

# Botanical Society of Britain and Ireland (BSBI) Health & Safety Policy and Procedures Manual

Prepared by and date:	Julia Hanmer, June 2023
Reviewed by and date	Approved by the Trustees at the 20 June 2023 Board meeting
Next review date	June 2024 (Annual review cycle)

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## Organisational structure and Definition of roles & terms used

BSBI has a governance and staff structure as outlined in our organisational charts below:

- Governance Structure Chart
- Staff and Contractor structure chart

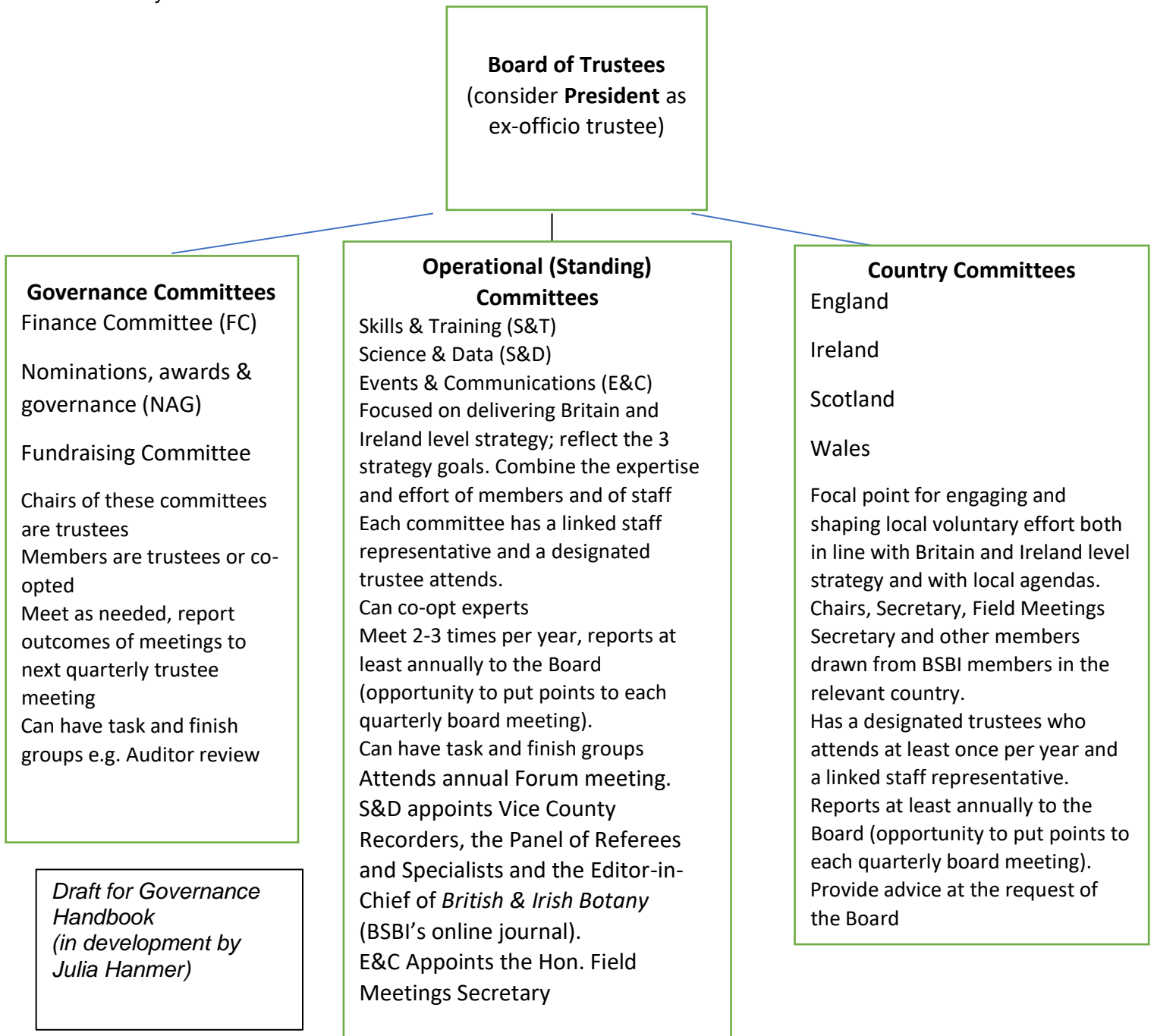
Definitions of roles referred to in this H&S Policy and Procedures Manual:

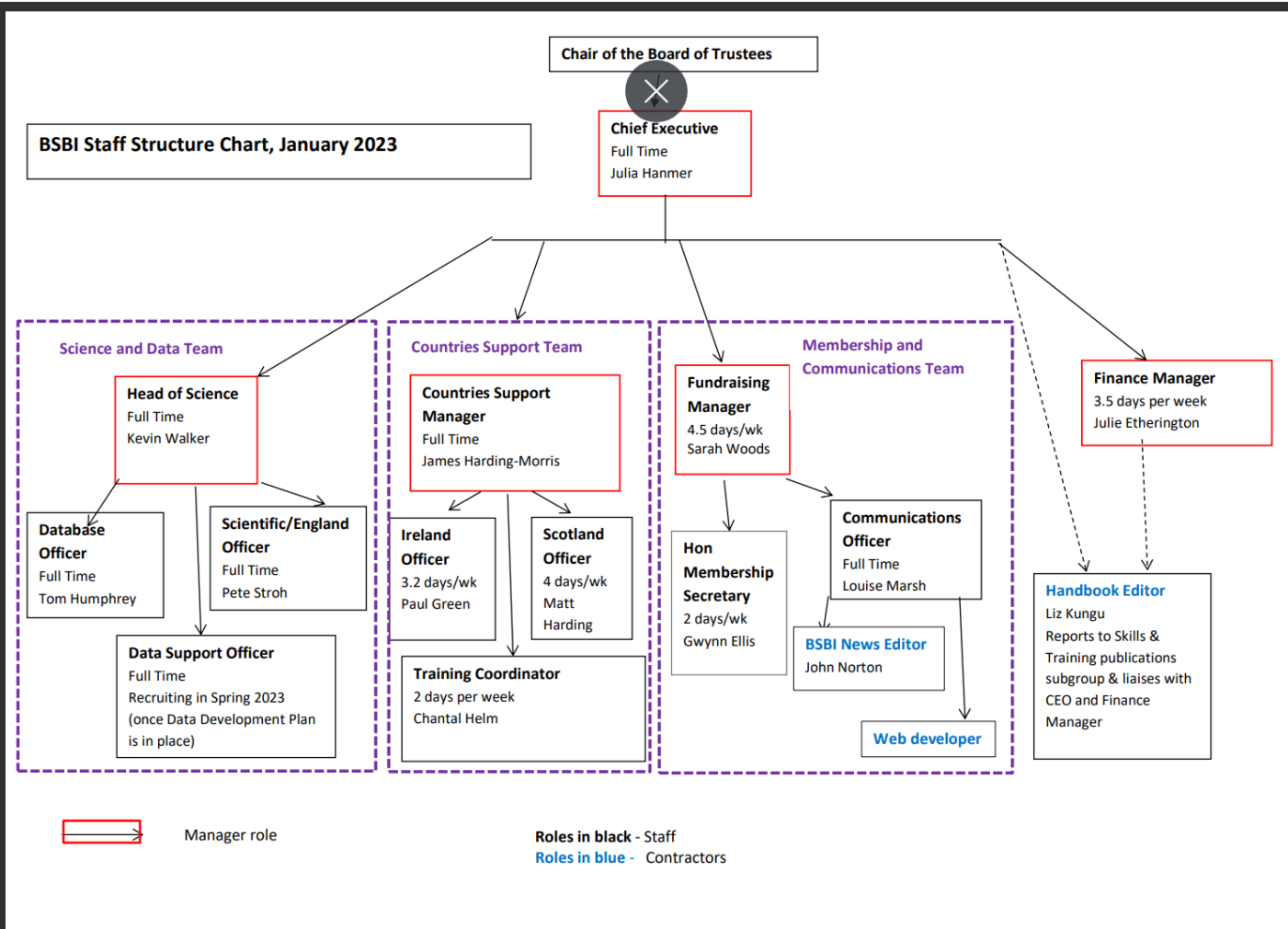
- **“Employees”** - staff members
- **“Volunteers”** – individuals involved in BSBI’s work on a voluntary basis. These include (but are not limited to):
  - Volunteers involved in BSBI governance (as outlined in the governance chart below, including trustees, President, President-elect, Committee members and officers or other voluntary roles appointed by Committees)
  - Volunteers involved in BSBI recording, surveys, events, training and other activities, including Vice County Recorders and Referees and the volunteer support team for New Year Plant Hunt and other staff led activities.
- **“Contractors”** – individuals contracted to work on BSBI projects, activities or publications, including those listed on the Staff Structure chart and others.

## BSBI Governance Structure

BSBI is governed by a Board of Trustees, consisting of seven to twelve elected members. The Board is led by the Chair and supported by the Honorary General Secretary (Hon. Gen. Sec). The President and President-elect represent the Society externally and to members and can attend all BSBI trustee and committee meetings.

The trustees delegate certain work to three Standing Committees and there are also four County Committees. Each of these have Chairs and Secretaries, plus some have other roles for their area of work, such as as a Vice Chair or Treasurer. In addition, the trustees and/or Standing Committees can appoint various Honorary Officers or other voluntary roles to coordinate particular activities across the Society.





# 1. Health and Safety Statement of Intent

BSBI is fully committed to ensuring the Health, Safety and Welfare of all our employees, volunteers and those other parties that may be affected by our activities. This statement of intent should be read in conjunction with the whole of this Health and Safety Policy and Procedures Manual.

BSBI does not own premises, but we will endeavour to maintain a safe and healthy working environment at all times, as far as reasonably practicable, at any place where we carry out work activities.

We will ensure that the Health and Safety system is reviewed in order to ensure that it complies with legislation, is relevant and is suitable and sufficient for the needs of BSBI. This policy will be reviewed annually or where there are changes to legislation or changes in personnel who hold specific Health and Safety responsibilities.

We will also ensure that the objectives are clear and that all changes to legislation will be understood and implemented.

We will strive to provide information, instruction, training and supervision to all employees, volunteers and provide competent staff to carry out their duties within the organisation.

BSBI requires all employees, volunteers and contractors to ensure they carry out their duty under the relevant Health and Safety legislation in their jurisdiction including the Health and Safety at Work etc. Act 1974 (Britain), the Health and Safety at work (Northern Ireland) Order 1978 and the Safety, Health and Welfare at Work Act 2005 (Ireland) and all other relevant legislation. All employees, volunteers and contractors must cooperate with the organisation to carry out their health and safety responsibilities. To neglect these responsibilities would be seen as a direct infringement of the Health and Safety policy and will be dealt with through the disciplinary procedure for employees (see Employee Handbook). For volunteers, your voluntary position may be jeopardised should you neglect to follow the health and safety policy and procedures of the organisation. If any contractor does not meet any legislation standards or agreed health and safety standards we will suspend the work until shortcomings are investigated and standards are met.

Signature:



Name: Chris Miles

Title: Chair of the Board of Trustees

Date: 20 June 2023

## Employee Confirmation of reading the BSBI Health & Safety Policy and Procedure Manual

All staff listed below were consulted as part of developing this H&S Policy in April-May 2023. All their comments have been addressed in this version. As part of staff annual appraisal each year, a H&S checklist has also been introduced going forwards, including reminders of training available and checks as to any H&S actions or policy updates required.

- Julia Hanmer
- Julie Etherington
- Kevin Walker
- Pete Stroh
- Tom Humphrey
- Sarah Woods
- Louise Marsh
- Gwynn Ellis
- James Harding-Morris
- Matt Harding
- Paul Green

New staff joining BSBI subsequently should read this policy and sign this form as part of their Induction:

I confirm that I have been made fully aware of, and understand the contents of, the Health and Safety Policy and Procedures Manual.

This H&S Policy and Procedure Manual is available on the [Governance page of the BSBI website](#) or from Julia Hanmer, Chief Executive [Julia.Hanmer@bsbi.org](mailto:Julia.Hanmer@bsbi.org). Staff can also access this policy in the BSBI Administration shared folder.

Under the H&S Consultation of Employees Regulations 1996 should you have any objections or implications as to your working practices under the Health and Safety Policy please consult with the Chief Executive and indicate below. Please complete the details below and return this completed form to the Chief Executive.

Employee Name:

Employee Signature:

Further consultation required? Yes /No

Details of further consultation (if applicable)

Accepted: Yes / No (delete as applicable)

Dated:

Comments:

## 2. Responsibilities

Sections within this document specify responsibilities for the different aspects of Health and Safety in BSBI. However, in general, the following responsibilities apply:

1. Strategic overview is the responsibility of the Board of Trustees. This includes: Ensuring that suitable and sufficient resources are provided as required and agreed. These would include: -

- Finance
- Training (including that of competent people)
- Supervision
- Information
- Instruction

Ensure that the organisation strives to maintain a healthy and safe working environment.  
Controlling the development and review of policy

2. Ongoing day to day implementation and monitoring of this policy is delegated to the Chief Executive

**As outlined in the above Statement of Intent, all employees, volunteers and contractors have a responsibility to cooperate with the Society in health and safety matters**, in the interests of themselves and others whom their actions or omissions may affect. They must never intentionally or recklessly misuse or interfere with the Health and Safety provisions.

## 3. Risk Assessments

Risk assessment involves identifying all hazards, assessing the risks, and putting in place measures to reduce risk to an acceptable level and we constantly assess risks in our day to day life.

As an employer with a duty of care, BSBI arranges the undertaking of risk assessments and conveys findings to those concerned before work commences. Risk assessments are a **suitable and sufficient** assessment of risk to employees, members and volunteers and others who could be affected by our activities and identification of control measures necessary to make the activity as safe as possible to undertake.

### General process

- Risk Assessments will be carried out on all areas where a significant risk is identified by the Chief Executive or by the relevant staff member or volunteer in charge of a BSBI activity, event or project.
- The findings of risk assessments will be reported to Julia Hanmer, Chief Executive who will approve action required to eliminate, rectify or make safe any risks identified.
- Completed risk assessments must be added to the shared Risk Assessment Google folder or (where confidential e.g. due to health conditions) the relevant staff or volunteer confidential personnel file (with a copy sent to the Chief Executive).
- Assessments will be reviewed annually as part of the annual review of BSBI's H&S policy and procedures or as changes to working practices or staff occur.
- Field meeting leader's H&S guidance and a risk assessment template are provided in the [Leading BSBI Field Meetings](#) Guide. This guide is reviewed annually, by the Hon. Field Meetings Secretary and signed off at the February meeting of the Events and Communications Committee.

- H&S procedures and Risk assessments are provided in this Manual and also in the Employee Handbook (Maternity leave, Generic H&S risks for expectant mothers, Risk Assessment for Expectant Mothers and returners) and in the shared BSBI Administration Risk Assessment Google folder (Including the DSE Risk Assessment and Home working H&S Assessment Checklists included in the appendix of this manual)
- Information about risk assessments will be conveyed to:
  - employees by email or through updates at monthly staff meetings
  - to volunteers at relevant committee meetings or via email or via other targeted communications such as BSBI Developments and Recorder eNews
  - to contractors by the staff member supervising the contractor
  - to volunteers involved in staff-led projects by the staff member supervising the volunteer

The following sections of this H&S Policy and Procedure Manual contain information on key risk areas common to all organisations, which are governed by specific legislation. They are:

- Display Screen Equipment
- Control of substances hazardous to health
- Manual handling
- Equipment
- New and Expectant Mothers (see also Employee Handbook)
- Young people
- Lone Working
- Fire and Emergency Procedures

#### **New and expectant mothers**

New and expectant mothers are a key area identified in the Management Regulation updates of 1999 and require specific risk assessment to ensure that both the mother and the unborn child are not placed at risk. Please see the Employee Handbook (section on Maternity Policy and Appendix with Risk Assessments)

#### 4. **Display Screen Equipment (DSE)**

The Health and Safety (Display Screen Equipment) Regulations 1992 (Amended 2002) include specific requirements for risk assessment for users of computers and liquid crystal display equipment, including laptop computers (if used as the main machine), as well as microfiche and process control screens, with the exception of screens used predominantly for viewing television or film pictures.

BSBI undertakes to identify all employees classed as users and conduct DSE assessments as required by law.

#### **Work Related Upper Limb Disorders (WRULDs)**

Ergonomics of the workstation and equipment are important when working with display screen equipment, with bad design and incorrect equipment potentially leading to WRULDs. Whilst normally associated with secretarial roles, increasing use of DSE equipment leads to increased risk for all DSE users.

Common factors implicated in onset of WRULDs:

- Badly designed or incorrect workstation or equipment
- Repetitive actions
- Poor working posture
- Excessive time at a given task or in a given position



- Psychosocial factors

Any potential symptoms of WRULDs must be reported to the Chief Executive as soon as possible.

### **Display Screen Equipment Users and Assessments**

- The Responsibility for identifying people who are users of display screen equipment rests with the Chief Executive.
- All staff must complete a VDU assessment (see Appendix and BSBI Administration/Health and Safety/Risk Assessments folder) for their workstations (at home if working from home and in any offices they use regularly) annually, or sooner if there is any change in workplace, circumstances or health. They must share the results with their line manager for review and sign off.
- Responsibility for ensuring assessments are conducted rests with the line manager of each employee and should be checked at annual staff appraisals.
- All assessments will be updated annually in line with staff appraisal timetables or as-and-when the activity is changed, e.g. new employee, desk, workstation, office or software or health condition.
- If an issue arises, employees should consult the Chief Executive
- All DSE assessment records will be retained relevant line managers, with a copy sent to the Chief Executive
- All employees will receive training to a level of competency for the job in hand regarding the safe use of DSE equipment and software. This will be provided through the BSBI's subscription to the Charity Learning Consortium's online training platform.
- Once employees are identified as *users* the organisation shall offer them a free eyesight test and make provision for corrective glasses for DSE use only, if needed.

## **5. The Control of Substances Hazardous to Health (COSHH)**

The use, transportation and storage of chemicals and other hazardous substances in the workplace is regulated by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

### **Encountering Hazardous substances**

Within the work of BSBI, hazardous substances are not generally encountered. However all employees, volunteers and contractors are responsible for checking warning labels before using any chemicals in their activities for BSBI. If they plan to use any hazardous substances (identified by their COSHH warning labels – see examples in the appendix to this policy) in their activities (such as paints, cleaning agents, adhesives, biological agents), they must first contact the Chief Executive, carry out a risk assessment and receive appropriate training. Only competent persons may use chemicals in the work area. A competent person in this instance is someone who has been trained in the use of the specific substance. The Chief Executive is responsible for:

- Identifying all substances requiring a COSHH Assessment and for undertaking such Assessments
- Informing all relevant employees about COSHH Assessments
- Ensuring that any new substances are assessed as required and all relevant employees, volunteers and contractors are made aware of the findings.

## **6. Manual Handling**

The Manual Handling Regulations 1992 (amended 2002) cover all aspects of load handling in

the workplace. In BSBI, manual handling tasks will typically include:

- Handling books, publications and displays
- Travelling to and from events and conferences and setting up or dismantling exhibitions with display materials, publications or other materials
- Organising mailings

### **Manual handling Risk Assessments and control measures**

- Risk Assessments carried out will have identified those operations that include manual handling and those that require a full Manual Handling Assessment.
- The risk assessment will include identification of control measures required.
- Within the risk assessments, consideration will be given to avoiding manual handling where possible and appropriate. Where manual handling cannot be avoided, control measures in the risk assessment will include:
  - Appropriate training or instruction being given via the Charity Learning Consortium learning platform.
  - Guidance with relevant information for the task,
  - Asking others to help with a task
  - Use of mechanical aids to reduce risks such as trolleys and lifts as appropriate
- Additional specific risk assessments will be undertaken as necessary for individual employees or volunteers at risk e.g. pregnant women, those with injuries or medical conditions.
- The employee or volunteer's line manager is responsible for carrying out such risk assessments and this will be done through consultation with the individual and will result in drawing up the risk assessment.
- Completed risk assessments are located in the shared Risk Assessment Google folder or (where confidential e.g. due to health conditions) the relevant staff or volunteer confidential file (with a copy sent to the Chief Executive).
- The Chief Executive is responsible for identifying all areas requiring a full manual handling operation and ensure manual handling risk assessments are undertaken
- Line managers are responsible for ensuring that their team members and volunteers they work with are informed about the risks associated with manual handling in the tasks undertaken

## **7. Equipment**

All equipment used or purchased (electrical and non-electrical equipment such as displays boards and pop up displays, trolleys, tables, chairs, exhibition materials and vehicles) must be "fit for purpose" and comply with all relevant regulations relating to the area it is to be used. This affects all pieces of equipment for use at work (whether owned by BSBI or brought by employees, volunteers or contractors to use in BSBI activities) and these are covered by the Provision and Use of Workplace Equipment Regulations 1998 (PUWER). There are a number of other regulations which also relate to equipment used at work, including electrical safety, CE marking, machine guarding and the Road Traffic Act.

### **Purchasing equipment**

All equipment purchased must conform to the relevant safety standards as dictated for that equipment at the time of use.

- The person responsible for ensuring that the equipment purchased by BSBI conforms to the required standards is the Finance Manager
- The person responsible for ensuring that equipment brought to BSBI's activities by employees, contractors or volunteers conforms to the required standards is the relevant line manager

- Volunteers and contractors bringing equipment to BSBI activities are responsible themselves for ensuring the equipment meets required standards

### Existing equipment

- All existing equipment must comply with PUWER (Provision and Use of Work Equipment Regulations) ie is fit for the purpose it is intended for and complies with the current relevant legislation related to that type of equipment.. Old electrical equipment may not comply with current legislation and therefore it should not be used.
- Before using equipment, employees, volunteers and contractors should carry out the following basic process:
  - Performing a visual check to see if it is working order and safe to use
  - Referring to any written instructions about the use of the equipment
  - Ensuring that, if required, personal safety equipment is used such as gloves, safety goggles, steel toe-capped boots
- Defective or unsafe equipment must be marked as such and removed from use until repaired by a competent person or destroyed.
- Any equipment failures and defects should be reported to the Chief Executive.
- Instruction in the safe use of all equipment will be given as identified by risk assessments.
- If further instruction is required, employees, volunteers or contractors should contact their line manager or the Chief Executive to ensure they receive appropriate instruction or training before using the equipment.

### Testing electrical equipment

- The frequency for testing portable and transportable equipment will be determined by risk assessment. In low risk environments e.g, an office, a visual inspection will normally suffice, in higher risk environments (out in all weathers, or used in extremes of temperature) more frequent and thorough testing will be required.
- Inspections will take place on the following basis, using HSE guidelines:

### Inspection and Testing of Portable and Transportable Electrical Equipment in a Low Risk Environment

Equipment / environment	User checks	Formal Visual Inspection	Combined inspection and testing
Battery operated (less than 20 volts)	No	No	No
Extra low voltage (less than 50 volts AC) e.g. Telephone equipment, low voltage desk lights	No	No	No
IT e.g. Desktop computers, VDU screens, printers	No	Yes 2-4 years	No if double insulated, otherwise up to 5 years
Cables (leads) and plugs connected to	Yes	Yes	Yes

the above, extension leads (mains voltage)		6 months – 4 years depending on the type of equipment it is connected to	1-5 years depending on the type of equipment it is connected to
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**Notes:**

- *This guidance is for equipment used in low risk environments only. Frequency and testing regimes in higher risk environments should be defined by risk assessment.*
- *Source: HSE*

**Portable Appliance Testing (PAT) testing**

A competent body specialist PAT company or individual, or electrician) will carry out PAT inspections in accordance with the scheme/timetable devised.

**Mains electricity testing**

In addition, mains electricity testing will be done on a (insert number of years – usually 5 - 10 years) basis by a competent person. Responsibility for arranging the mains testing rests with (insert detail- title of person in organisation who will arrange, **OR** statement about landlord’s responsibility and who reminds landlord).

8. **Lone Working Policy**

**This policy has been moved from BSBI’s Employee’s Handbook to this Health and Safety policy.** The guidance within this policy is taken from the Health and Safety Executive’s ‘Working Alone’ guidance published May 2013.

