

A W INSTALLATIONS LTD

HEALTH AND SAFETY GUIDANCE NOTES

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INTRODUCTION

These guidance notes are provided to assist you in dealing with the specific arrangements that have been identified within your Health and Safety Policy.

They will allow you to meet your legal requirements and in some cases advise you on best practice controls which have been established by several professional organisations, for example, the Health and Safety Executive (HSE), Fire Prevention Authority (FPA) and Institute of Electrical Engineers (IEE).

Should you require any further information or have a subject that is not covered in this guidance contact the Peninsula Health and Safety Advice Line.



PENINSULA

SAFE SYSTEMS OF WORK

Safe systems of work are formal procedures which define safe methods to be implemented during work activities to ensure that hazards are eliminated or risks are minimised. They are used to control work activities and ensure that they are carried out in a safe and healthy manner. These would usually be established following a general risk assessment.

Safe systems of work can be identified in a number of ways i.e. job safety instructions, safe working procedures or method statements.

Developing a safe system of work involves five stages:

1. Assess the task.
2. Identify the hazards.
3. Define safe methods.
4. Implement the system.
5. Monitor the system.

1. Assess the Task

Assessing the task involves considering the materials and equipment which is used, the people who will carry out the task, where the task is carried out and how the task is actually done.

2. Identify the Hazards

Risk assessments provide information concerning the hazards related to a task and the control measures which must be incorporated into the safe system of work to minimise the risk of injury.

3. Defining Safe Methods

When the risk assessments, the people involved and the location and nature of the work has been considered, the safe way to carry out the task must be communicated to staff either verbally or in a written procedure.

The procedure should follow a logical sequence.

The following aspects should be included in a safe system of work.

- The sequence of the actions to be taken.
- Safe methods.
- The equipment, including personal protective equipment, which should be used.
- Any emergency equipment or precautions which may need to be in place.
- Requirements for cleaning, waste disposal, dismantling and removing equipment at the end of the job.
- Means of access, if appropriate.

Where higher risk activities are carried out, part of the safe system of work may involve using a Permit to Work system.

4. Implement the System

Staff must understand the system of work and have received any training or instruction necessary to follow the procedure and work safely.

Potential dangers or risks relating to the work should be communicated to your employees so that they can fully understand the importance of following the safe system of work and not taking short cuts.

Supervisors and Managers also need to understand the requirements of the safe system of work.

5. Monitor the System

The work activities should be checked periodically to ensure that:

- The system of work which was developed was appropriate.
- The procedure is being carried out.
- The procedure is effective and no other precautions are needed to keep your employees safe.

Supervisors and Line Managers have an important part to play in the supervision of staff and the monitoring of workplace activities.

The system of work must be reviewed and changed if:

- Trained members of staff leave or new members of staff join the organisation.
- New technology or work methods are introduced.
- New safety equipment or technology is developed to carry out the task.
- Modifications are made to the materials, plant or equipment involved.
- Accidents occur.
- There are changes to legislation.

Introduction

Organisations are required to report specific health and safety incidents to the Enforcing Authorities e.g. Health and Safety Executive (HSE) or the Local Authority Environmental Health Officer. The reported incidents enable the Enforcing Authorities to track organisations that fail to maintain good health and safety standards and to investigate any incidents should they deem it necessary. The Health and Safety Executive produce statistical information from these incidents, enabling them to target areas of high risk and instigate safety campaigns (e.g. falls from height).

Legal Duty

Failure to comply with the current legislative requirements may result in criminal prosecution or a prohibition of that work activity until safety standards have been suitably improved. The prosecution can result in fines and / or imprisonment dependant on the seriousness of the breach or the incident outcome.

Compliance with the Requirements

All accidents, injuries, diseases and dangerous occurrences involving employees, contractors and visitors on the organisation's premises, should be reported immediately to the relevant Supervisor / Manager. You should first assess the aftermath of the accident / incident to ensure that the potential risk of further injury / fatality has been removed.

If the accident / incident is deemed reportable (a list of reportable criteria is provided in the **Accidents, Incidents, Diseases or Dangerous Occurrences** section of the **Safety Records** manual), you should ensure that Enforcing Authorities are contacted (follow the flow chart included with this guidance note).

If immediate reporting is not necessary, you may still have to report the incident. This will depend on whether the injured party has had more than three days off work as a result of the accident / incident or has been prevented from carrying out normal work duties. These three days include the weekend but do not include the day of the incident. Organisations have ten days from the day of the accident in which to report the accident to the Authorities.

All such reports should be recorded.

If you are not sure and require further guidance call Peninsula Health and Safety Advice Service.

Accidents should be recorded in the **Accident Book**. The completed page should be removed and filed in the **Completed Accident Reports Binder** and secured to comply with the data protection legislation. The entry should detail the injured parties name and contact details, give brief details of the accident including dates, times, location and description of the events of the accident.

All entries in the **Accident Book** should be checked periodically with the aim of noting reoccurrences or trends. Where reoccurrences are identified, remedial actions identified should be reviewed and appropriate additional control measures introduced.

Employees should be made aware of accident, incident and disease reporting procedures at their induction to the organisation.

Information of the reporting procedures should also be provided for contractors and visitors to your premises or site. This can be provided verbally or by written instruction.

You should undertake a preliminary investigation as soon as practicable to endeavor to identify the cause(s) of the accident / incident. Where possible, remedial action should be taken to minimise the possibility of reoccurrence and remove any risks that pose an immediate or imminent danger. Any actions identified should be documented and communicated to all employees either in writing or verbally. You should also ensure that the risk assessment for the task or area concerned is still valid.

The Regulations require specific dangerous occurrences to be reported to the Enforcing Authorities e.g. collapse of scaffolding. A brief list of the reportable dangerous occurrences is identified within the **Accidents, Incidents, Diseases or Dangerous Occurrences** section of the **Safety Records** manual.

The Regulations also require specific diseases and causes of ill health conditions to be reported to the Enforcing Authorities e.g. hand arm vibration syndrome or Legionellosis.

You should report the injury, disease or dangerous occurrence by contacting the Incident Contact Centre. The Centre will provide you with a reference number; make a note of this number. If the incident is related to an accident keep a record of the reference number within the **Accident Book**.

The Centre has been established as a joint venture between the Health and Safety Executive (HSE) and Local Authorities as a single contact point to simplify the reporting of incidents. The Incident Contact Centre will accept reports from Scotland, England, Wales and the Isle of Wight.

The Incident Contact Centre may be contacted as follows:

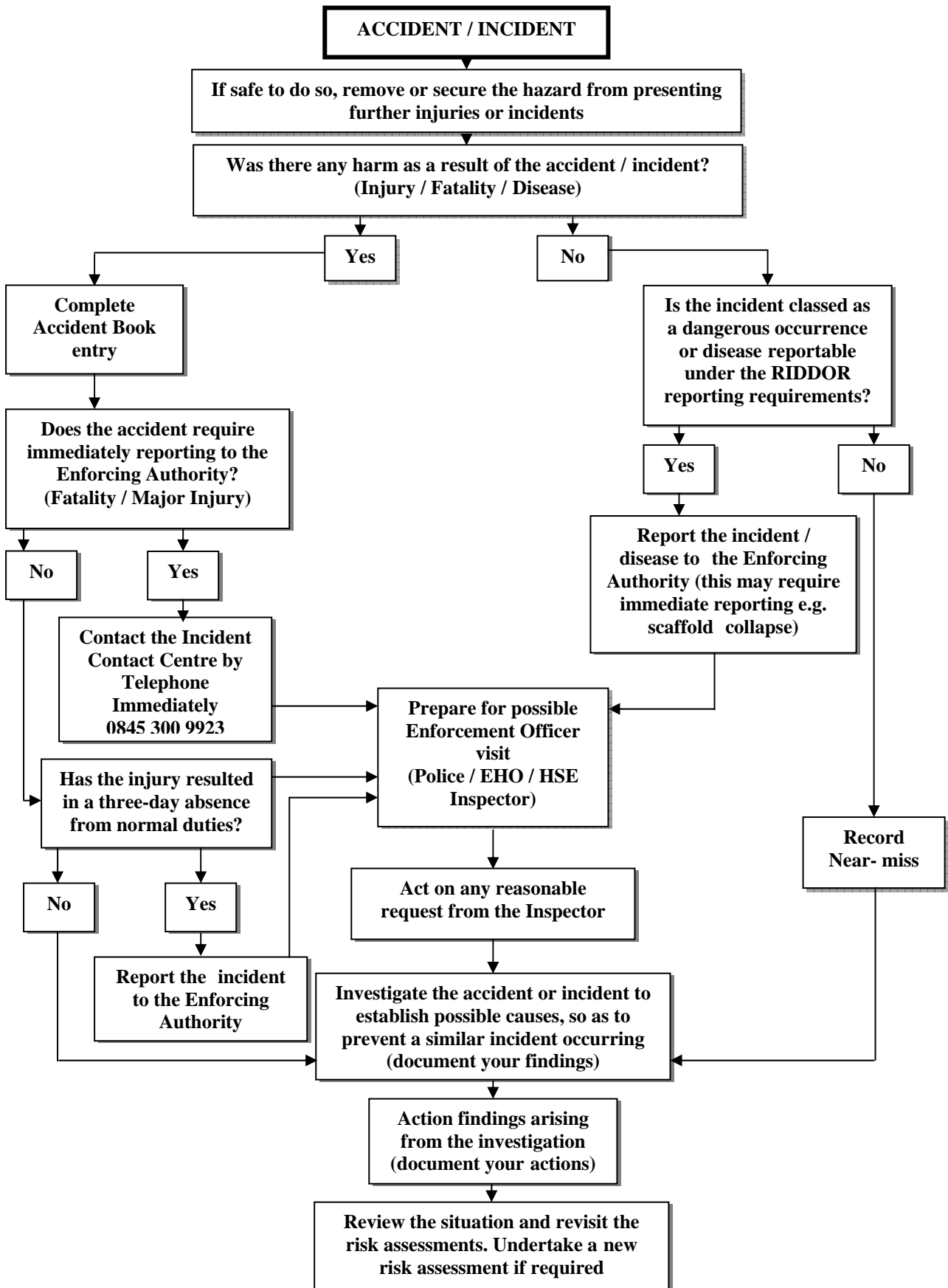
- Telephone: 0845 300 99 23 (Open from 8.30am to 5.00pm Monday to Friday)
- Fax: 0845 300 99 24
- Email: riddor@natbrit.com
- Internet: <http://www.riddor.gov.uk>
- Post (using form F2508 and F2508A): Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

Reports to the Centre by telephone or the Internet do not require a follow-up written report. Anyone reporting an incident by telephone or Internet will be sent a printed copy of the report for checking and their records. If you report an incident by telephone or Internet, you should ensure that you obtain a copy of any report made to the Centre, as the requirement to keep a record of reported incidents for inspection by visiting Officers still remains.

You should realise that failure to notify an Enforcing Authority can lead to prosecution.

In the event of a civil claim arising (compensation claim) you may be requested by the claimant's legal representation for a copy of the completed report form. It is important in the event of an employee sustaining an injury that all the relevant documentation is securely filed. This documentation must be kept for a minimum of three years.

REPORTING AND INVESTIGATION PROCEDURE





PENINSULA

Proactive organisations recognise the benefits of undertaking effective accident investigations so as to establish the cause or causes. Not all accidents result in injury or harm; these are usually known as near misses. Before engaging upon an accident investigation you must understand your objective.

What is the definition of an **ACCIDENT**?

An **ACCIDENT** can be best described as an unplanned, uncontrolled event, which may or may not result in injury, harm or damage to property or the environment.

You should recognise your common law ‘duty of care’ towards those that may be affected as a result of an accident. The fact that the accident has happened has made the situation foreseeable. This establishes the legal duty to undertake an investigation of the accident.

All accidents and injuries (however minor) involving employees, contractors and visitors should be reported to the line management. All such reports should be recorded in the **Accident Book**. This entry details the name of the injured person, contact details (address and telephone contact number) and a brief description of the accident including dates, times, location and the events of the accident. This is important information that must be integrated into the accident investigation report.

The **Accident Book** is primarily for the recording of accidents to employees whilst at work, although it is wise for you to record all accidents requiring the provision of first aid.

The accident record and investigation report, once completed, must be kept for a minimum of three years so as to provide documentary evidence should a civil claim for compensation be brought against your organisation.

Some accidents will require the Enforcing Authorities (EA) to be informed. This may also result in the EA Inspector undertaking an accident investigation. Their findings may affect the action that is required following your investigation and should be taken into account.

Employees should be made aware of the accident reporting procedure at their induction training.

Contractors should be informed of the reporting procedure upon entry into premises.

Visitors should be escorted whilst on the premises and must have easy visible access to first aid provision (further provision must be provided for the disabled).

All accidents require investigating as soon as practicable, so as to endeavour to identify the cause or causes. Where possible, remedial action should be taken to minimise the risk of reoccurrence. Any actions identified require implementing and documenting. This should also be communicated to those who may be affected by the actions, these will include employees, contractors and in some cases neighbours.

The Investigation

Undertaking an accident investigation can be a very complex subject requiring a significant amount of competency that is built up from knowledge and training. The gathering of information as soon as possible can have a significant bearing on ensuring that effective actions can be taken as soon as possible. This will reduce the risk of reoccurrence of the same or a similar accident happening.

When undertaking your investigation, try to view the situation laterally and don’t fall into the trap of latching onto the obvious. It is human nature to want to identify a single cause, but often there are a number of underlying factors that have given rise to the situation preceding the accident.

An example may be that a machine operative has an accident when his hand is drawn into the operating mechanism of his machine. Two weeks earlier the operative had discovered a method of continuing his task with a faulty control panel. This has allowed the operative to continue working and achieve the manufacturing target in a shorter period of time. The Line Manager has an arrangement with the operative that he has completed his nightshift when the target has been met. Although the operative had reported the situation verbally on three occasions, it clearly suited the operative to continue with the faulty machine, he was able to leave work early. It also suited the Line Manager as manufacturing targets were being achieved.

Clearly the guard mechanism was not operating properly, allowing the operative access to the fast moving mechanical parts.

The single biggest cause of the accident is the fact that the operative was prepared to operate this machine in a dangerous condition. But the operative was using a machine he had been operating for ten years, with no record of any accidents.

Now consider the underlying causation factors:

- No effective fault reporting procedure instructing operatives to document machine faults (e.g. daily guard checks).
- Inadequate supervision.
- Poorly designed equipment, guards controls should always fail to a safe mechanism stop position.
- Poor working practices that encourage operatives to take shortcuts (job and jack arrangements).
- Poor safety culture.
- Poor or no job rotation, encouraging complacency.

This particular case has highlighted a significant amount of management failings that have contributed to the cause of the accident.

Carrying out the Investigation

Prior to undertaking your investigation it is worthwhile considering the information sources and tools that you may require to assist you with your investigation.

Consider the following:

- Note book and pen.
- Barrier tape and restricted access signs to cordon the accident area off if necessary.
- A padlock and lockout clamp that may be required to isolate supply sources (e.g. electrical isolator).
- A hazard warning cone so as to raise the awareness of a temporary hazard.
- A camera to enable you to photograph the area where the accident has happened and any other factors that you consider may have a bearing on the findings.
- Where possible, an early statement from the injured party.
- Where possible, statements from those that may have witnessed the accident.
- A statement from the first aid provider or 'Appointed Person'.
- A tape measure (distances and dimensions may have had a significant bearing on the outcome).

