
FIRE AND EMERGENCY PREPAREDNESS

On their first day in the office, all employees and subcontractors will be instructed in the location and use of escape routes, fire alarm systems and fire-fighting equipment nearest to where they are working.

In addition staff training (which will be repeated annually) will include the following:

- action to take on discovering a fire - how to raise the alarm and what happens next;
- arrangements in force for calling the fire brigade;
- action to take on hearing the alarm;
- procedures for alerting and directing visitors;
- evacuation procedures so that everyone reaches an assembly point at a safe place;
- location and, where appropriate, use of fire-fighting equipment;
- location of escape routes, especially those not in regular use and the exits from underground car parks, and how to open escape doors;
- the vital importance of keeping doors, especially fire doors, closed to stop the spread of fire, heat, and smoke;
- different types of fire extinguisher, and their use;
- reasons for not using lifts;
- how disabled people are to be evacuated;
- importance of general fire safety, especially with electrical equipment, and good housekeeping so as to avoid the combination of fuel, ignition and oxygen;
- reporting of faults and incidents.

ACCIDENTS

All accidents, however minor, must be reported immediately to the Management, and details will be recorded. It is OUNO company policy that this entry be signed by the injured person in confirmation that the recorded details are correct and complete. You can request a copy for your records. Certain accidents, incidents etc. are reportable by law: fatalities and major injuries, "over-three-day" injuries, specified diseases, and certain dangerous occurrences. This includes incidents of violence. Please give assistance in cases where an event is to be investigated; the main purpose of an investigation is to discover how accidents can be avoided in future.

FIRST AID

There will be an appointed person who will take charge of first aid facilities and of situations where medical aid needs to be summoned or provided. In compliance with the Health and Safety (First Aid) Regulations 1981 such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to their employees if they are injured or become ill at work will be made available in the office.

If ever material is taken from the first aid box, it must be replaced within 24 hours. The contents of the first aid box will be inspected regularly.

The first aid is kept:	
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	Name	Extension	Mobile
First Aid coordinator is:	Simon Pipe	01252 893 602	

FOR EMERGENCY SERVICES CALL:	Fire	999
	Ambulance	999
	Police	999

Your address is:	The Hub, Fowler Avenue, Farnborough Business Park, Farnborough, GU14 7JF
Your telephone number is:	01252 893 600

Nearest hospital with Accident and Emergency facilities is:	Address: Frimley Park Hospital, Portsmouth Road, Frimley, Surrey, GU16 7UJ	Telephone number: 01908 604604
Nearest doctor:	Address: Milestone Surgery, 208 Farnborough Road, Farnborough, Hampshire, GU14 7JN	Telephone number: 01252 545078

SLIPS, TRIPS AND FALLS

Slips, trips and falls are the most common cause of injury in the office environment. OUNO places great emphasis on either eliminating hazards wherever possible. In particular, drawers and cupboard doors must be kept closed, wires must be covered or clearly marked where they may cause a trip hazard and all other floor areas must be kept clear with all resources placed in cupboards, files or on shelves.

HOUSEKEEPING

Staff will be well informed about the importance of good housekeeping. This covers such points as regular filing and archiving of records, clearing away rubbish, minimising clutter on surfaces and floors (especially paths between desks), and so enabling cleaners to carry out their work.

ELECTRICAL SAFETY

All electrical equipment will be designed, constructed, installed and maintained so that it conforms to 'CE Mark' requirements and other relevant standards. It will be suitable for the environment in which it is to be used, clearly identified, and regularly maintained. Please ensure that correct fuses are installed, that manufacturers' instructions are followed and that electricity sockets are not overloaded. Employ extension cables and multi-adapters only if there is no alternative solution. Staff should inform the management of any personal portable electrical appliance they have brought into the office or intend to bring into the office.

Before each use, portable electrical appliances should be subject to visual checks for obvious defects to the integrity of the equipment and its wiring. Any defective item should be marked as faulty and physically taken out of use. Repairs must only be carried out by competent and qualified electricians. Any fixed electrical appliance appearing to be unsafe must be reported to the Customer Service Manager.

CAR PARKS

Access controls must be respected. The filling of petrol tanks is prohibited in the car parks.

SMOKING

It is prohibited to smoke in the office except in specifically designated smoking areas outside the building that have been provided by the landlord. All employees, contractors and visitors must comply with the arrangements in place. Lone Working Being alone in an office can present additional risks if there is an accident or other problem of personal security. When working later than 21.00 hours, or at weekends, a third party must be informed of an employees presence and the time they expect to remain in the office. They should then be contacted periodically. When leaving they must inform the third party of their departure.

The precondition to lone working are that everyone respects these arrangements, understands how to summon aid, takes care for their personal safety, and knows the location of first aid kits and fire exits.

YOUNG PERSONS / DISABLED PERSONS

Providing additional protection to young persons (under 18) needs to be recognised. This will be through supervision, not allowing them to use hazardous equipment (e.g. shredders) without good training, never involving them in lone working or in circumstances they are not equipped to handle, and ensuring they are able to get to work and back home safely.

SECURITY

OUNO is committed to ensuring the safety and security of the work premises and of all employees and visitors present on the premises. We ask all employees to pay strict attention to ensuring that at all times, and especially outside normal working hours:

- access and egress controls are effective for all personnel, visitors and= contractors;
- all external doors, and all internal security doors, are kept closed;
- visitors register with reception on arrival and departure;
- do not permit anyone to gain access into the office, either at the external door – this is the job of the landlords receptionist or security officer – or by letting them follow you through an internal security door (unless you recognise them and/or they carry an identity badge);
- visitors and contractors are not left unattended;
- identity badges, when required, are to be worn;
- the landlords security staff are made aware immediately of persons seen acting suspiciously;
- such persons are challenged by you to demonstrate, convincingly, that they are entitled to be in the Centre;
- you and your visitors comply with all reasonable requests of security/landlords staff, including the inspection of the contents of any bags, cases, boxes or other belongings;
- you know how to contact security/centre staff;
- any shortcoming whatsoever in security arrangements is reported promptly to security staff and/or your Customer Service Manager.

In order to deter property theft or damage, and loss of confidential information, we request that:

- the office doors shut at all times, and locked whenever your office is empty;
- you do not compromise security by losing keys or access cards. Please report lost cards immediately, so that these may be cancelled;
- wallets are never left unattended in jackets, and handbags and laptop computers are locked out of sight in desks or cupboards;
- deliveries of goods are collected promptly;
- all files, equipment, stores etc are securely locked up when not in use;
- you make regular backups of electronic data, and send duplicates off-site.

This policy was approved on 1st June 2009 and will be reviewed annually.

Adrian Broadway

Managing Director