Whilst working alone is not in itself against the law and it is often safe to do so, the law requires organisations to consider carefully, and then deal with, any health and safety risks for people working alone.

Employers are responsible for the health, safety and welfare at work of all their employees and also have responsibility for the health and safety of any volunteers, contractors or self-employed people doing work for them. These responsibilities cannot be transferred to any other person, including those people who work alone.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work activities and to cooperate with the employers in meeting their legal obligations.

**Who Are Lone Workers?**

Lone workers are defined as those who work by themselves without close or direct supervision, for example:

In a fixed establishment:

- A person working alone in a small workshop
- People who work from home other than in low-risk work
- People working on their own outside normal hours, e.g. cleaners and security, maintenance or repair staff

As mobile worker working away from their fixed base:

- Workers involved in field work, leading tours
- Agricultural and forestry workers

### **Controlling the Risks**

Employers have a duty to assess risks to lone workers and take steps to avoid risks where necessary. This must include:

- Involving workers when considering potential risks and measures to control them
- Taking steps to ensure risks are removed where possible, or putting in place control measures, e.g. carefully selecting work equipment to ensure the worker is able to perform the required task in safety, or ensuring lone workers have the relevant training and/or experience to assess a situation and eliminate risks
- Instruction, training and supervision
- Reviewing risk assessments periodically or when there has been a significant change in working practice

This may include:

- Being aware that some tasks or locations may be too difficult or dangerous to be carried out by an unaccompanied worker
- Where a lone worker is working at another employer's workplace, informing the other employer of the risk and the required control measures
- When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, addressing that risk by making arrangements to provide help or back-up

BSBI will use risk assessments to help decide on the right level of supervision. There are some high-risk activities where at least one other person may need to be present such as:

- Working in a confined or remote space, where a supervisor may need to be present, along with someone dedicated to the rescue role, or an exit plan

As an employer who has five or more employees, BSBI must record the significant findings of all risk assessments that are carried out and has a responsibility to ensure it is aware of any specific law that prohibits lone working in the sector/industry in which it operates.

### **Problems Affecting Lone Workers**

Lone workers should not be put more at risk than other employees. Establishing a healthy and safe working environment for lone workers can be different from organising the health and safety of other employees that do not carry out lone work.

Some of the issues that need to be considered when planning safe working arrangements are listed below, however this list is not exhaustive and BSBI's risk assessment process should identify the issues relevant to each employee's working circumstances:

- Normal work and foreseeable emergencies e.g. fire, equipment failure, illness and accidents
- Is there a safe way in and out for one person, for example for a lone person working out of hours where the workplace could be locked up?

- Is there machinery involved in the work that one person cannot operate safely
- Are chemicals or hazardous substances being used that may pose a particular risk to the lone worker?
- Does the work involve lifting objects too large for one person?
- Is there a risk of violence and/or aggression?
- Are there any reasons why the individual might be more vulnerable than others and be at particular risk if they work alone, for example if they are young, pregnant, disabled or a trainee/probationer
- If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communications, especially in an emergency?
- Does the individual have a medical condition that restricts them from working alone? BSBI may seek medical advice if necessary and will consider situations that may impose additional physical and mental burdens on an individual.

### **Training**

Training is particularly important where there is limited supervision to control, guide and help in uncertain situations and lone workers are less able to ask more experienced colleagues for help. Ensuring employees have the required training may also be crucial in enabling employees to cope in unexpected circumstances and with potential exposure to violence and aggression. BSBI should ensure that lone working employees are sufficiently experienced, trained and fully understand the risks and precautions involved in their work and the location they work in, along with their responsibilities under this policy.

BSBI will ensure all lone working employees understand the limitations and what can and cannot be done while working alone and should ensure workers are competent to deal with the requirements of the job and are able to recognise when to seek advice and where to seek it from.

### **Supervision and Monitoring**

The extent of supervision required will depend on the risk involved and the ability of the lone worker to identify and handle health and safety issues. The level of supervision needed is a BSBI decision and will be based on the findings of a risk assessment, e.g. the higher the risk, the greater level of supervision required.

BSBI will put procedures in place to monitor lone workers as effective means of communication are essential, these may include:

- Pre-agreed intervals of regular contact between the lone worker and supervisor
- Implementing a robust system to ensure a lone worker has returned to their bases or home once their task is complete.

### **In an Emergency**

BSBI's risk assessment should identify foreseeable events and emergency procedures will be established and relevant training provided to lone workers. Where applicable and identified by the risk assessment lone workers may be required to carry first-aid kits, may be required to attend a first-aid training course and will have access to adequate first aid facilities.

## 9. **Young Persons at Work**

BSBI does not employ as staff or volunteers who are young workers (under the age of 18).

We recognise that should this situation change in future activities, young workers are seen as being particularly at risk because of their possible inexperience, lack of awareness of existing or potential risks, and immaturity. We recognise that children under 13 years old are generally prohibited from any form of employment.

As required in The Health and Safety (Young Persons) Regulations 1997, if our organisation considers working with under 18s in future, we will first undertake a full risk assessment and get trustee approval of measures to protect young workers.

## 10. **The Management of Contractors**

The Management of Health and Safety at Work Regulations 1999 are of particular importance in any client/contractor relationship. We recognise that as well as being responsible for employees and volunteers, the organisation also has a duty of care to contractors and to making sure that they employ safe working practices.

Any staff member appointing a contractor, will be responsible for:

- Putting a contract in place with the contractor that clearly identifies the nature of the work and the need to comply with BSBI H&S policies and have suitable risk assessments and insurance cover in place for activities undertaken
- Checking the chosen contractor has a suitable level of competence for the task to be undertaken safely (by asking for their health and safety policy or asking them to adopt our policy, details of their qualifications, experience, training and references from previous clients)
- Assessing the risks of the work and agree a risk assessment with the contractor
- Ensuring regular communication is in place with the contractor, including information as to who to contact should any H&S issues arise.
- Managing and supervising contractors to a level proportionate to the level of risk associated with any work. Relevant issues include:
  - equipment to be used
  - personal protective equipment (provided by whom and used)
  - working procedures, including any permits-to-work
  - the number of people needed to do the job
  - reporting of accidents and safekeeping of records and plans

If any contractor does not meet any legislation standards or agreed health and safety standards we will suspend the work until shortcomings are investigated and standards are met.

## 11. **Home Working Policy**

### **Staff Home Working Policy**

**This policy has been moved from BSBI's Employee's Handbook to this Health and Safety policy.**

BSBI promotes flexible working for staff in all jobs and all grades and, where appropriate, will agree to an employee working partly or wholly from home, provided that such an arrangement is suitable for both parties and is likely to facilitate effective and efficient working.

Individual requests for home working will, however, need to be reviewed on their own merits and agreement to a specific request will depend on an objective assessment of whether the employee's work can be done from home without any detriment to BSBI's productivity or its stakeholders. As every job is different and every employee is different, BSBI cannot guarantee that it will agree to every employee's request to work from home.

Employees who are considering putting in a request to work from home should consider whether their skills and attributes include:

- self-discipline
- the ability to work without direct supervision
- good organisational skills
- the ability to manage time effectively
- the ability to cope with the potentially conflicting demands of work and family.

This policy aims to describe the working arrangements that will apply when it is agreed that an employee will work from home.

### **Pay**

Employees who work from home will be paid a fixed monthly salary for a defined number of hours of work, with provision for overtime only by agreement as defined in their contract of employment.

### **Hours of work**

Home workers may not be subject to fixed hours of work and, by agreement, may be free to perform the agreed work at times that suit them. There may however be core hours during which home workers must be available, i.e. to respond to telephone calls or to attend meetings, e.g. between 9am-5.30pm. If required these hours will be agreed with line managers and employees.

BSBI will normally expect a home worker to keep in reasonable contact with their line manager, communicating with them at least once a week, depending on the role.

Home workers must ensure that they take adequate rest breaks as required by the Working Time Regulations 1998 (or legislation in their jurisdiction). They must:

- take a break during each working day of at least 20 minutes, during which they must stop work
- ensure that they have a daily rest break of at least 11 continuous hours, i.e. the time period between stopping work one day and beginning work the next day must not be less than 11 hours
- have at least one complete day each week when no work is done.

### **Attending BSBI meetings**

Home workers are required, on request, to attend training sessions, performance assessment meetings, team briefings and other meetings as appropriate. The frequency will depend on the role, and the dates and times of such visits will be agreed in advance.

### **Visits to the employee's home**

BSBI reserves the right to visit the employee at home at agreed times for work-related purposes, including health and safety matters. It is a condition of any home working agreement



that the employee agrees to accept visits from management in his/her home. Such visits will be for the purposes of:

- delivering and collecting work
- providing a channel for reporting
- performance monitoring and feedback
- general discussions about work-related matters
- ensuring health, safety and security
- any other work-related purposes that BSBI considers appropriate.

### **Equipment and materials**

It is BSBI's policy that all equipment, including computer equipment, and materials necessary for the employee to work from home will be provided to the home worker by BSBI and maintained (and replaced when necessary) by BSBI. It is the home worker's duty to ensure that proper care is taken of equipment and materials provided by BSBI.

Specifically, BSBI may provide to the employee:

- a computer
- a printer/photocopier/scanner
- a mobile telephone, if necessary
- a filing cabinet, if necessary
- other items as appropriate.

BSBI will not cover any costs of heating / lighting in the employee's home. One of the advantages for employees of working from home is a saving in travel expenses incurred in travelling to work. These savings will be deemed to cover any household costs.

Electrical sockets and other parts of the domestic electrical system are the employee's responsibility. If BSBI provides electrical equipment it will ensure that it is tested and inspected prior to issue and again as necessary. Employees are responsible for visual inspection of electrical items, checking for loose or damaged cables, etc. Defective items must not be used and remedial action should be taken.

On termination of the employee's employment for any reason, BSBI will have the right to visit the employee's home at an agreed time and retrieve all equipment and documents belonging to BSBI.

### **Telephone and internet accounts**

BSBI will reimburse the employee for all telephone and, where required, internet accounts associated with the use of the employee's telephone and computer used in connection with BSBI's business.

The details of how the telephone and internet bills are split must be agreed between the employee and BSBI before employment commences or before any changes to the provision to the employees address are made.

BSBI will pay all the bills for calls made by the employee on the mobile phone provided by BSBI to the home worker, with the proviso that this must be used only for work-related purposes.

### **Security**

The home worker must carry out work for BSBI in a room used only for that purpose and where this is not possible, an area of a room should be dedicated and all occasions must not allow members of his/her family or third parties who are not employed by BSBI to access or use the BSBI's equipment.

An employee who works from home must also agree not to smoke in the room where the work is carried out.

Employees who work from home are responsible for keeping all documents and information associated with BSBI's business secure at all times. Specifically, home workers are under a duty to:

- keep filing cabinets and drawers locked when they are not being used;
- keep all documentation belonging to BSBI under lock and key at all times except when in use; and
- set up and use a unique password for the computer.

Furthermore, the computer and other equipment provided by BSBI for the home worker must be used only for work-related purposes and must not be used by any other member of the family at any time or for any purpose.

### **Health and safety issues**

BSBI is obliged under health and safety legislation to ensure the health and safety of home workers in the same way as office-based staff. BSBI is therefore required to ensure that:

- all equipment and systems of work in the employee's home are safe
- all articles and substances are handled and stored safely
- an analysis of the employee's workstation is conducted
- information and training on the safe use of equipment, including display screen equipment, is provided to the home worker
- risk assessments are carried out in respect of the work the employee is carrying out (see Appendix)

All employees who work from home have a duty to ensure, insofar as is reasonably practicable, that they work in a safe manner and that they follow all health and safety instructions issued by BSBI from time to time.

### **Insurance**

The home worker is responsible for checking that all home and contents insurance policies provide adequate cover for the fact that he/she works from home. If there is any uplift to these home insurance policies specifically on account of the work for BSBI, then BSBI will meet the appropriate extra premium upon delivery by the home worker of the appropriate receipts and documentation.

### **Requests to work from home**

Any employee who wishes to request home working should in the first instance put his/her request in writing, stating the pattern of working he/she is seeking (i.e. the number of hours or days he/she would propose to work from home and/or at the workplace) and submit the request to the Chief Executive.

BSBI will arrange a meeting with the employee to discuss the feasibility of the employee's request to work from home. It is BSBI's policy to view any requests for home working in a positive light and BSBI will, whenever it is possible and practicable, agree to the employee's request.

### **Volunteer home working Policy:**

Activities carried out from home by volunteers which may have Health and Safety implications include manual handling (lifting of boxes or heavy display materials at events and exhibitions).

Measures that the organisation takes with regard to home working by volunteers include:

- Carrying out risk assessments, complying with Section 3 of this policy and recording the appropriate action
- Checking on assessments on an ongoing basis or if there is a change in working conditions.
- Providing necessary training e.g. in manual handling (for example via the BSBI's subscription to the Charity Learning Consortium's online training modules)

## 12. **Violence and Aggression**

The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 impose duties on organisations, including assessing the risk of violence, such as assault or verbal abuse, and protecting employees and volunteers from those risks as far as reasonably practicable.

Please refer to BSBI's Safeguarding Code of Conduct in our [Safeguarding Adults Policy](#) and employees refer to BSBI's **Dignity at Work policy** in the Employee Handbook.

The BSBI will endeavour to eliminate or reduce the likelihood of violence at work, recognising its risk to the individuals concerned and the detrimental effect on staff, volunteer or contractor's morale and the reputation of the organisation.

We will assess the risks to all our staff, volunteers and contractors and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour. These control measures within the risk assessments would include the

BSBI accepts that, in general, facing aggressive behaviour or excessive violence is not part of an employee's job or volunteer's role and the reporting of such incidents will not reflect badly on employees or volunteers.

Employees, volunteers and contractors should report to Julia Hanmer, Chief Executive, if they experience any incident that subjects them to:

- Physical assault, whether or not injury results.
- Verbal abuse, shouting or swearing.
- Threatening behaviour, with or without any form of weapon.
- Anything that they feel might damage their health through anxiety or stress.

## 13. **Mobile Phones**

### **General Use**

The link between mobile phone use and significant illness is not proven and there are opposing views, therefore common sense precautions must be taken.

- Retrieve messages only when parked and engine turned off.
- Avoid contact with the phone when making a call (personal hands-free kits will be provided where appropriate).
- Limit exposure by 'changing ear' at short, regular intervals.
- Requiring our employees/ volunteers/contractors to make or receive calls whilst driving is an offence. Therefore, the organisation does not require anyone to make or receive calls whilst driving on BSBI business.

## 14. **Driving for Work**

Staff, volunteers and contractors have a responsibility not to put themselves and others at risk and to co-operate with the organisation to ensure their own safety and the safety of people they are working with, both other staff and volunteers and clients. Driving is a hazardous activity and drivers should take every care to protect themselves and others by following the policies and the management system of the organisation.

They should:

- Not drive a defective vehicle
- Be aware of what action needs to be taken in an emergency situation
- Participate in and implement the knowledge and skills gained from the driver training provided (see Charity Learning Consortium's training)
- Inform their line manager of any health problems or personal circumstances, which could make driving hazardous
- Ensure that they are physically fit to drive
- Do not drive while under the influence of alcohol or drugs. (Drugs which adversely affect the ability to drive can be illegal, prescription or over the counter medicines.) Staff should check with their doctor or pharmacist if the drugs they are taking will affect their ability to drive safely
- Have their eyes tested regularly and ensure that any necessary corrective eyewear is worn
- Comply with legal responsibilities including the ban on mobile phone use while driving
- Ensure that line managers or colleagues are aware of hazards and delays on regular routes so that journey times can be extended to take account of the circumstances
- Drive within speed limits and to the speed dictated by conditions, which can be less than the limit.
- Follow advice on route planning supplied by line management
- Allow sufficient time for planning the route, driving the route and the breaks needed to prevent fatigue
- When appropriate extra journey time and breaks should be built into the journey plan, to allow for bad weather, for example
- Be aware that fatigue will be more of a problem at certain times (there is an increased likelihood of falling asleep at the wheel in the afternoon and in the early hours of the morning)
- Stay calm and relaxed while driving and try to avoid situations which could lead to stress or road rage

## 15. **Summary of Information, Instruction, Training & Supervision**

### **Consultation and communication**

All employees will be consulted regarding health and safety issues involving the activities they are taking part in and all issues should be dealt with at source and at the time. Consultation/communication will be through team meetings, one to one meetings with line managers and briefing sheets)

Display of Health and Safety information is via this policy. This policy contains details of employers' legal obligations and the nominated competent person within the organisation – the Chief Executive.