The factors to consider whilst undertaking the accident investigation are:

- Is there a high risk of this or a similar incident re-occurring? If yes, what measures are required to ensure that the risk of any reoccurrence is removed and have you ensured this action has been taken?
- The time of day. For example, night shift working, early morning, late afternoon when tiredness may have a significant bearing.
- The environment in which the accident has happened. Factors to consider may be the weather conditions at the time of the accident (for example high winds, heavy rain or wet conditions or a long dry spell may have had a bearing on the outcome). Indoor factors may be poor lighting, inadequate ventilation, high or low temperatures and confined or restricted workspace.
- The competency of the individual that may have sustained the injury. Has he / she received adequate training for the task that was being undertaken? Had those involved in the accident / incident received suitable and sufficient information and instruction? If no, was the individual adequately supervised?
- Are there any signs of tampering or breaches of health and safety rules and requirements obvious?
- Are there indications that any safety guards were in place and personal protective equipment was in use at the time of the incident?
- What were the circumstances immediately prior to the accident?
- Is there anyone else involved?

These lists are not exhaustive and are supplied to provide guidance. Each individual incident must be considered and investigated accordingly.



PENINSULA

Introduction

Organisations are required to implement procedures so as to consult employees on matters of health, safety and welfare. They should consult employees regarding the following matters:

- Any changes which may substantially affect their health and safety.
- Arrangements for obtaining competent health and safety advice.
- Information on reducing and dealing with risks.
- Planning of health and safety training.
- Health and safety consequences of introducing new equipment.

You should remember that consultation is a two-way process and employees should be encouraged to report concerns relating to health and safety.

Legal Requirements

The statutory or legal duties are provided in the form of two sets of Regulations. These deal with employees who are members of trade unions and those who are not trade union members. At present, the roles of Trade Union Safety Representatives and non-Trade Union Representatives of Employee Safety are almost the same and legislation is proposed to make the duties and responsibilities the same, irrespective of trade union membership.

All recognised representatives are entitled to:

- Make representations to the management regarding any general matters affecting the health and safety at work of the employees that he or she represents.
- Make representations to the management on potential hazards and dangerous occurrences at the workplace that may affect the employees that he or she represents.
- Represent the interests of the group of employees that he or she represents in any consultations at the workplace with any Enforcing Authority.

Trade Union Representatives have legal rights, in certain circumstances, to carry out inspections.

The key difference in the representation is in respect of training. Trade Union Representatives are usually trained by the union, whereas non-Trade Union Representatives rely on the management to identify and meet any health and safety training needs. Training should take place.

Management are legally bound to allow sufficient time for the consultation process to take place so that matters do not adversely affect the workforce.

If two or more Safety Representatives request it in writing, a Safety Committee must be established by the organisation within three months of the request. Reasonable time should be allowed by the employer for elected Safety Representatives to carry out their duties.

Recognised Consultation Procedures

In practice all organisations should consult with the workforce about health, safety and welfare matters. This should be in the form of either:

- Formal Safety Committee meetings.
- Less formal meetings with the workforce.
- Meetings between selected Managers and the elected Safety Representatives.

Meetings should be as often as necessary to deal the matters arising.

Notes should be kept regarding the matters discussed, although these do not have to be formal minutes. A documented record of the issues discussed, the agreed actions and outcomes should be recorded. Those responsible for taking up the necessary actions should be identified. This will provide the necessary evidence of agreements for the future.

Subjects including risk assessment, accident trends, Manager safety monitoring activities, new legislation, recent formal inspections (by Peninsula Consultants), recent case law, introduction of new work methods and any other matters that may affect employees' or other persons' safety should be included in meeting discussions and records kept.

Maintaining Records

Records of meetings should be maintained for at least three years. This is to allow the record to be available in the event of individual claims against the employer by employees.

Summary

Employers should establish a consultation mechanism, in all cases, whether or not employees are members of a trade union.

Associated Hazards

The significant hazards posed by electrical apparatus within the workplace are electric shock and fire. Electrical hazards can arise from the following:

- Poor design.
- Construction and installation.
- Inadequate standards of maintenance.
- Misuse.
- Incorrect operation.
- Wear and tear.

For example, where electrical switch contacts have been allowed to deteriorate to a worn condition, sparking is likely to occur; this is a common cause of electrical fire. Another example could be a broken 240v supply socket plate in a damp area which poses a serious risk of electrical shock.

Legal Requirements

Employers and owners of premises are required under current electricity at work legislation to ensure that the integrity of the supply and equipment is adequately installed and maintained to the recognised standard. You should also ensure the use of competent persons, use of safe systems of work, approved materials and equipment and regular testing and inspection.

An electrical installation, inclusive of all electrical wiring, fittings and switches should be inspected upon completion of initial installation and subsequently over recommended periods. Any wiring circuit or part of it is deemed to be an installation for inspection purposes.

All wiring and electrical component work should be carried out by a competent person. The competent person, eligible to carry out inspections on a periodic basis, should be qualified by having successfully passed the examination and have the necessary experience. If an electrical contractor's services are required to undertake necessary inspections, the organisation should be registered with a trade association such as the National Inspection Council for Electrical Installation Contracting (NICEIC).

Recognised Control Measures

Main Installation

You are required to ensure that your electrical installation is inspected / tested for defects within a specified timescale, dependant on the business undertaking. Most organisations should have their systems inspected on a five yearly basis. This work should be carried out by a competent person as previously explained.

If your risk assessment of any electrical installation work suggests that it is necessary, a permit to work should be issued before work is undertaken. You must note that any live working on electrical systems must be avoided. If the Electrician requires to work on live circuits then he must qualify this decision and consideration should be given to safe isolation and lock-off procedures. If contractors are used they should be assessed for competence prior to undertaking work on your site. They should be authorised to work on an electrical supply. The permit to work should be completed before an employee uses the supply following any contractual work.

If you appoint a competent person within your organisation, you should ensure that documents based on the design of those issued by the NICEIC are used to record the results of inspections carried out. These should be filed in the **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**.

Portable Equipment

The definition of a portable electrical appliance is that which, generally, has a lead (cable) and a plug and which can easily be moved from place to place. The items that would constitute portable electrical equipment include electrically operated drills, kettles, hairdryers, fans, fan heaters, photocopiers, computers etc.

The use of portable electrical appliances can pose a significant risk of injury / harm. This is highly dependant on the situations surrounding the use of such equipment. Situations that may give rise to electrical hazards are dependant on the movement, use and abuse of such equipment. For example, a desk top PC that is classed as portable / transportable, electrical equipment is not likely to pose a significant risk of harm when compared to a vacuum cleaner. This is because the vacuum cleaner is moved, used and abused on a more frequent basis than the desktop PC and is therefore more likely to be damaged, with the risk of exposing the user to live electrical contacts.

Portable electrical tools and equipment that are to be used in environments likely to cause damage to the equipment should be of the low voltage type. This may mean the use of battery powered, low voltage equipment or 110v supply equipment. These are recognised standards that must be adhered to, so as to reduce the risk of harm to the user. An example of this is the use of a battery powered 14v drill whilst undertaking some installation work on a building site.

This significantly reduces the risk of harm from electrocution that can occur should 240v appliances be used. Care should be taken to ensure that correct voltage routings are used and that 110v equipment is not connected directly to a 240v supply. Although the risk of harm is reduced by the use of 110v equipment, care should still be taken to ensure that the integrity of the equipment, transformers and tools are properly maintained, inspected and tested at regular intervals.

