



<b>Policy:</b>	<b>Office Arrangements &amp; Procedures</b>	<b>Reference:</b>	<b>OAPSES0055</b>
		<b>Review Date:</b>	<b>01/2023</b>

### **Purpose.**

The purpose of this policy and procedure is to ensure the Health & Safety of all employees and others whilst working at SES Engineering (Newark) Ltds company offices.

### **Scope.**

This procedure applies to all offices under control and supervision of SES Engineering (Newark) Ltd.

### **References.**

- Health & Safety at Work Act 1974.
- Workplace (Health, Safety & Welfare) Regulations 1992.
- Management of Health & Safety Regulations 1999.
- Control of Substances Hazardous to Health 2002.
- SES Engineering (Newark) Ltd Health, Safety & Welfare Policy.
- Electricity at Work Regulations 1989.

This list is intended as guidance and is not conclusive.

### **Procedures.**

- All tasks where there is a significant risk will require a suitable and sufficient written assessment of the risks.
- All manual handling activities will have a suitable and sufficient assessment of risk undertaken. (Ref: SES0021)
- All equipment required to assist with manual handling activities will be supplied and kept in good working order.
- All display screen equipment workstations will be assessed, and non-compliance corrected. (Ref: SES/008) Eye & eyesight tests will be provided by SES Engineering (Newark) Ltd on request for regular users of DSE. If applicable, special corrective appliances will be provided to correct vision defects.
- A suitable and sufficient assessment of the storage and use of any substances hazardous to health will be undertaken. (Ref: CSHAISES0014)
- No floors/floor coverings shall be badly worn or poorly fitting as to create a tripping hazard.
- Documents & document files in a working office shall be stored so as not to cause a hazard, not on the floor or on shelves with a risk of falling or above reaching height where height aids are required.
- Shelving must be fit for its use, not overloaded, and securely fixed to a wall or floor to avoid it falling over.
- Paper and paper products should not be stored up to working electric lights or be stored up to a working heater of any kind. (It is good practice not to store anything within 450mm of any heat source).
- There will always be suitable first aid cover in the office/workshop area. The number of first aiders and appointed persons required will be dependent upon the number of employees, size of office and risks involved (Ref: FASES0038).
- There will always be suitable and sufficient first aid equipment available (Ref: FASES0038).
- All portable electrical equipment shall be inspected, tested, and labelled once in every 12 months or at shorter intervals as may be determined. (PAT Testing).
- The fixed electrical system shall be inspected and tested at periods not exceeding once in every 5 years.
- No personal electric equipment shall be connected to any SES Engineering (Newark) Ltd electrical supply without prior approval from management.
- All training electric cables shall be routed so as not to present a trip hazard.
- All malfunctions or damage to electrical equipment must be reported to the office administrator immediately.
- No socket outlets or electrical circuits shall be modified by anyone other than a qualified electrician.
- Any gas heater or appliance must be inspected and tested by a corgi registered gas fitter once in every 12-month period.
- There should be suitable arrangements made to ensure facilities are available for employees who wish to smoke without affecting those employees who do not smoke. (Ref: SMOSES0075)



- Suitable arrangements should be made in case of an emergency, which should include a written procedure defining full evacuation of the premises. (Re: EPPSES0019)
- Sufficient Fire Wardens should be appointed in writing and adequately trained. (Ref: FSES0034)
- All fire extinguishers and appliances must be inspected by a competent person once in every 12-month period. (Ref: SUESES0037).
- Fire Alarm warning system should be tested weekly, and findings recorded. (Ref: FSES0034)
- A fire certificate should be in existence for all premises that have 20 or more persons at any one time employed within.
- All emergency exits, corridors and stairwells must be always kept clear and fire doors should be kept closed.
- A specific fire risk assessment should have been undertaken and its findings complied with (Ref: SES/0013).
- No person shall use office equipment that they are not suitably trained for or familiar with.
- Communicate the findings of all assessments and written policies to all employees.