Health and Safety advice can be obtained from the Chief Executive or the Health & Safety Executive.

### **Instruction, training and supervision**

Any required training will be identified by line managers and arrangements made as soon as practicable.

Where an employee or volunteer identifies a safety training need then they should raise it for consideration with their line manager or the Chief Executive or Chair of Trustees.

Training records will be kept by the Chief Executive

Supervision will be provided at the level deemed necessary for the employees / volunteers, (e.g. young and inexperienced employees / volunteers, will have a higher degree of supervision than those who are more experienced).

## 16. **Accidents (including Reporting of Disease and Dangerous Occurrences Regulations RIDDOR)**

### **First aid**

- BSBI staff are not based together, so BSBI does not have a nominated staff trained in the use of first aid.
- Employees based in other organisation's offices **must** ensure they are aware of that organisation's trained first aiders and location of first aid equipment.
- Staff working from home or from offices rented by BSBI are responsible for their own first aid and equipment.

### **Reporting accidents**

All accidents, injuries, diseases, ill-health and near misses related to BSBI activities or work must be reported to the Chief Executive for logging, no matter how minor, using the form in the Appendix (or contact the CEO for a copy of this form).

Complete the form on the same day or next working day or arrange for someone to do it on your behalf. Any accidents requiring the use of emergency services must be dealt with prior to reporting the accident.

Email the completed form to the Chief Executive [Julia.Hanmer@bsbi.org](mailto:Julia.Hanmer@bsbi.org) (in the case of serious incidents injuries please also phone Julia on 07757 244651) and in addition:

- Staff, please also copy in your line manager
- Contractors, please also copy in your BSBI lead contact
- All, if the incident occurred at a BSBI Field meeting, please also copy in the BSBI Hon Field meeting Secretary Jonathan Shanklin [jdsh@bas.ac.uk](mailto:jdsh@bas.ac.uk)

The responsibility for ensuring that accidents are reported, investigated and that counter measures are taken to prevent a recurrence lies with the Chief Executive. Serious injury involving emergency services or absence from work for more than 3 days will be reviewed and reported by the Chief Executive to the appropriate organisation:

- Britain: [RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE.](#)
- Northern Ireland: [Report an incident | Health and Safety Executive Northern Ireland \(hseni.gov.uk\)](#)
- Ireland: [Accident and incident reporting - Staff site \(hse.ie\)](#)

Asbestos and Lead at work are covered by specific legislation and should be treated accordingly.

### **Near Miss Incidents**

A near miss incident represents an event that does not cause injury or damage to property, but has the potential to cause significant injury or property damage. The Chief Executive is responsible for carrying out investigations of near miss incidents and ensuring other parties are informed and will monitor the progress of any actions to be taken to prevent a recurrence.

### **Dangerous Occurrences**

A dangerous occurrence represents an event that normally involves damage to property and has the potential to cause serious injury. Dangerous occurrences are clearly defined within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, Schedule 2. Employees, volunteers and contractors should report dangerous occurrences to the Chief Executive as soon as practicable.

### **Potentially Disabling or Disabling Accidents**

Potentially disabling injuries represent any injury suffered whilst at work, which requires the injured party to seek treatment from a qualified medical practitioner. A disabling injury represents an injury where the injured person is unfit for work on the day following that on which the injury occurred. Potentially disabling or disabling accidents will be reported to the Chief Executive as soon as is practicable and will be the subject of an immediate investigation. The Chief Executive is responsible for ensuring that the Health and Safety Executive is informed, if deemed necessary.

**Major Accidents.** A major injury represents an injury resulting in broken bones (other than toes and digits) and any injury that results in a person being detained in hospital for a period greater than 24 hours. In the event of a major accident, all appropriate personnel will be informed as soon as is practicable. The Chief Executive is responsible for ensuring that the Health and Safety Executive is promptly informed and for, where practicable, for carrying out initial investigations at the site of the accident and ensuring that there is no disturbance of evidence or items that could have contributed to the cause of the accident.

The initial investigation would be followed up by a detailed investigation. On completion of this investigation, a report of findings, including details of short and long term actions, together with time scales required to prevent recurrence, will be drawn up.

**Fatal Accident** In the event of a fatal accident, the area of the accident will be isolated and nothing will be moved or interfered with, except by the emergency services or where action is required to protect others who may be at imminent risk.

The person responsible for informing the Health & Safety authorities by telephone as soon as possible is the Chief Executive, or if not available, a line manager or Chair of Trustees. Full co-operation will be given by personnel throughout all levels of the company to the Health and Safety Executive representatives conducting any investigations.

**ALL ACCIDENTS MUST BE RECORDED NO MATTER HOW MINOR THEY SEEM AT THE TIME.**

## 17. **Emergency Procedures, Fire and Evacuation**

### **Fire risk assessment**

- BSBI staff are not based together in one location, so BSBI does not have a nominated staff trained in the use of fire safety
- Employees based in other organisation's offices **must** ensure they are aware of that organisation's fire safety procedures including escape routes, fire drills, locations of fire extinguishers and fire alarms.
- Staff working from home or from privately rented office accommodation are responsible for identifying their own fire safety procedures and escape routes.

### **Training and instruction**

- The following training will be provided regarding use of fire-fighting equipment and fire awareness: The Charity Learning Consortium's training on Health and Safety
- Staff working from other organisation's office must also attend fire safety training drills provided by the organisation providing your offices

## 18. **Work- related stress**

Although a degree of pressure and challenge may well be beneficial and aid people in their work, the HSE defines work related stress as "the adverse reaction people have to excessive pressures or other types of demand placed on them".

The (HSE) has set standards covering the main factors which can lead to work related stress. These include:

- Demands -are staff able to cope with the demands of the job?
- Control - do staff have some say in the way they do their work?
- Support - do staff have adequate information and support?
- Relationships - are staff subject to unacceptable behaviours e.g. bullying?
- Role - do staff understand their role and responsibilities?
- Change - are staff kept informed during periods of organisational change?

Stress may demonstrate itself in a variety of symptoms, including drop in productivity, aggression, lateness, increase in sickness days and headaches.

The following processes will help the organisation to identify factors which may lead to work related stress:

- Consideration of roles and the stress levels associated with these
- Consultation with employees through one to one meetings with line managers, team meetings etc so that potential issues are raised well in advance-before they escalate and so actions can be put in place to address these such as alterations to work-plans
- All employees and volunteers are strongly encouraged to raise issues sooner rather than later so that support can be put in place. Issues are usually raised with line managers or the Chair of Trustees. Establishing a regular opportunity for staff and volunteers to talk through work-related issues can prevent many situations getting out of control.

If an individual feels that he/she is under stress, they should raise this with their line manager before it escalates.

If work related stress is identified, the support processes put in place may include:

- one to one discussions,

- analysis of work processes,
- recuperation time or temporary or permanent role changes.
- conduct a 'return to work' interview following absence due to stress (or sickness related absence) to check that the person is fit to work and to plan their schedule so that they can manage their workload/ tasks.
- Temporary reduction in working hours
- Temporary adjustment in working duties e.g. reduced workload if appropriate
- Additional training or support
- More flexible working arrangements
- More regular supervision, if appropriate

## 19. **Smoking**

This policy section has been developed to protect all employees, volunteers, members, service users, customers and contractors from exposure to second-hand smoke and to comply with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

### **Smoke Free Policy**

Our workplace is smoke free, and all employees have a right to work in a smoke free environment.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.

### **Implementation**

Overall responsibility for policy, implementation and review rests with the Chief Executive. However, all staff, volunteers, members and service users are obliged to adhere to and support the implementation of this non smoking policy.

### **Non Compliance**

If a member of staff / volunteer does not comply with this policy this may result in disciplinary procedures

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Information on giving up smoking can be obtained from the [NHS](#) online or via the NHS Smoking Helpline on 0300 123 1044

## 20. **Alcohol and drugs**

It is BSBI's aim to ensure the provision of a safe working environment and a high standard of safety for its employees, volunteers and clients. It therefore has the responsibility to recognise the potential health and safety risks within the working environment which may occur as a result of alcohol and drug abuse or the effects of long-term or temporary use of prescription medication.