Maintaining Records

Main Installation

You are required to maintain records of any inspection / testing undertaken within your facility. This can be provided by certification from the competent trade association selected to undertake the work within your facility. This should be filed in the **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**. You may be requested by an Enforcement Officer to produce this as evidence that you are undertaking this requirement or it may be required should you have an incident within your control. It is essential that the date and signature of the competent person are inserted relevant to the electrical component being inspected.

An inventory of the parts and components of an installation which are periodically due for testing should be entered into an **Electrical Test Register (ETR)** which should be in the **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**. The information required for entry into the register can be produced by the competent person who is to undertake any relevant inspections.

When a new installation or additional circuit is completed, the competent person is required to issue the standard type certificate. The certificate also constitutes a record and as such, should be retained with the **Electrical Test Register** in the **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**.

Portable Appliance Testing (PAT)

All portable electrical equipment should be subject to at least a visual inspection before being used. All organisation-owned portable apparatus, including extension leads, should be recorded. The risk assessment will identify how often each item should be monitored and routinely inspected. The frequency of the monitoring will depend on the type and use of the apparatus.

The record should be filed in the **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**.

In relation to portable electrical equipment, employers should pay particular attention to the following:

- The selected equipment is suitable and sufficient for the task.
- Any other hazards are taken into account, for example, damp conditions or explosive atmospheres.
- Insulation protection is adequate for the task, for example, double insulated equipment.
- Earth protection devices are in place.
- The means of protection from excess current is adequate.
- The means of safe isolation.
- The competence of users to prevent danger and injury.

No personal electrical equipment should be used until the appliance has been tested.

The table below shows suggested initial inspection intervals for offices and other low-risk environments.

Equipment / Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery-operated: (less than 20 volts)	No	No	No
Desktop computers	No	Yes 2 - 4 years	No if double insulated - otherwise up to 5 years
Photocopiers, fax machines: NOT hand-held. Rarely moved	No	Yes 2 - 4 years	No if double insulated - otherwise up to 5 years
Double insulated equipment; NOT hand-held. Moved occasionally, e.g. fans, table lamps, slide projectors	No	Yes 2 - 4 years	No
Double insulated equipment e.g. hand held drills and vacuum cleaners	Yes	Yes 6 months - 1 year	No
Earthed equipment (Class 1): e.g. electric kettles, some floor cleaners	Yes	Yes 6 months - year	Yes 1 - 2 years
Cables (leads) and plugs connected to the above Extension leads (mains voltage)	Yes	Yes 6 months - 4 years depending on the type of equipment it is connected to	Yes 1 - 5 years depending on the type of equipment it is connected to

Your experience of operating the maintenance system over a period of time, together with information on faults found, can be used to review the above frequency of inspection. This experience can also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

As soon as employees become aware of any defect they should stop using the equipment and isolate it from the power source, if it is safe to do so. They should then report the fault or defect immediately to management.

Employees should not attempt to carry out any repairs or interfere with any equipment unless they are designated competent.

Introduction

Equipment used within the working environment can appear in many shapes and forms. The use of equipment should be controlled to ensure that inherent dangers posed by the equipment are reduced or removed. Organisations should ensure that any equipment purchased for a task is suitable, sufficient and meets the necessary design and safety standards as appropriate and that it is used in the appropriate manner for the purpose it was intended.

Legal Duty

Current health and safety legislation imposes a duty upon employers to ensure that any equipment used for their business undertaking is suitable for the task, meets any technological design requirements and is within the bounds of the equipment and machinery legislative requirements.

Recognised Control Measures

The organisation should ensure that suitable equipment is purchased and complies with any legislative requirements that must be adhered to. Prior to use of the equipment, it must be checked to ensure compliance and integrity. Any manufacturers' information, instruction and guidance should be consulted. It should also be recognised that there are particular pieces of equipment that may require technical training to enable the employees to use the equipment in the correct manner e.g. TIG welding equipment or a power washer.

Information, instruction and training should be provided to employees who use the equipment. Such training should make the employee aware of any associated hazards and include the risks presented by the use of the equipment e.g. the use of a vacuum cleaner whilst cleaning a staircase poses a significant trip risk to persons that may attempt to pass by during cleaning operations. It should also include the preventative and protective measures to remove or reduce the risks e.g. the correct use of guards, systems of work and any personal protective clothing required to be worn.

Employees should be instructed not to use any equipment unless they are competent to do so and have received the necessary information, instruction and training. Records of all training should be maintained in the **Health and Safety Training** section of the **Safety Records**.

Employees should be instructed to report any damage, malfunction or unsafe equipment to management. Employees should not interfere with or repair any equipment unless competent and authorised to do so.

All equipment should be maintained in efficient working order. Certain items of equipment should have a routine and planned maintenance programme e.g. any pieces of lifting equipment, items of portable electrical equipment. Records of equipment which are subject to statutory testing, inspection or maintenance should be maintained in the **Safety Records** and kept up to date.

Recognised health and safety procedures should be adopted for the maintenance of any equipment, these should include the isolation of sources of energy e.g. electrical or gas supply.

Equipment provided to ensure fail safe requirements should be periodically inspected to ensure that the safety systems are operational e.g. electrocution protective devices and woodworking equipment braking devices.

As part of a safe system of work for the use of the equipment, you should install a system whereby prior to the use of the equipment a pre-use check is undertaken and if the equipment poses a risk of injury then it should be taken out of service for repair or replacement immediately.

Portable equipment which is wired through a plug should be checked to ensure that the electrical cable is in good condition and the cord grip is secure, the plug is in good condition, the equipment has passed the portable electrical appliance test and any associated switches for the protection of the operator are free from defects and operate in the correct manner.

You must also consider that equipment extends to the heating system within your premises. When a gas installation is in use then this should be inspected annually by a CORGI registered Engineer.

Associated Hazards

In the worst case scenario fire poses a serious risk of fatality by causing asphyxiation through smoke inhalation and burns. Other factors to be considered are the loss of premises and being unable to continue your business undertaking. You should also consider factors within your control that may pose greater risk e.g. highly flammable substances.

Other emergency situations that may pose a risk to your employees or those that may be within your premises are arson, a bomb scare, chemical spillage and flooding.

Legal Duty

Under current fire safety legislation employers and premises owners are required to undertake a fire risk assessment. This is designed to establish the associated hazards within the premises and enable you to make the necessary arrangements to ensure that adequate controls are implemented to combat the risk of fire. Some organisations will fall under the requirements of a fire certificate that is issued by their local Fire Authority. The legislative duty requires employers and premises owners to ensure a fire plan is written and implemented. Areas covered within the fire plan are:

- Fire escape routes.
- Means of raising the alarm.
- Evacuation procedures.
- Roll call arrangements.
- Fire fighting equipment.
- Emergency lighting.
- Fire wardens.
- Signage.

Fire safety legislation is enforced by your local Fire Authority who have the same enforcement powers as the Health and Safety Executive and Local Authorities. Failure to comply may lead to prosecution.

Recognised Control Measures

Prior to undertaking a fire risk assessment of your facility you should find out if the premises have previously been under certification by your local Fire Authority. If this is the case, then this may have a significant bearing on the outcome of your assessments. For example, if on a previous inspection a Fire Officer has deemed a fire door necessary and you wish to change this then you should ensure that you request prior approval before altering the requirements of the certification.

You should ensure that you carry out a fire risk assessment of your premises and undertakings, using **form FRA** in the **Risk Assessments Manual** and ensure that the findings are brought to the attention of your staff. Copies of these assessments should be filed in the **Fire Risk Assessment** section of the **Risk Assessments Manual**.

As with all hazards prevention is better than cure, so it is essential that you do not allow situations to arise that increase the risk of fire within your facility. A stringent control of the storage, handling and use of items and waste that may pose an increased risk of fire should be implemented. The organisation and layout of your premises will have to consider fire hazards and the associated risks e.g. the storage of combustible packaging against an electrical intake point or allowing employees to smoke in an area containing flammables. Continuous monitoring of a strict housekeeping regime is essential to ensure control.

In the event of an emergency the employer or premises owner should have established a suitable and sufficient means of raising the alarm to allow those within the premises sufficient time to evacuate. This may take the form of an installed automated fire alarm system, klaxon horn, air horn, bell or just simply a shout of 'Fire!' This is entirely dependant on the size of your premises and whether the alarm can be heard in every area.

Consideration must be given to the safe evacuation of your facility in the event of an emergency. There are a number of recognised controls that must be installed to ensure that you can safely evacuate your facility in a controlled manner.

- Emergency escape routes must be identified and indicated by the recognised 'running person' signage.
- Emergency exit doors must be identified with the correct signage and operate effectively at all times.
- When deemed necessary, as a result of your fire risk assessment, you must ensure that adequate emergency lighting is provided.
- You should ensure that all those within your premises can be accounted for at an established assembly point.
- You should ensure that somebody within your facility has the duty of being the Emergency Control Co-ordinator to take the roll call.

Larger organisations may require a number of Fire Wardens to be identified. These Fire Wardens have the duty to ensure that areas that they are held responsible for have been evacuated. They should also ensure that all those within that area can be accounted for; this will include contractors and visitors to the site.

All means of escape should be available for use at all times. Access to the means of escape should be kept clear and unobstructed at all times. All staff members are responsible for maintaining escape routes and reporting any defects or obstructions.

Arrangements should be put into place to ensure that all employees within the organisation are aware of the emergency arrangements and the means of escape from the premises. Emergency fire drills should be undertaken to ensure these arrangements are effective. These fire drills should be in compliance with your local Fire Authority requirements.

A suitable and sufficient supply of fire fighting equipment should be provided within your facility. The provision of this equipment will depend on your business type and the hazards associated within the location of the fire fighting equipment e.g. where significant amounts of cardboard and paper is stored a water extinguisher should be provided. It is important to ensure that fire extinguishers are located in the vicinity of the emergency exits. Where there is an increased fire hazard you may require additional extinguishers located in close proximity to the hazard e.g. an area where welding work or flame cutting is being undertaken increasing the risk of fire. Appropriate fire signs should indicate the position and type of the extinguishers. Extinguishers should be wall mounted at a nominal height of one metre. When it is not possible to wall mount the extinguishers then a suitable floor stand should identify the location of the extinguishers. All staff should be made aware of the position of fire extinguishers.

You may find as a result of your fire risk assessment that further protective devices are required to ensure fire spread through your premises is reduced as far as is practicable. This may require the installation of a water sprinkler system. These are usually required in areas where there is a significant amount of stored combustible items and there is an increased risk of fire spread through the premises.

Extinguishers should only be used by those staff members who have been trained in their correct use. Training records should be maintained in the **Health and Safety Training** section of the **Safety Records**.

As part of staff training, initially at the induction stage, all staff should be made aware of the following:

- General fire prevention principles.
- Action to take on discovering a fire.
- Means of raising the alarm and the position of alarms.
- Action to take on hearing the alarm.
- Stopping work procedures.
- Means of escape.
- Assembly points.
- Location of fire fighting equipment.

Your fire and evacuation procedures should be detailed on the fire procedures notices provided by Peninsula Business Services Limited. Appropriate notices and signs should be displayed prominently throughout the premises.

A fire procedure log should be maintained in the **Fire Prevention and Control** section of the **Safety Records**.

You should arrange for inspections of the premises at agreed intervals to ensure that the fire arrangements are being maintained. Fire fighting equipment should be checked annually by a competent person or organisation. Weekly, visual inspections should be undertaken by a competent person within your organisation to ensure that the fire fighting equipment has not been tampered with or moved.



PENINSULA

Introduction

Organisations must provide suitable and sufficient provisions for dealing with situations that require first aid. The adequacy of the first aid provision is dependant on the scale of the problem in hand. This can range from an 'Appointed Person' to a number of First Aiders with substantial first aid supplies in situations that pose a significant risk.

Legal Requirements

Current legislation requires employers to provide adequate first aid provision which should include competent personnel, as well suitable and sufficient amounts of first aid equipment, taking into account the business undertaking.

Recognised Control Measures

You should undertake an assessment of the first aid situations that may arise. Factors that should be considered are:

- Proximity, how far from the nearest hospital is your organisation located and how fast can the emergency services arrive at the scene of the incident?
- How many employees require cover and are there any others involved (e.g. members of the public)?
- Consider the hazards associated with the business undertaking. Are there any hazards that may pose an increased risk (e.g. is it an office environment with a minimal risk or a woodworking machine-shop with a significant risk)?

When the assessment is completed you should use this as the basis for the provision of your first aid supplies and the number of people you require to be trained either to administer first aid or to take charge of the situation.

When you have established your first aid personnel requirements, whether you require fully trained First Aiders or 'Appointed Persons' you should undertake a training needs assessment. This assessment will assist you to establish your shortfalls in trained personnel.

A First Aider can be described as a person who has attended a Health and Safety Executive (HSE) approved training course and passed the necessary examination. When the certificated examination requirements have been met the qualification lasts for a period of no longer than three years from the day of the examination. To maintain the qualification the First Aider must attend and qualify for further certification within a three year period.

An 'Appointed Person' can be described as a person who will take charge of a first aid situation when the recognised First Aider is unavailable. It is always advisable to ensure that 'Appointed Persons' are trained to administer first aid and there are one day courses available.

A sufficient number of first aid boxes, clearly marked with a white cross on a green background should be provided, taking into account the initial assessment and the hazards associated with the work area. The location of first aid boxes should be indicated by the approved signage and placed at the appropriate locations throughout the premises.

An inventory should be kept to ensure the first aid box is maintained to the required standards and management should be advised by those qualified to administer first aid when contents require replenishing. Items that deteriorate over a period of time should be monitored to ensure their timely replacement.

First aid boxes should be checked regularly to ensure that they and their contents are maintained in good condition. The checking and restocking of the first aid kits should be the responsibility of a

competent, reliable person(s). Care should be taken to discard items safely after their expiry date.

A sufficient number of containers, quantity and type of first aid materials should be provided. There is no mandatory list of items that should be included in a first aid container. However, as a guide, where no special risk arises in the workplace, a minimum stock of first aid items would normally be:

- 1x Guidance Card.
- Inventory.
- 20x Individually wrapped sterile adhesive dressing.
- 2x Sterile eye pads, with attachment.
- 6x Triangular bandages.
- 6x Safety pins.
- 6x Medium sterile individually wrapped (10cm x 8cm) unmedicated dressings.
- 2x Large sterile individually wrapped (13cm x 9cm) unmedicated dressings.
- 3x Extra large sterile individually wrapped (28cm x 17.5cm) unmedicated dressings.
- 20x Individually wrapped Medi-Wipes.
- 1 pair of non powdered disposable gloves.

This is the recognised minimum standard that is required. Some organisations require greater quantities. Your first aid assessment will identify the quantity of the contents that you require.

It is recommended that where mains tap water is not readily available for eye irrigation, a suitable and sufficient supply of sterile water or sterile normal saline in sealed, disposable containers should be provided.

If your first aid assessment identifies a need for them, you should supply disposable aprons, other suitable personal protective equipment (i.e. masks and goggles) and blunt-ended scissors. These should be stored near to the first aid materials. Appropriate masks or 'life keys' should be provided for use in mouth-to-mouth resuscitation.

Medication (pills, mixtures, creams, sprays etc) should not be contained within first aid boxes or kits.

Burns kits for the treatment of all burns and scalds should also be available where you have identified an increased risk of burns e.g. welding operations and kitchens.

Some chemical substances require antidote treatments. The antidotes should be provided and specially trained First Aiders should administer it.

Your first aid assessment should also identify the requirement for the disposal of soiled and / or used first aid materials. You should establish a contract with a Local Authority licenced clinical waste disposal company to ensure the safe and legal disposal of this waste.

All persons who receive treatment for injuries or ill health at work are required to enter the details in the **Accident Book** and must follow the procedures outlined in the **Employee Safety Handbook**.

Where company vehicles are used, consideration should be given within the first aid assessment for the provision of first aid to employees who work off site i.e. Service Engineers. A simple method is to provide vehicle or travelling first aid kits. These kits should contain the following:

- A leaflet giving general guidance on first aid.
- Six individually wrapped sterile adhesive dressings.
- One large sterile unmedicated dressing – approximately 18 cm x 18 cm.
- Two triangular bandages.
- Two safety pins.
- Individually wrapped moist cleansing wipes.
- One pair of disposable gloves.

Introduction

Organisations that have a proactive approach to health and safety requirements recognise the benefits of the introduction of a hazard spotting and reporting procedure. This procedure ensures the involvement and interest of all employees to assist in maintaining health and safety standards within the workplace activities and environment.

This provides a method of communication of all hazards, unsafe conditions and practices. It is extremely important that the management team are seen to be acting upon actions that may be required as a result of the reporting procedure. Failure to act will discourage your employees from utilising this system. This may result in hazards going undetected; resulting in accidents and incidents that may have been foreseeable. It is extremely important that if you are to benefit from the system that you encourage the reporting procedure initially.

Implementing the System

The Peninsula Management System provides you with the necessary basic tools to introduce a hazard reporting system into your organisation. Any hazards should be reported using a **Hazard Log** which can be found in the **Hazard Reporting** section of the **Safety Records**.

The form should be available for use by all employees within the organisation and should also be completed where hazards and unsafe conditions may affect the health and safety of other persons who are not employees. This may also apply to contractors working on the premises where their work activities are likely to affect employees. This procedure does not entirely replace the verbal communication that may take place and consideration should be given for those employees that are unable to write or communicate in the first language.

All employees should be encouraged to participate fully so as to ensure the procedure is adhered to and that defects or hazards are reported immediately in the interest of health and safety.

Employees who require assistance or prefer to report defects or hazards verbally may do so. In these instances the report should be completed by a colleague or Line Manager who should complete the **Hazard Log** on behalf of the person reporting the hazard.



PENINSULA

Introduction

The organisation has a legal and moral duty to ensure the health and wellbeing of anyone who may be affected by the possibility of ill health arising from their work activities. Occupational health covers many areas namely:

- **Chemical hazards.** These may occur when an employee is exposed to chemical agents that may arrive in many forms e.g. dusts, liquids and gases.
- **Biological hazards.** These may occur when employees are exposed to bacteria, viruses, animals and plants as well as food stuffs.
- **Physical hazards.** These may occur when employees are exposed to excessive noise, vibration, extreme heat and cold, musculoskeletal injuries.
- **Stress.** This may occur when employees are exposed to excessive workloads and tasks which affect their emotions.

Legal Duty

There are several pieces of current health and safety legislation that cover the area of occupational health. These include the duty to ensure the health, safety and welfare of employees, the management regulations and the hazardous substances legislation, to name a few. There is also a legislative requirement to conduct health surveillance where certain situations arise e.g. noise, exposure to certain substances.

Recognised Control Measures

Hazards that have the potential to harm employees should be identified in your risk assessments which should be contained in the relevant section of the **Risk Assessments Manual**. These assessments should identify any occupational health issues that require controlling.

If the risk assessments deem it necessary, you should institute monitoring procedures for the health of your employees who are, or may be, exposed to health risks whilst carrying out work activities. In areas of work activity that are recognised to pose a known health risk, it is wise to ensure that new employees are sent for a pre-employment medical. This will provide the organisation with a benchmark of the new employee's pre-employment health condition and may in some cases be a deciding factor whether the new employee is suited to the task.

Some occupational health hazards will require continual monitoring of the workplace and the employees undertaking tasks within the workplace. The employer must undertake surveying, sampling and testing to satisfy the exposure standards. Exposure standards are established by the Health and Safety Executive along with various medical advisory bodies. The standards are identified as maximum and occupational exposure levels. Examples of this include:

- Atmospheric dust sampling in a dusty woodworking workshop. The employer will be required to prove that the dust extraction mechanism and personal protective equipment is adequate for the control of the associated hazard.
- Noise survey in a manufacturing, production line environment. The employer will be required to prove that the noise levels remain within the current exposure standards.
- An assessment of the vibration transmitting tools and materials that the employee is required to use to undertake their daily task, so that the exposure is kept within the current exposure standards.

Dependant on the associated occupational health risk, employees may require a referral for occupational health screening. This may be due to the fact that they have come into contact with something that is likely to cause long term harm and may affect their ability to safely continue with their normal duties.

Occupational health screening can be described as a planned, medical assessment of a persons' general health, which is usually undertaken by an Occupational Health Practitioner who has specialised knowledge in the field of concern.

You should instigate controls to ensure that employees who suffer from any of the following medical conditions inform management so that, in case of need, the appropriate action can be taken:

- Bronchitis.
- Heart complaints.
- Epilepsy.
- Allergy to any substance e.g. penicillin.
- Asthma.
- High / low blood pressure.
- Giddiness / fainting.
- Diabetes.

This is not an exhaustive list. Any condition that affects ability to work, or which would affect the safety of others must be reported to the management.

Introduction

Many situations associated with business undertakings require standards to be met to ensure that articles and services purchased for use do not pose a health and safety and risk within the workplace. Typical situations that require standards to be adhered to are:

- Personal protective clothing e.g. high visibility coats and safety shoes.
- Personal protective equipment e.g. respiratory protective equipment and hearing protection.
- Equipment and machinery guarding e.g. impact resistant design to contain projectiles.
- Electrical safety standards e.g. double insulated tooling.
- Lifting equipment e.g. meets the statutory testing requirements and is marked with the safe working load.

Legal Duty

Current legislation requires employers to purchase personal protective equipment that is CE marked and conforms to European Community standards. Machinery purchased for work within the workplace must comply with current legislative requirements and electrical equipment must conform with current standards. This is to name a few and consideration must be given to the legal requirement when purchasing any items for use in the workplace.

Recognised Control Measures

You should have purchasing procedural arrangements so that you can trace items purchased to ensure that they meet the necessary standards. You should only buy articles or services which will meet the health and safety standards set by official bodies, including the European Community (EC) and British Standards (BS).

You should not purchase pieces of machinery or equipment unless it conforms to all the requirements and statutory specifications. In some instances, the supplier will be able to supply you with a certificate of conformity from the manufacturer.

When any equipment or article is purchased, you must seek adequate health and safety information e.g. those who supply information are bound by legislative requirements to provide you with information and instruction on the safe use of the equipment.

Any hazardous substance purchased from a supplier should include the material safety data sheet (MSDS) specifying the ingredients etc of the substance, in order to assist in the production of a relevant risk assessment.

When purchasing any article or substance, you should try to acquire items that present the least risk in terms of health and safety and environmental protection.

When purchasing items for use within your business undertaking, consideration should be given to environmental impacts and the safe disposal of any waste or by-product, which may be associated with the use of the product within your organisation.

When purchasing articles or substances, remember to take into account the need for examination, testing, inspection and maintenance.



