



National Association for the Teaching of English

Email: admin@nate.org.uk Website: www.nate.org.uk charity number 313157

Health and safety policy

This policy was approved by NATE's Development and Management Team (including Trustees) on 25th September 2020. This policy will be reviewed annually.

This is the statement of general policy and arrangements for: National Association for the Teaching of English

The Trustees have overall and final responsibility for health and safety

The Director, Jonathan Morgan, has day-to-day responsibility for ensuring this policy is put into practice

The Director is the sole user of the NATE office, except for meetings of Trustees, management and Contractors

The Director will ensure that the owner of the office has taken out the appropriate health & safety checks, including PAT testing.

| Statement of general policy | Responsibility of: name/title | Action/Arrangements (what are you going to do?) |
|--|-------------------------------|---|
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | Director | Undertake regular visual inspections of the working environment, fire safety arrangements, and equipment use. |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Chair | Familiarize with this H&S policy. |
| Engage and consult with employees on day-to-day health and safety conditions | Chair | To be raised in routine meetings |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: www.gov.uk/workplace-fire-safety-your-responsibilities | Director | Attend to regular fire alarm tests; evacuate in case of a fire. |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Chair | Encourage user(s) to undertake Display Screen Assessment. |

| | |
|-----------------------------|--|
| Health & Safety law poster? | |
| First aid box location? | |
| Accident book location? | |

| | |
|---------|--|
| Agreed | |
| Revised | |

Health and safety risk assessment

| What are the hazards? | Who may be harmed & how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done . |
|-------------------------------|---|---|--|----------------|-----------------|--------|
| Slips & trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. | | Director | | |
| Manual handling of deliveries | Potential of injury when handling heavy deliveries. | Care in carrying heavy items up and down stairs; carry items separately. | Do not try to lift objects that look or appear too heavy to handle | Director | | |
| Display screen equipment | Risk of posture problems, pain, discomfort or injuries, eg to their hands/ arms, from over/improper use or poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if lighting is poor. | Assess effects of change to work feature, eg equipment, furniture or the work environment such as lighting. Workstation and equipment set to ensure good posture & to avoid glare & reflections on the screen. | Take breaks away from the computer | Director | | |

| | | | | | | |
|--------------|---|---|--|-------------------|--|--|
| Stress | Can be caused by e.g. lack of job control, bullying, not knowing their role etc. | Understand what work duties and responsibilities are. Talk to Trustee/Chair if feeling unwell or uneasy about things at work. Regular contact with Trustee/Chair to catch up/ask for support if needed. | Remind advice to speak confidentially to Trustee/Chair if feeling unwell or ill at ease because of work. | Chair Director | | |
| Electrical | Possibility of electrical shocks/burns from faulty electrical equipment. Electrical faults can lead to fires | Regular schedule of visual testing. | | Director | | |
| Fire | If trapped, staff could suffer fatal injuries from smoke inhalation/burns | Attend to fire alarm tests and evacuation drills. Visitor and staff sign in and out of muster sheet. | | Director | | |
| Lone working | Vulnerability when working in the building alone; travelling alone and early in the morning/late at night for meetings & events | Contact home re. travel & arrival Share calendar records of where/when working. | | Director | | |

Date of risk assessment: