



Screen Share Health and Safety Policy

Updated February 2025

Section 1

1.1 Introduction

This Health and Safety Policy outlines our commitment to ensuring a safe and healthy environment for all staff, volunteers, clients, and visitors. Our charity supports refugees by providing digital access, skills training, and device distribution. Given the nature of our work, we take special precautions when handling, moving, and repairing electronic devices. Additionally, we take extra care with health and safety due to the risks associated with working with electrical equipment.

This policy should be read in conjunction with our Safeguarding Policy to ensure a holistic approach to the safety and well-being of all individuals involved with Screen Share. This Health and Safety Policy outlines our commitment to ensuring a safe and healthy environment for all staff, volunteers, clients, and visitors. Our charity supports refugees by providing digital access, skills training, and device distribution. Given the nature of our work, we take special precautions when handling, moving, and repairing electronic devices.

This policy should be read in conjunction with our Safeguarding Policy to ensure a holistic approach to the safety and well-being of all individuals involved with Screen Share.



1.2. Your Commitment

Everyone involved with Screen Share has a responsibility to adhere to this policy. To do so, they commit to:

Stakeholder	Action
<ul style="list-style-type: none">• Trustees and Senior Leadership	<ul style="list-style-type: none">• Ensure compliance with health and safety laws, provide training, and conduct risk assessments.• Review this policy on a regular basis• Follow the guidelines set out in Section 2 of this policy
<ul style="list-style-type: none">• Staff and Volunteers	<ul style="list-style-type: none">• Follow safety procedures, report hazards and incidents and attend relevant training.• Guide and support visitors and participants to work within this policy• Follow the guidelines set out in Section 2 of this policy
<ul style="list-style-type: none">• Beneficiaries and Visitors	<ul style="list-style-type: none">• Adhere to this policy, follow the safety guidelines therein and any additional safety information provided, report hazards or incidents, ask questions without hesitation• Follow the guidelines set out in Section 2 of this policy



Section 2

2. The Details

2.1 General Health and Safety Measures

- Maintain a clean, clutter-free workspace.
- Conduct regular risk assessments to identify and mitigate hazards.
- Ensure emergency procedures are in place, including first aid and fire evacuation plans.
- Provide appropriate personal protective equipment (PPE) where necessary.

2.2 Safe Handling, Moving, and Repairing of Devices

- **Lifting and Moving Devices:**
 - Use correct manual handling techniques—bend knees, keep a straight back, and carry devices close to the body.
 - Use trolleys or carts for transporting multiple or heavy devices.
 - Store devices securely to prevent tripping hazards or falling objects.
- **Repair and Maintenance Safety:**
 - Work in a well-ventilated, well-lit space with minimal distractions.
 - Use anti-static wrist straps and mats to prevent electrostatic discharge.
 - Ensure devices are powered off and unplugged before opening them.
 - Handle batteries with care—do not puncture or expose them to heat.
 - Use appropriate tools and follow manufacturer guidelines.
- **Emergency Response for Device Handling and Repairs:**
 - In case of an overheating device or fire, immediately unplug it (if safe) and use a CO2 or dry powder extinguisher.
 - Evacuate the area and follow the fire safety procedures.
 - If an injury occurs during device repairs, administer first aid and seek medical attention if necessary.
 - Report all incidents, including minor ones, for review and safety improvements.
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2.3 Electrical and Fire Safety

- Regularly inspect electrical equipment for wear or damage.
- Do not overload sockets or use damaged cables.
- Ensure fire extinguishers are accessible and staff are trained in their use.
- Store and dispose of electronic waste responsibly.

2.4 First Aid and Incident Reporting

- Maintain a stocked first aid kit on-site.
- Designate trained first aiders among staff and volunteers.
- Report any accidents, injuries, or near misses promptly for investigation and prevention of future occurrences.
- Maintain an incident log to record details of all accidents and injuries, including the date, time, location, individuals involved, and actions taken.
- Conduct periodic reviews of incident reports to identify patterns and implement corrective actions to enhance safety measures.
- Maintain a stocked first aid kit on-site.
- Designate trained first aiders among staff and volunteers.
- Report any accidents, injuries, or near misses promptly for investigation and prevention of future occurrences.

2.5 Mental Wellbeing and Ergonomics

- Encourage regular breaks to reduce strain from prolonged screen use.
- Provide adjustable chairs and desks for comfortable working conditions.
- Offer mental health support and encourage an open culture of well-being.

2.6. Infectious Disease and Public Health Precautions

- Follow government guidelines for hygiene and social distancing if relevant.
- Clean and sanitize shared equipment regularly.



- Encourage hand washing and provide hand sanitizers on-site.
- Implement seasonal health measures, such as flu vaccinations and increased cleaning protocols during flu outbreaks.
- Promote awareness of general infectious disease prevention, including respiratory etiquette and staying home when unwell.
- Follow government guidelines for hygiene and social distancing.
- Clean and sanitize shared equipment regularly.
- Encourage hand washing and provide hand sanitizers on-site.

2.7 Training and Awareness

- Conduct regular health and safety training for all staff and volunteers.
- Implement refresher training at regular intervals to ensure safety knowledge remains up-to-date.
- Display safety guidelines and procedures prominently.
- Encourage ongoing feedback and improvements to safety measures.
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3. Policy Review

This policy will be reviewed annually or in response to incidents, legal changes, or operational developments to ensure continued effectiveness.

Signed:

Moses Seitler
CEO

1st February 2025

Approved by trustees 15th April 2025