PENINSULA

Introduction

Risk assessments are designed to encourage a proactive approach to health and safety within your organisation. By applying a step by step, logical approach to the risks associated with your business undertaking you will be able to identify the high risk areas within your organisation. You will also meet your managerial legal duty and benefit from the findings of the assessment therefore enabling you to prioritise the actions required to combat the associated hazards.

Legal Duty

Current health and safety management regulations impose a statutory duty upon employers to undertake risk assessments. These include:

- General risk assessment.
- Fire risk assessment.
- Hazardous substances risk assessments.
- Display screen equipment risk assessment.
- Manual handling risk assessment.
- New and expectant mothers risk assessment.
- Young persons risk assessment.

You should recognise the various aspects of health and safety legislation and make suitable and sufficient assessments of the degree of risk associated with an employee's undertaking of tasks at the workplace.

Organisation

Peninsula Business Services have provided you with a **Risk Assessments Manual** to enable you to undertake an assessment of the tasks associated with your business. The five step approach is fully explained within this manual.

Prior to undertaking a risk assessment programme within your organisation you should ensure that you are able to trace the risk assessment to the tasks being undertaken. In some cases, you may only require a single assessment to cover a particular task that you undertake in many areas.

You should carry out a written assessment of the hazards and present your findings to your employees, visitors and contractors.

You should identify a competent person, i.e. a person having the necessary training and relevant practical experience, to undertake assessments and ensure that assessments are sufficient, appropriate and properly reflect the situation under review.

All relevant information should be available to those involved and all the relevant information and the specific control measures should be brought to the attention of all concerned. If you require any assistance with the risk assessment process then please contact the Peninsula Health and Safety Advice Line.

Wherever possible you should carry out the risk assessment before the job is started or a piece of equipment or machinery becomes operational or if a person who is particularly vulnerable is employed e.g. young person, new or expectant mothers. You should reassess your findings at least annually or if the situation changes.

Reviews should be undertaken at agreed intervals and all employees should be informed of the results of any assessments affecting them and anyone who may be affected by their actions. In situations where hazardous substances are used, additional information should be displayed in the area where individuals are working. All the required control measures identified within each of the assessments are for the protection of employees and others whilst on the premises.

Within this guidance note we have supplied you with an example of the sort of tasks within an organisation that pose a significant risk and would require you to undertake a suitable and sufficient risk assessment. This is by no means an exhaustive list; it is just designed to enable you to get a better understanding of the sort of tasks that require risk assessments.

RA Number	Description of Process/Activity/Source	Depot/Dept	Last Assessed
	General Daily Business Activities		
RA01 / FRA01	Fire (from any source)		
RA02	Use of Electric Drills		
RA03	Slips / Trips / Falls		
RA04	Stairs and Steps		
RA05	Use of Ladders		
RA06	Noise		
RA07 / MH01	Manual Handling (general)		
RA08 / DSE01	Continuous Use of VDU Equipment		
RA9	Legionellosis (from hot and cold water systems)		
RA10 / COSHH01	Poisoning from Pest Control Substances		
RA11 / NEM01	Pregnant and Nursing Mothers		
RA12 / YP01	Young Persons At Work		
	General Workshops Activities		
RA13	Use of Bench Equipment / Power Tools / Hand Tools / Abrasive Wheels etc		
RA14 / MH02	Lifting / Carrying of Equipment		
RA15 / COSHH02	Use of Lubricants, Solvents, Adhesives etc		
RA16 / COSHH03	Latex Gloves		
RA17	Dirty Equipment Returned From Sites		
RA18	Infection from Dirty or Contaminated Equipment		
RA19 / COSHH04	Use of Cleaning Materials and Substances		
RA20	Use of Pressure Wash Equipment		
RA21	Use of Compressed Air Lines		
	Specific Workshop Activities		
RA22	Stripping and Repairing Cylinder Valves		
RA23	Explosion Risk from Oxygen		
RA24 / COSHH05	Acid in Wolf Lamp Batteries		
RA25 / COSHH06	Use of Special and Test Gases		
RA26 / COSHH07	Exposure to Soldering Iron Fumes		
RA27	Use and Disposal of Scalpels, Blades etc		
RA28 / COSHH08	Disposal of Batteries and Sensors		

RA Number	Description of Process / Activity / Source	Depot/Dept	Last Assessed
	Use and Maintenance of Compressors		
RA29	Sudden High Pressure Air Loss		
RA30	Visits to Site / Site Working		
	Driving a Company Vehicle on the Public Highway		
RA31	Breakdown at Side of Main Road or Motorway		
RA32	Fatigue - Falling Asleep at the Wheel		
RA33	Use of a Mobile Phone Whilst Driving		
RA34	Driving Under Influence of Alcohol or N.P. Drugs		
	Warehouse / Stores / Trade Counter Activities		
RA35	Cuts from Blades when opening Boxes, Parcels etc		
RA36	Falling Objects		
RA37	Reversing Vehicles – Loading / Unloading of Goods		
RA38	Use of Powered Pallet Truck		
RA39 / COSHH09	Dangerous Goods - Storage and Transportation		
	Training Course Activities (Confined Space Entry)		
RA40	Failure of Equipment in Use		
RA41	Falling Down Manhole / Slipping off Vertical Ladder		
RA42	Falling Down Staircase from Platform Level		
RA43	Minor Injuries Sustained During Practical Exercises		
RA44	Injuries Sustained Handling Equipment or Dummy		
	Training Course Activities (NRSW)		
RA45	Contact with Machinery		
RA46 / MH02	Manual Handling of Slabs / Blocks / Heavy Equipment		
	Kitchen Areas (Food Preparation and Storage)		N/a
RA47 / FRA02	Fire (especially from hot fat / oil)		
RA48	Burns / Scalds / Sears		
RA49	Slips / Trips / Falls (especially from spillages)		
RA50	Injury from Sharp Utensils		
RA51	Electrical Shock		
RA52	Food Poisoning (from storage / cross-contamination)		
	Window Cleaning (By Contractor)		N/a
RA53	Falls from Height Whilst Using Ladders		
RA54	Falling Objects		
RA55 / MH03	Manual Handling of Ladders		
RA56	Slips / trips / falls on the ground		



PENINSULA

Introduction

The importance and value of health and safety training can not be over emphasised. If your employees are fully aware of their responsibilities relating to the health and safety of themselves and their colleagues, then this will contribute to a safer working environment for everyone. Training should follow a continuous programme to be able to react to changes in the working environment and personnel within the organisation. Dependant on the situations that arise, you must ensure that Managers and employees are provided with sufficient amounts of information, instruction and training to enable them to undertake their day to day responsibilities and tasks in a safe and healthy manner.

Legal Duty

Current health and safety legislation imposes a duty upon employers to ensure that their employees receive adequate information, instruction and training. These appear in the main health and safety legislative requirements and the health and safety management regulations.

Implementing the System

You should ensure that all new employees receive induction training as soon as possible upon commencement of employment. The induction training should cover the following, in so far as each item is relevant to the employee's tasks and responsibilities:

- The fire and emergency arrangements for all areas.
- The first aid arrangements and accident reporting procedures.
- The organisation's Safety Policy.
- Accidents, incidents, diseases or dangerous occurrences reporting.
- Any safe system of work that the employee will be required to follow.
- Electrical safety arrangements.
- Manual handling safety.
- The safe use of equipment.
- The safe use of machinery.
- The procedural arrangements for the use, handling and storage of hazardous substances.
- The risk assessment arrangements and where they are kept.
- Protective and preventative measures adopted as a result of the risk assessments.
- The correct use of personal protective equipment and clothing.
- Employee responsibilities.
- The safe use of display screen equipment.