### **Legal Obligations**

The organisation would be committing a criminal offence by ignoring the principle legislation for controlling drug and alcohol abuse. There is a legal requirement under Section 2 of the



Health and Safety at Work etc. Act 1974 (Britain) to "ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees" (as well as equivalent requirements in legislation in other jurisdictions). Section 7 of the Act requires "employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions at work".

In addition, the Transport and Works Act 1992 imposes strict regulations regarding the alcohol and drug levels in those staff working in "safety critical" posts, for example driving vehicles and operating machinery.

### **Awareness, reporting and consequences**

- This policy aims to make all personnel within the organisation aware of issues relating to the effects of drug and alcohol misuse in the workplace and the need to understand the potential for some prescription medication to cause either long-term or transient effects on work capabilities.
- Staff and volunteers should not come to work if under the influence of drugs or alcohol or if they have been advised by a doctor not to undertake work activities whilst taking certain prescription medication.
- Managers and trustees should be aware of the issues arising as a result of alcohol or drug related problems. These include absenteeism, high accident levels, impaired work performance, mood swings and misconduct.
- Employees / volunteers should not cover up for colleagues with a drink or drug problem. Collusion represents a false sense of loyalty and will result in compromising health and safety within the organisation and longer term damage for the individual.
- If an employee/volunteer has suspicions about a colleague relating to alcohol or drug abuse, they should report to their line manager or the Chief Executive or Chair of Trustees.
- If an employee is known to be intoxicated by alcohol or drugs during working hours, arrangements will be made to escort the individual from the premises. Disciplinary action will take place when the employee has had time to recover from the effects of alcohol/drugs, prior to returning to work. An act of gross misconduct will result in being summarily dismissed.
- Volunteers and contractors will also be subject to action if found to be intoxicated by alcohol or drugs whilst working on behalf of the organisation. This will usually be in the form of a request to go home in the first instance followed by a review meeting to address the particular incident.

## **21. Insurance**

BSBI holds the following insurance cover. Certificates and further details are available from the Chief Executive or Finance Manager:

UK insurance cover (renewed end of March each year):

- Employers and public liability:
  - Public and Products liability £5M
  - Employers liability £10M
  - Equipment – items up to £2k. Total sum insured £6200
- Professional indemnity Insurance cover - £500K indemnity, legal expenses £100k any one claim but £1M aggregate
- Management Protection Insurance Policy:

- Management Liability Package
- Directors and Officers liability £500,000
- Corporate Liability £500,000
- Employment Practices Liability £250,000
- Crime £50,000

**Ireland insurance cover** (renewed in June each year):

- Employers liability to 13M Euros
- Public and products liability to 6.5M Euros

## 22. **Monitoring and reporting**

This Health and Safety policy document has outlined how records will be kept in BSBI to allow monitoring to ensure that the policy is being followed.

The following reporting will take place to evidence abidance by this policy:

- training records
- completed checklists (including annual appraisal H&S checklists) and risk assessments
- accident incident report summaries

The above will be summarised to trustees by the Chief Executive annually as part of the review of the H&S Procedure. High risks or serious accidents that occur will be reported by the Chief Executive to the Chair of Trustees at the time of identification/occurrence. Risks will be reviewed by the Chair of Trustees in the quarterly reviews of the risk register at Board of trustee meetings.

## Appendix 1

### BSBI Accident report form

1. Please use this form to report all injuries, diseases, ill-health and near misses related to BSBI activities or work. A separate form should be complete for each person injured.
2. Complete the form on the same day or next working day or arrange for someone to do it on your behalf. Any accidents requiring the use of emergency services must be dealt with prior to reporting the accident.
3. Email the completed form to the Chief Executive [Julia.Hanmer@bsbi.org](mailto:Julia.Hanmer@bsbi.org) (in the case of serious incidents injuries please also phone Julia on 07757 244651) and in addition:
  - Staff, please also copy in your line manager
  - Contractors, please also copy in your BSBI lead contact
  - All, if the incident occurred at a BSBI Field meeting, please also copy in the BSBI Hon Field meeting Secretary Jonathan Shanklin [jdsh@bas.ac.uk](mailto:jdsh@bas.ac.uk)

Serious injury involving emergency services or absence from work for more than 3 days will be reviewed and reported by the Chief Executive to the appropriate organisation:

Britain: [RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE](#).

Northern Ireland: [Report an incident | Health and Safety Executive Northern Ireland \(hseni.gov.uk\)](#)

Ireland: [Accident and incident reporting - Staff site \(hse.ie\)](#)

<b>About the Incident</b>	<b>Fill in this column</b>
What are you reporting	
When did it happen (day, date, time)	
Where did it happen	
What happened? Please describe the incident including events that lead up to it and what happened	
Witnesses – name and contact details of anyone who witnessed the incident	
<b>About the person</b>	
Who was involved – full name and contact details including phone number, email (if available) and address	
<b>About the injury</b>	
What type of injury, illness or disease was sustained?	
For injuries – what treatment was provided?	
<b>Person completing this form</b>	
Name, role, phone number, email, address	
Date form completed:	

## Appendix 2 – Display Screen Equipment Assessment worksheet

**Botanical Society of Britain and Ireland**  
**Display Screen Equipment (DSE) Assessment Worksheet**

Name:

Date:

Location (building and full address)

Line Manager:

Further action required? **Yes/No**

Action Required:

### **Assessment Completed**

Signed by User

Signed by Line manager

Follow-up due on:

Follow-up action completed on:

Review Date:

## **1. Pre-existing Issues**

Do you experience discomfort or other symptoms from your DSE? Yes/No

Details:

## **2. Display Screen**

Is the image stable, i.e. free of flicker and jitter? Yes/No

Is the brightness and/or contrast adjustable? Yes/No  
*Separate controls are not essential, provided the user can read the screen clearly at all times.*

Are the characters clear and not blurred? Yes/No  
*Change the text and background colours as necessary.*

Is the screen clean? Yes/No  
*Clean as necessary.*

Is the text size comfortable to read? Yes/No  
*Adjust screen resolution under Settings.*

Is the screen's specification suitable for its intended use? Yes/No

Does the screen swivel and tilt? Yes/No  
*Swivel and tilt need not to be built in, but a separate mechanism would need to be provided.*

Is the screen free from glare and reflections? Yes/No  
*Adjust blinds/curtains as necessary*

Are adjustable window coverings present and in adequate condition? Yes/No

Comments:

## **3. Keyboards**

Is the keyboard separate from the screen? Yes/No

Does the keyboard tilt and is stable? Yes/No  
*Tilt need not be built in, can be separate mechanism*

Is it possible to find a comfortable keying position? Yes/No  
*Ensure adequate space for arms, hands & keyboard. If you have a thick raised keyboard you may need a wrist rest.*

Do you have good keyboard technique? Yes/No  
*Hand bent up at the wrist, hitting the keys too hard, overstretching the fingers?*

Are the characters on the keys easily readable? Yes/No

Comments:

## **4. Mouse, Trackball, etc**

Is the device suitable for the task? Yes/No  
*Would a different design be more appropriate?*

Is the device positioned close to the user? Yes/No  
*The device is usually best placed right next to the keyboard.*

Is there support for your wrist and forearm? Yes/No  
*Desk surface, chair arm, wrist rest.*

Does the device work smoothly at a speed that suits you? Yes/No  
*Clean the ball as necessary, check work-surface, mouse mat.*

Can you easily adjust settings for speed and accuracy of pointer? Yes/No  
*Change the mouse settings*

Comments:

## **5. Software**

Is the software suitable for the task? Yes/No

Do you have adequate training or experience to use the software? Yes/No  
*Software should respond quickly and clearly to user input.*

Comments:

## **6. Furniture**

Is the work surface large enough? Yes/No

Can you comfortably reach all equipment and papers? Yes/No

Are surfaces free from glare and reflection? Yes/No

Is the chair suitable? Yes/No

Is the chair stable? Yes/No

Does the chair have working:

- Seat back height and tilt adjustment? Yes/No
- Seat height adjustment? Yes/No
- Swivel mechanism? Yes/No
- Castors or glides? Yes/No

