

1.1 General Statement

echo recognises that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain safe working conditions, which comply with all statutory requirements. The following information represents a summary only of yours and echo's obligations. Full health and safety information can be found with Human Resources.

echo will provide all necessary training, facilities and protective clothing to assure the safety of its employees. echo will ensure that any hazardous goods are clearly marked and that all necessary precautions are taken in storing and handling the same.

1.2 Duties of Workers

All workers have a legal responsibility to co-operate with management and do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. All employees are responsible for the safety of visitors whilst they are on site.

Workers are expected to follow echo's procedures, in particular to report any incidents that have or may have led to injury or damage.

If you are faced with a conflict between the demands of safety and of your job, you should raise the matter immediately with your Line Manager.

If you have a reason to doubt your capability to deal with, or undertake a task safely, you must raise the matter immediately with your Line Manager.

Any worker who becomes pregnant must inform their line manager of the pregnancy as soon as it is confirmed in order that echo may undertake a health and safety assessment.

Any deliberate breach of these health and safety rules or interference with or misuse of equipment or substances leading to or likely to lead to a negative health and safety experience will be treated as gross misconduct and will lead to disciplinary action.

Workers working away from echo's premises must familiarise themselves with and fully comply with local health and safety rules. Where no such rules exist, workers must behave in a manner consistent with echo's health and safety rules and at all times in a manner consistent for their own safety and that of others on site.

1.3 Reporting Accidents

In the event of an accident (whether or not it causes personal injury) you must ensure that the injured person is being cared for, send immediately for a doctor and/or ambulance if appropriate and immediately contact a first aider. Do not move the injured person.

Report the full details of an accident immediately to Human Resources.

1.4 Fire

Fire exits must be kept clear from obstructions. You must know the identity of the fire wardens and be aware of the evacuation route and assembly point in case of fire.

If you discover a fire:

- (a) Raise the alarm immediately and notify the fire warden. Leave the building immediately by the nearest available exit. Do not run. Do not delay for personal belongings;
- (b) Do not re-enter the building until instructed to do so by a fire warden.

1.5 Code of Safe Practice

- (a) Undue hurrying and forgetfulness cause many office accidents. Do not run down steps.
- (b) Use handrails going down or up stairs.
- (c) Watch out for someone coming round a blind corner or opening doors quickly.
- (d) Never read whilst walking.
- (e) Leaving lower filing drawers open causes trips and falls. Please make sure they are closed.
- (f) Electrical and telephone cords and wires are tripping hazards and must not be allowed to lie uncovered on working floor space. Such cords and wires should be taped down.
- (g) Ensure that floor areas are well lit and kept clear of obstruction.
- (h) Spilled liquids and pools of rain or snow should be cleaned up immediately.
- (i) Pointed objects such as pencils, pens, letter openers, files and the like, must be used carefully to avoid puncture wounds.
- (j) Horseplay, including throwing paperclips, shooting rubber bands, throwing objects out of windows, is unacceptable behaviour.
- (k) Avoid lifting loads. If this is not possible ensure safe lifting practices are followed at all times. Please refer to the Human Resources department for Manual Handling techniques which should be followed at all times.
- (l) Do not attempt to obtain items that are beyond your reach. If you cannot reach, you should use a ladder or stepping stool. You should check that the ladder or stool is in a safe condition. Do not use chairs, open drawers, or any makeshift device for climbing or overreach on the ladder or stepping stool. It is safer to get down and move the ladder.

1.6 Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Remember that water and liquids are conductors of electricity and their association with faults caused by, for example, the overloading of circuits and fuses, etc make the shock more severe. Therefore you should:

- (a) Never touch electrical equipment with wet hands or move any portable electrical equipment without first disconnecting it from the mains. Do not make electrical repairs or carry out other electrical work unless you are a competent authorised person;
- (b) Keep electrical supply cables and flexes away from wet areas, or from where they will be damaged by being walked over or knocked when moving equipment about;
- (c) Always switch off all equipment when not required, unless continuous operation is necessary. Disconnect all electrical equipment at night by removing the plug from the socket, again, unless continuous operation is necessary and/or instructed otherwise. Report defective equipment to the IT Department;
- (d) When using portable electrical equipment, inform your Line Manager without delay, for example, of any frayed or loose wires, incorrectly terminated plugs. If you are in doubt at all please do not continue to use such equipment;
- (e) Not carry out, or attempt to carry out, repair work on any piece of electrical equipment unless they are competent and have been authorised to do so by an appropriate Manager.

1.7 First aid

Ensure that you know the identity and contact details of the first aiders at your workplace. You should not attempt to carry out first aid on a fellow employee or visitor to the building, unless the qualified first aider cannot be contacted and the situation is urgent.

1.8 Security

When working outside normal office hours, or where you are working alone, you should comply with the security policy to ensure the safety of yourself, your colleagues and the security of echo's premises.