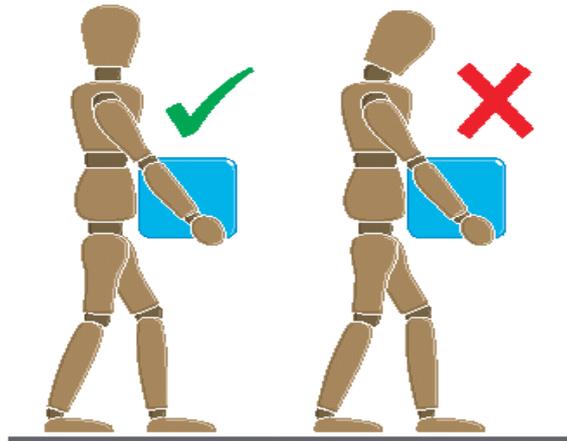
- The load should be hugged as close to the load as possible.
- Grip it firmly
- If you wear gloves to prevent cuts or burns, make sure they fit properly and don't slip.

Don't Flex the Back any Further While Lifting



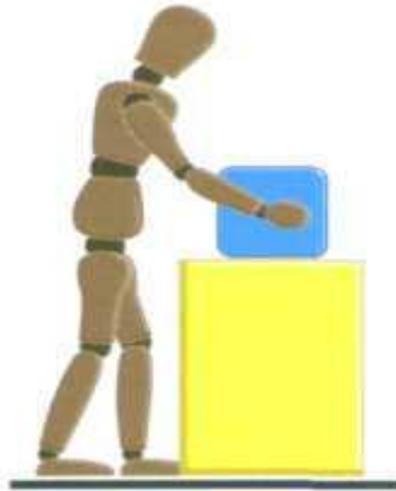
- Rather than leaning forward and twisting your back to lift the load from the ground, use your arms only to pick it up before you stand up or complete the lift.
- Don't twist your body. If you must change direction, move your feet instead.

Keep the Head up when Lifting



- Look ahead, not down at the load, once it has been held securely.
- Move smoothly – the load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Safe Lifting Technique



- If precise positioning of the load is necessary, put it down first, then slide it into the desired position.
- Keep your hands clear – be careful not to crush your fingers when you're putting things down.
- Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help

APPENDIX 6

PREGNANT WOMEN

CONTENTS:

- New and Expectant Mothers at Work
- Assessing the risks for New and Expectant Mothers at Work

PREGNANT OR PLANNING A PREGNANCY?

The following guidance applies to:

- those who are pregnant;
- those who have given birth within the last 6 months;
- those who have miscarried or had a still birth delivery after 24 weeks of pregnancy;
- those who are breastfeeding.

It is very important that you inform your manager or a member of the Human Resources Department as soon as you are aware that you are pregnant.

If you do not, then there is no requirement for BlueBay to take any action under these regulations.

BlueBay is entitled to ask for confirmation of your pregnancy in writing from either a registered medical practitioner or a registered midwife.

Once your pregnancy has been established, your manager must take steps to protect not just your health and safety, but, that of your unborn child.

If an assessment shows that there is a significant risk to the health of a pregnant worker or new mother, then the following action must be taken:-

- temporarily alter working conditions and/or hours of work, or
- offer suitable alternative work if it is available, or
- give paid leave for as long as is necessary to protect your health and safety and that of your child.

Pregnant women who work at night are also given special consideration. If there is a medical reason why you cannot work at night and you have a medical certificate which proves this, your manager must either:-

- offer suitable daytime work where it is available, or
- give paid leave for as long as necessary to protect the health and safety of the pregnant worker.

If you require further information and advice, contact the Human Resources Department.

ASSESSING THE RISKS FOR NEW AND EXPECTANT MOTHERS AT WORK

Assessments on new and expectant mothers at work will be undertaken using the following guidance. This guidance has been produced with the help of the HSE booklet on New and Expectant Mothers at Work which identify some of the hazards for new and pregnant mothers at work.

For each hazard identified, the associated risks are listed along with ways of controlling them. However, the following are general hazards, which may or may not affect the work of BlueBay staff and should not be seen as an exclusive list. The individual risk assessments will highlight any areas, which need to be considered.

HAZARD	WHAT IS THE RISK	HOW TO AVOID THE RISK
<p>MANUAL HANDLING OF LOADS WHERE THERE IS A RISK OF INJURY</p>	<p>Pregnant workers are especially at risk from manual handling injury e.g.</p> <ul style="list-style-type: none"> ▪ hormonal changes during pregnancy can affect the ligaments increasing susceptibility to injury; ▪ postural problems may increase as the pregnancy progresses. <p>There can also be risks for those who have recently given birth, e.g.</p> <ul style="list-style-type: none"> ▪ after a caesarean section, there is likely to be a temporary limitation on lifting and handling capability. <p>There is no evidence to suggest that breastfeeding mothers are at greater risk from manual handling injury than any other workers.</p>	<p>The changes an employer should make will depend on the risks identified in the assessment and the circumstances of the business.</p> <p>It may be possible to alter the nature of the tasks so that risks from manual handling are reduced for all workers including new or expectant mothers.</p> <p>It may be necessary to address the specific needs of the worker and reduce the amount of physical work.</p> <p>Provide aids for her in future to reduce the risks she faces.</p>

HAZARD	WHAT IS THE RISK?	HOW TO AVOID THE RISK
<p>WORK WITH DISPLAY SCREEN EQUIPMENT (VDU's)</p>	<p>The levels of ionising and non-ionising electromagnetic radiation which are likely to be generated by display screen equipment are well below those set out in international recommendations for limiting risk to human health created by such emissions and the National Radiological Protection Board does not consider such levels to pose a significant risk to health.</p> <p>No special protective measures are therefore needed to protect the health of people from this radiation.</p>	<p>In the light of the scientific evidence, pregnant women do not need to stop work with VDU's.</p> <p>However, to avoid problems caused by stress and anxiety, women who are pregnant or planning children and are worried about working with VDU's should be given the opportunity to discuss their concerns with someone adequately informed of current authoritative scientific information and advice.</p>

HAZARD	WHAT IS THE RISK?	HOW TO AVOID THE RISK
<p>EXTREMES OF COLD OR HEAT</p>	<p>When pregnant, women tolerate heat less well and may more readily faint or be more liable to heat stress.</p> <p>The risk is likely to be reduced after birth but, it is not certain how quickly an improvement comes about.</p> <p>Breast-feeding may be impaired by heat dehydration.</p> <p>No specific problems arise from working in extreme cold, although clearly for other health and safety reasons, warm clothing should be provided.</p>	<p>Pregnant women should not be exposed to prolonged heat at work.</p> <p>Rest facilities and access to refreshments would help.</p>
<p>PHYSICAL AND MENTAL FATIGUE</p>	<p>Fatigue from standing and other physical work has long been associated with miscarriage, premature birth and low birth weight.</p> <p>Excessive physical or mental pressure may cause stress and can give rise to anxiety and raised blood pressure.</p>	<p>Ensure that hours of work and the volume and pacing of work are not excessive and that, where possible, the employees themselves have some control over how their work is traveling.</p> <p>Ensure that seating is available where appropriate.</p> <p>Longer or more frequent rest breaks will help to avoid or reduce fatigue</p>

HAZARD	WHAT IS THE RISK?	HOW TO AVOID THE RISK
<p>WORK SPACE</p>	<p>Pregnant workers may experience problems with:-</p> <ul style="list-style-type: none"> ▪ working at heights i.e. ladders, platforms; ▪ working in tightly fitting workspaces; ▪ workstations which do not adjust sufficiently to take account increased abdominal size, particularly during the later stages of pregnancy. <p>This may lead to strain or sprain injuries. Dexterity, agility, co-ordination, speed of movement, reach and balance may also be impaired, and an increased risk of accidents may need to be considered.</p>	<p>Limit the work pregnant women undertake at height.</p> <p>Adjusting workstations or work procedures may help remove postural problems and risk of accidents.</p>

HAZARD	WHAT IS THE RISK?	HOW TO AVOID THE RISK
<p>SUBSTANCES LABELLED WITH RISK PHRASES R40, R45, R46, R61, R63 AND R64</p>	<p>There are about 200 substances labelled with these risk phrases.</p> <p>The actual risk to health of these substances can only be determined following a risk assessment of a particular substance at the place of work i.e. although the substances listed may have the potential to endanger health or safety, there may be no risk in practice, for example, if exposure is below a level which might cause harm.</p>	<p>With the exception of lead and asbestos these substances all fall within the scope of COSHH.</p> <p>Hazardous substances, which include chemicals which may cause inheritable genetic damage, are not permitted to be used by any BlueBay employee.</p>

APPENDIX 7

MANAGING STRESS

CONTENTS:

- Stressors – factors which may be associated with work-related stress
- Methods of reducing / eliminating stress
- Monitoring stress
- Symptoms of stress
- Practical self help solutions to avoid stress

STRESSORS – FACTORS WHICH MAY BE ASSOCIATED WITH WORK RELATED STRESS

Examples of types of stressors include:

- Lack of control over the work
- Conflicting demands
- Over-work/under-work
- Monotonous, repetitive work
- Uncertainty about job security
- Unrealistic targets or performance standards
- Peer pressure including harassment
- Poor management
- Lack of support, both from peers and managers
- The work environment e.g. excessive noise, temperature, humidity and poor décor.

METHODS OF REDUCING/ELIMINATING STRESS

Stress can be controlled by directly addressing the known causes of work-related stress. Methods include:

- Allowing staff more control over their work
- Providing consistent fair management and demands
- Communicating effectively with staff and involving staff in decisions
- Team working
- Rotating jobs
- Training
- Planning and reviewing work practices
- Providing an open and understanding approach to staff concerns
- Allowing staff to provide regular feedback on their work

MONITORING STRESS

Any control measures implemented must be monitored to ensure their effectiveness. Monitoring should include Managers carrying out the following:

- Scrutinising sickness absence records
- Conducting exit interviews
- Measuring work performance levels
- Assessing work relationships
- Assessing staff turnover
- Scrutinising time-keeping records
- Scrutinising disciplinary records
- Examining accident records
- Awareness of gossip/atmosphere

The above techniques are also good sources of information to use when considering stress in Risk Assessment.

SYMPTOMS OF STRESS

Stress sufferers often demonstrate well recognised symptoms, although the symptoms actually displayed will vary with each individual and not all the symptoms will necessarily be present. Common symptoms include:

- Increased heart rate
- Increased sweating
- Headaches
- Giddiness
- Blurred vision
- Aching muscles, particularly neck and shoulders
- Rashes
- Reduced immunity to infections
- Depression/generally negative outlook
- Increased anxiousness

- Increased irritability and moodiness
- Increased intake of alcohol, caffeine, nicotine, etc
- Reduced ability to sleep
- Lack of concentration
- Poor work performance
- Inability or reduced ability to cope with normal tasks and situations
- Increased sickness absence
- Poor timekeeping

PRACTICAL SELF HELP SOLUTIONS TO AVOID STRESS

In order to avoid stress, staff should where possible, consider the following self-help solutions:

- Plan ahead to prevent pressure building up
- Assess their workload and prioritise their objectives
- Manage their time and delegate work where appropriate
- Consider lifestyle and take regular exercise
- Learn relaxation and breathing techniques
- Take time-out
- Talk with their team/manager

APPENDIX 8

LONE WORKING

CONTENTS:

Safe procedures for working alone

Supervision

Although lone workers may work away from direct management, BlueBay is responsible for ensuring adequate supervision is provided.

There must be procedures for monitoring lone workers to ensure their personal safety. These procedures may include:

- Regular contact between the lone worker and their manager;
- Ensuring staff have a means of communication (e.g. mobile phone);
- A point of contact for staff to seek supervision and guidance;
- Ensuring that the whereabouts of the lone worker are always known to the office or manager;
- Ensuring adequate first aid provision is accessible to staff;
- Ensuring lone workers are aware of whom to contact in the event of an emergency.

Health and Safety Policy

Lone workers must be informed of the need to ensure compliance with the requirements of this health and safety policy. They must also be encouraged to report all accidents and near misses, which may occur as a result of their work.

Working on another Employer's Site

Where staff are working in a location under the control of a different employer, they must be reminded of the need to ensure they comply with local arrangements for health and safety as well as those of BlueBay's.

Prior to starting work in a location under the control of a different employer, they must satisfy themselves that they are aware of the hazards and risks involved. They must familiarize themselves with the emergency arrangements in place for fire and first aid.

In addition to complying with BlueBay's procedure for accident and near miss reporting, accidents and near misses which occur on a third party's site should be reported in accordance with the local arrangements applicable to that site.

APPENDIX 9

YOUNG PERSONS

CONTENTS:

- Assessing the risks for Young Persons

ASSESSING THE RISKS FOR YOUNG PERSONS / CHILDREN

A “young person” is defined as a person who has not reached the age of 18.

A “child” is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (i.e. minimum school leaving age).

A risk assessment must be undertaken on young persons and children prior to their appointment (irrespective of if they are on work experience or are employees) in order to ensure that any risks to them are identified and addressed. The risk assessments must be reviewed on a regular basis. The risk assessment must be undertaken in accordance with the following guidance and generic risk assessment on young persons.

Before you begin the risk assessment: -

Try to look at the workplace from an adolescent’s viewpoint. What dangers will they recognize? They may not be fully grown – e.g. will they find their chair too big?

In particular you should take into account: -

- Their inexperience and immaturity
- Their lack of awareness of risks to their health and safety
- The fitting out and layout of their workstation and workplace
- The nature, degree and duration of any exposure to chemicals
- The form, range, use and handling of work equipment
- The way in which processes and activities are carried out
- The need to assess and provide health and safety training
- Arrangements and responsibilities for supervision
- Housekeeping
- Lighting
- Seating
- Emergency precautions

You must not allow the young person/child to do the work where you find that a significant risk remains in spite of your best efforts to take all reasonable steps to control it.

GENERIC RISK ASSESSMENT ON YOUNG PERSON / CHILD

Risk	Safety Control
1. Problems caused by general inexperience of the workplace and unfamiliarity with the type of work	No young person or child shall be expected to perform any task, which is beyond their level of physical or psychological competence, or be in any situation unfamiliar to them without full and constant supervision.
2. Danger of injury from lifting or carrying awkward loads	No young or inexperienced person will be allowed to lift or carry any load deemed too great for them
3. Danger of injury from using machinery or mechanical equipment	No young person will be allowed to use any form of machinery or mechanical equipment.
4. Exposure to substances hazardous to health (e.g. agents which are toxic, carcinogenic, or in any other way chronically affect human health)	Hazardous substances do not tend to be used by BlueBay. However, in the event of a situation where they are being used, no young person will be exposed to or allowed to use them.
5. Exposure to noise	BlueBay is not a noisy environment; however, in the event of any situation where noise levels are identified to pose significant risk, ear defenders will be provided and MUST BE WORN.
6. Risk to an individual and others from inappropriate actions by the young person (e.g. fooling around)	Any risk to safety caused by such behavior would result in severe disciplinary procedures being instigated
7. Long working hours	The nature of our business may occasionally involve working long or unsociable hours. No young person would be expected to work beyond the specified hours.
8. Other	

Employee:

Date:

Print Name:

Line Manager:

Date:

Print Name:

APPENDIX 10

FOREIGN TRAVEL

CONTENTS:

- The hazards of foreign travel
- Guidance to minimize the risks

THE HAZARDS OF FOREIGN TRAVEL

The main hazards associated with traveling abroad on business trips for BlueBay are:

- Manual handling
- Lone working
- Violence and aggression
- Deep vein thrombosis
- Tropical disease

GUIDANCE TO MINIMISE THE RISKS

In addition to the guidance contained in this policy on lone working, display screen equipment and manual handling, the following precautions must be taken when working abroad:

Prior to your trip:

- Ensure you are properly inoculated and have adequate travel insurance
- Check the political situation of any country you will pass through (the Foreign and Commonwealth Office website www.fco.gov.uk provides useful up to date travel advice for every country in the world for all British travellers). You are not required to stay in unsafe locations or visit war torn countries and if any countries that you will be passing through are deemed unsafe as a result of the political situation, you will not be required to travel.
- Plan your journey and pre-arrange your transport and accommodation – use the hotel / house recommended by the client
- Be aware of the side effects of any medication – do not travel if unwell

During the flight:

- Drink plenty of bottled water and keep alcohol consumption to a minimum to avoid the risk of dehydration.
- Carry out the exercises recommended on flight and take regular walks to avoid the risk of deep vein thrombosis.

During the trip:

- Don't carry valuables unless they are necessary (if attacked, hand them over)
- Be discreet with cash, keep credit cards separate from wallet, make use of hotel safes, etc.
- Cover up expensive looking jewellery e.g. turn rings with jewels inwards, conceal expensive wrist watches
- Work in pairs whenever possible to deter crime
- Ensure the office and if possible, family/flat/house-mates know where you are each day.
- If meeting anyone, do so in pairs or at least in a public place.

- Avoid walking/traveling alone in unfamiliar locations in the evenings where possible.
- Ensure your mobile phone has an international roaming facility
- Avoid the use of public transport whenever possible
- Only use taxis arranged through the client / hotel
- Make yourself aware of the safety rules for visitors, including emergency procedures. Follow all site specific safety procedures.

APPENDIX 11

CONTENTS:

- Questions to ask building managers on an annual basis

QUESTIONS TO ASK BUILDING MANAGERS ON AN ANNUAL BASIS

Pressure Systems:

- Does the air conditioning plant have a written scheme of inspection in accordance with the Pressure Systems Safety Regulations 2000 (note: this is only required if the system operates at 0.5 bar above atmospheric pressure)?

Note: Ask to see evidence of this.

Asbestos:

- Has a risk assessment been completed in accordance with The Control of Asbestos at Work Regulations 2002 to identify the presence of asbestos in the building?
- If an assessment was completed and asbestos was found, have suitable measures been taken to remove or reduce the risk?

Note: Ask to see evidence to demonstrate above.

Fixed Electrical Installation Testing

- Has the building's fixed electrical installation system been tested in accordance with BS7671: Requirements for Electrical Installations (the IEE Wiring Regulations/16th edition) within the past five years?

Note: Ask to see evidence of above.

Control of Contractors

- Does the organisation have a contractor management system that deals with the selection, control and monitoring of contractors?

Note: Ask to see evidence of above.

Fire

- Is the emergency lighting inspected in accordance with BS 5266 (Code of Practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment)?

Note: the inspections must comprise:

- Weekly – visual inspection to ensure the unit is in good repair and in working order with the LED illuminated.
- 3 Monthly – undertake discharge tests to ensure all batteries are working correctly
- Annually – service and test by a competent engineer.
- Are the fire extinguishers in common areas visually inspected on a regular basis?
- Are the fire extinguishers in common areas inspected annually by a specialist company?
- Have the common parts of the building been risk assessed to ensure adequate fire safety?
- Have all tenants been asked to provide evidence of their fire risk assessments?

Note: Ask to see records which demonstrate that all of the above have been carried out.

Legionella

- Has the risk of legionella been assessed?
- Are there systems in place to control the risk e.g. regular temperature checks of water tanks and lidded stored water tanks?

Note: Ask to see evidence to demonstrate the above (a visual inspection by you is not required)

APPENDIX 12

ACCIDENT REPORTING

CONTENTS:

- Reportable Accidents to the Environmental Health Department (RIDDOR 1995)
- List of Dangerous Occurrences
- List of Major Injuries
- List of Notifiable Diseases

REPORTABLE ACCIDENTS TO THE ENVIRONMENTAL HEALTH DEPARTMENT (RIDDOR 1995)

The Head of Facilities:

The Head of Facilities will:

- Inform the Environmental Health Department by completing a report on-line (www.hse.gov.uk) in the case of any of the following:
 - Death or major injury – a list of major injuries is contained in this appendix
 - If a member of the public is killed or taken to hospital
 - An injury which requires a member of staff to be off work for more than seven days
 - A specified dangerous occurrence – a list of reportable dangerous occurrences is contained in this appendix
 - A notifiable disease – a list of notifiable diseases is contained in this appendix
- Ensure the completed report arrives at the Environmental Health Department within 10 days of the reported accident/incident.
- Notify the Environmental Health Department without delay by telephone in the event of a fatality, major injury or dangerous occurrence.
- Retain a copy of the completed form in the central accident reporting form file.
- Retain the completed RIDDOR for a minimum of five years. The accident book must also be kept for a minimum of five years from the date of last entry.

LIST OF DANGEROUS OCCURENCES

Reportable dangerous occurrences are:

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipework
- Failure of any freight container in any of its load bearing parts
- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- Malfunction of breathing apparatus while in use or during testing immediately before use
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall
- Unintended collision of a train with any vehicle
- Dangerous occurrences at a well (other than a water well)
- Dangerous occurrence at a pipeline
- Failure of any load bearing fairground equipment or derailment or unintended collision of cars or trains
- A road tanker carrying a dangerous substance overturns, suffers a serious damage, catches fire or the substance is released
- A dangerous substance being conveyed by road is involved in a fire or released
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, a wall or floor in a place of work, any false work
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or 500 kg of these substances if the release is in the open air

- Accidental release of any substance which may damage health

LIST OF MAJOR INJURIES

Reportable Major Injuries are:

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury: leading to hypothermia, heat induced illness or unconsciousness, or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising 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 biological agent or its toxins or infected material.

LIST OF NOTIFIABLE DISEASES

Reportable Diseases include:

- Certain poisonings;
 - Some skin diseases such as: Occupational dermatitis;
Skin cancer;
Chrome ulcer;
Oil folliculitis/acne;
 - Lung diseases including: Occupational asthma;
Farmer's lung;
Pneumoconiosis;
Asbestosis;
Mesothelioma;
 - Infections such as: Leptospirosis;
Hepatitis;
Tuberculosis;
Anthrax;
Legionellosis;
Tetanus;
- Other conditions such as: Occupational cancer;
Certain musculoskeletal disorders;
Decompression illness;
Hand-arm vibration syndrome.

NB. Please note this is not a full list of reportable diseases. If you think you may have a reportable disease and it does not appear on the list, please consult a member of the Human Resources Department.