Is the chair adjusted correctly? Yes/No

Is the small of the back supported by the chair's backrest? Yes/No

Are forearms horizontal? Yes/No

Is the screen at an appropriate height and distance? Yes/No  
*Top of the screen level with or below eye level, 35 - 70 cm from the user.*

Are feet flat on the floor / footrest? Yes/No  
*Without too much pressure from the seat on the back of the legs.*

Comments:

## **7. Environment**

Is there enough room to change position and vary movement? Yes/No  
*Move, stretch, fidget.*

Is the area free from cables that present a trip hazard? Yes/No

Is the lighting suitable? Yes/No  
*Not too bright or dim to work comfortably - shading, reposition or remove, provide desk lamp.*

Does the air feel comfortable? Yes/No  
*Dry, stale, humid.*

Are heat levels comfortable? Yes/No

Are noise levels comfortable? Yes/No

Comments:

## **8. Final questions to users....**

Has this covered all your problems working with your DSE? Yes/No

Reminder – you are entitled to free eye-sight testing. Yes/No  
*Test and lenses specifically for computer use. Speak to Julia Hanmer*

Reminder -take a five minute break in every hour Yes/No  
*Blink, focus on objects at different distances, move around.*

Comments:

## **9. Overall Comments**

# APPENDIX 3 – Home Working Health and Safety Assessment Checklist

---

Name:	
Home Working Address:	
Type of work to be carried out:	
Date of Assessment :	

## Workplace and Work Equipment

	Yes / No / N/A	Comments /further information
Do you have a room or space specifically set aside for the work? (Please attach photograph of the work area)		
Is the heating lighting and ventilation adequate?		
Do you have adequate space and facilities for the safe storage of work and materials?		
Is your workspace free of tripping hazards e.g. trailing cables, worn floor covering etc?		
List all work equipment such as desk or chair provided (Include electrical items below)		
Has a VDU Risk Assessment been completed? (Please give date)		
Can you get out of your home easily in an emergency?		
Is there a smoke alarm and do you check it weekly?		

## Electrical Equipment

List any electrical equipment provided to you such as computer, fan, printer, etc.		
Are the plugs correctly fused and cables in good condition?		
Are any extension leads in good condition?		



What is the age of the house wiring. (Please state if known)		
--	--	--

**Manual Handling**

Describe any work that you consider to put you at risk of injury from manual handling?		
--	--	--

**General**

Are there any children, dependent people or animals in the house that could cause a hazard or are likely to be affected by your work?		
Are you a new or expectant mother?		
Do you think that you need any extra precautions to be made to ensure your H&S whilst working at home?		

**Lone working/personal security**

Will you work alone for long periods of time?		
Do you have access to a telephone		
Will you be making site visits or making home visits to the public		
How will you call for help in an emergency (either in the home or when visiting)		
What arrangements are in place for regular contact with your managers and colleagues?		

**First Aid and Accident/Incident Reporting**

Do you have a first aid kit suitable for treating minor injuries?		
How will you report any accidents/incidents?		

Do you have any other health and safety concerns? Please note them below or attach a separate sheet.

<b>Employee's Signature</b>		<b>Date</b>
<b>Managers comments</b>		
<b>Managers Signature</b>		<b>Date</b>
<b>Review Date</b>		

This assessment must be reviewed when any significant changes occur, e.g. relocation of workspace, house move, pregnancy, additional equipment supplied, medical condition

**Appendix 4: Risk Assessment template example**

**Botanical Society of Britain and Ireland (BSBI)**

**Risk Assessment Form**

<b>Location</b>	<b>Date</b>
<b>Name of Assessor</b>	<b>Job Title</b>
<b>Activity Taking Place</b>	
<b>Hazards Identified</b>	
<b>Persons at Risk</b>	

**Risk Matrix**

<b><i>Consequences (C)</i></b>	<b>Likelihood (L)</b>				
	Rare 1	Unlikely 2	Possible 3	Likely 4	Certain 5
1 - Negligible	1	2	3	4	5
2 - Low	2	4	6	8	10
3 - Medium	3	6	9	12	15
4 - Very High	4	8	12	16	20
5 - Extreme	5	10	15	20	25

**Risk Factors**

<b>Low Risk</b>	<b>Moderate Risk</b>	<b>Significant Risk</b>	<b>High Risk</b>
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<b>Risk Factor Before Controls in Place</b>	<u>Risk Score (C x L)</u>
<u>Control Measures currently in place</u>	

<u>Control Measures Required</u>	
Signature / Date	<u>Line Manager's Name / Signature /</u> <u>Date when Actions Completed</u>
Assessor.....	Print Name.....
Date.....	Signature..... Date.....
<b>Residual Risk Factor / Score After Measures Taken</b>	Next Assessment Due

Explanation of Risk Matrix

The assessment of risk is based on an event occurring that constitutes a risk to: People, Environment, Assets, Reputation and Security. It is measured in terms of consequences and likelihood.

Risk = Consequences x Likelihood

<b>CONSEQUENCE (C)</b>		
<b>Level</b>	<b>Descriptor</b>	<b>Description</b>
<b>1</b>	<b>Negligible</b>	First-aid treatment. Small environmental damage. Moderate financial loss. Decrease in morale. Some security implications.
<b>2</b>	<b>Low</b>	Medical treatment required. Moderate environmental damage. High financial loss. Moderate loss of reputation. Security implications limit business
<b>3</b>	<b>Medium</b>	Excessive injuries or 3 day lost time injury. Major environmental damage. Major financial loss. Major loss of reputation. Security implications restrict business.
<b>4</b>	<b>Very High</b>	Single death of any person. Environmental damage restricts business. Massive financial loss. Damage to reputation restricts business. Security implications severely restrict business.
<b>5</b>	<b>Extreme</b>	Multiple deaths involving any persons. Environmental damage threatens business viability. Crippling financial loss. Damage to reputation threatens business viability. Security implications threaten business viability

<b>LIKELIHOOD (L)</b>		
<b>Level</b>	<b>Descriptor</b>	<b>Description</b>
<b>1</b>	<b>Rare</b>	The event may occur only in exceptional circumstances.
<b>2</b>	<b>Unlikely</b>	The event could occur at some time.
<b>3</b>	<b>Possible</b>	The event will probably occur at some time.

<b>4</b>	<b>Likely</b>	The event will occur in most circumstances.
<b>5</b>	<b>Certain</b>	The event is expected to occur in all circumstances.

Risk Assessment Process:

Once the Risk Assessment has been completed, discuss with the Line Manager responsible for this Location / Activity about implementing appropriate control measures. Line Managers will need to Print / Sign their name and Date to say the appropriate actions have been implemented.

**If you require any assistance in the completion of this form or additional help in carrying out risk assessments please contact the Chief Executive, [Julia.Hanmer@bsbi.org](mailto:Julia.Hanmer@bsbi.org).** Julia can also share other examples of risk assessments with you.

## **Appendix 5 - Hazardous substances pictograms**

Hazard pictograms alert us to the presence of a hazardous chemical. The pictograms help us to know that the chemicals we are using might cause harm to people or the environment. The CLP hazard pictograms appear in the shape of a diamond with a distinctive red border and white background. One or more pictograms might appear on the labelling of a single chemical.

These pictograms are international and apply in:

Britain: [Hazard symbols and hazard pictograms - Chemical classification \(hse.gov.uk\)](https://www.hse.gov.uk/chemicals/chemicals.htm)

Northern Ireland - see [CLP Hazard Pictograms | Health and Safety Executive Northern Ireland \(hseni.gov.uk\)](https://www.hseni.gov.uk/chemicals/chemicals.htm)

Republic of Ireland: [A1 CLP poster \(1\\_classification\) 2021 copy \(hsa.ie\)](https://www.hsa.ie/chemicals/chemicals.htm)

### **CLP hazard pictograms**



Explosive (Symbol: exploding bomb)



Flammable (Symbol: flame)



Oxidising (Symbol: flame over circle)



Corrosive (Symbol: corrosion)



Acute toxicity (Symbol: skull and crossbones)



Hazardous to the environment (Symbol: environment)



Health hazard/Hazardous to the ozone layer (Symbol: exclamation mark)



Serious health hazard (Symbol: health hazard)



Gas under pressure (Symbol: gas cylinder)