New employees should be escorted around the premises to familiarise them with key features such as fire escape routes, fire and emergency procedural arrangements and assembly areas. Information relevant to an employee's particular tasks or job should be provided by the relevant Line Manager.

Employees should be made aware during induction and continuation training of those elements of the **Health and Safety Policy and Procedures** which relate to their own responsibilities and tasks. The Policy should be brought to the attention of every employee.

All staff training should be recorded in the **Health and Safety Training** section of the **Safety Records**. Staff should be required to sign to indicate that training has been received.

You should continually review the health and safety training needs of employees and ensure that employees are competent for the task they are required to perform. Any employee who requires further information, instruction or training should request this in the first instance from his or her Line Manager. Line Managers should receive adequate training to enable them to supervise staff and manage health and safety effectively.

Introduction

The workplace can be described as any area in which someone is required to undertake a task for the benefit of the organisation. The organisation has a responsibility to ensure that the environment in which the task is being undertaken is safe and without risk to health. This includes ensuring:

- Adequate ventilation.
- Temperature controls are in place.
- Workplace lighting is adequate.
- Situations do not arise to increase the risk of slips, trips and falls.
- Adequately controlling the cleanliness of the workplace.
- Sanitary washing and drinking facilities are provided.
- The provision of rest and eating areas.

This only covers a number of the requirements and is not an exhaustive list.

Legal Duty

Current health and safety legislation imposes a duty upon employers to ensure the health, safety and welfare of their employees. The welfare requirements are covered under a specific piece of legislation that sets a minimum legal standard. You should remember that you also have a legal duty to undertake an assessment of the general working environment.

Recognised Control Measures

Employers should ensure that every workplace belonging to the organisation is adequately ventilated. Indoor workplaces should be sufficiently well ventilated. Air which is humid or hot because of the process and / or equipment in use should be removed and replaced with a fresh supply of air. Fresh air introduced to the workplace should, so far as is possible, be free from any impurity. Air inlets should be positioned so as not to introduce contaminated air.

In situations where mechanical ventilation is required, the organisation must ensure that adequate maintenance of the system is undertaken, including regular cleaning. Where mechanical ventilation is provided for work in confined spaces or contaminated areas, there should be a suitable audible and visual warning to the persons concerned should the system fail.

During normal working hours the temperature in all workplaces should be maintained at a reasonable level, unless the process is such that it would be impracticable to maintain this. You should endeavour to have a temperature of at least 16°C in environments such as offices and shops and 13°C in areas where work involving physical effort takes place. Other factors such as air movement and relative humidity should be taken into consideration. Humidity and temperature measurement devices are available on the market at a relatively small cost. It may be useful to purchase one of these items and take a measurement of the humidity in your facility as part of your inspection programme.

Where it is not practical to maintain those temperatures because for example, the rooms are open to the outside or the process includes cold work, the temperature should be maintained as close as possible to the advised level. If it is not possible to maintain the level e.g. in a large open warehouse, then a recognised control measure would be to provide thermal clothing in order to protect your employees from the extremes.

Where the temperature of a workroom is uncomfortably high, for example because of a hot process or building design, all reasonable practical steps should be taken to achieve a comfortable working temperature. This can be achieved by the following:

- Insulating the hot plant or pipes.
- Providing cooling plant.
- Shading windows.
- Resiting the workplace away from the heat source, etc.

Where a reasonable temperature cannot be achieved throughout the workplace, local heating or cooling should be provided as appropriate. This may sometimes be required for short spells, for example, should the heating system fail.

Where the above requirements cannot be met, you should provide staff with suitable personal protective equipment and rest facilities. Where practicable, you should adopt work rotation systems to ensure that the lengths of time employees are exposed to the conditions are kept to a minimum.

The organisation should provide sufficient thermometers to enable temperatures to be monitored.

When possible a reasonable standard of illumination should be provided to every workplace where this is not achievable by natural means.

Suitable and sufficient lighting should be provided to enable the work tasks and movement around the facility to be undertaken in a safe manner. Consideration should be given to the task that is being undertaken, if the task is of an intricate nature then localised lighting may be required.

Lights and light fittings should be effectively cleaned and maintained. You should take steps to ensure that lighting does not give off excessive heat or glare.

It is recognised that poor housekeeping within organisations severely increases the risk of injury and / or ill health. You should install a system to enable a reasonable standard of housekeeping to be maintained at all times. All workplace furniture, furnishings, fixtures and fittings should be kept sufficiently clean and any paintwork should be maintained to a reasonable standard to enable the cleaning processes to be effective.

Waste material can pose a significant fire risk and should not be allowed to accumulate in the workplace except in suitable receptacles; these are to be emptied on a regular basis.

Suitable and sufficient sanitary conveniences should be provided in readily accessible places. They should meet the recognised standards and have adequate ventilation, lighting and be clean and orderly.

Washing facilities must be provided in sufficient numbers and in readily accessible places. These should contain an adequate supply of hot and cold, or warm, running water, soap and a means of drying hands and face. Such facilities should be kept in a clean and orderly condition.

Separate washing facilities should be provided for males and females.

Special provisions should be made to accommodate employees with special needs.

An adequate supply of wholesome drinking water should be provided which should be readily accessible, conspicuously marked and with cups or containers provided, unless the water is from a drinking fountain.

Drinking water should be obtained from the mains supply by the provision of a tap. Drinking water taps should be identified with signs of the appropriate standard unless other taps are marked as being unsuitable.

Refillable containers of water should only be used where suitable water cannot be supplied from the mains water supply. If so then the containers should be suitably enclosed and be refilled at least daily.

Adequate accommodation should be provided for the storage of persons clothing not normally worn during working hours. Facilities should also be provided to store special clothing required to be worn at work so it need not be taken home. Where special clothing is required to be worn at work, secure accommodation should be provided for the storage of normal clothing with adequate changing facilities.

Arrangements should be put into place to provide your employees with a facility to enable them to take their break away from the normal working environment. In facilities that by their very nature pose a hazard to the employee e.g. hot or cold working environments and chemical exposure, then a room should be provided away from this environment enabling them to rest and eat during their break period.

Consideration must be given to disabled employees. Current legislation requires that you make provision for disabled persons for ease of access and egress from the premises, as well as making reasonable adjustments to the working environment and work station layout.



PENINSULA

Introduction

Organisations are required to recognise the dangers posed by the possibility of the presence of asbestos in buildings and comply with current legislative requirements and best practice arrangements. All types of asbestos can be dangerous if disturbed. Do not differentiate between the types.

Associated Hazards

For many years asbestos was considered a valuable material for fire retardant purposes and insulation. What was not understood was the fact that it was a carcinogenic material. The fibres within its make up could lodge deep into the lungs and lie dormant for many years. The latent period of the material being lodged within the lungs can eventually lead to asbestosis and in the worst cases mesothelioma. This is a form of malignant tumor in the lining of the lungs.

Legal Duties

Current legislation requirements impose a duty upon employers, landlords or anyone who has maintenance or repair responsibility for premises. The duty to manage will require the Duty Holder to:

- Take reasonable steps to establish the whereabouts of asbestos in the premises and assess the condition of these materials.
- Unless strong evidence is present that materials do not contain asbestos, you must presume they do.
- You must prepare a record of the condition and location of materials, highlighting the risks presented by them.
- Prepare a plan to manage the risks involved and implement the findings.
- Ensure information is provided regarding the location and condition of the materials to everyone who is likely to disturb it.

If you identify a substance that may be asbestos then it should not be disturbed or touched. The affected area must be sealed off until you have had clarification by a Health and Safety Executive accredited asbestos surveying and removal organisation.

Recognised Control Measures

There are three stages to the process that outline the activities the Duty Holder needs to undertake in order to reduce the risk of contact with asbestos.

- If there is a potential risk of disturbing any asbestos during maintenance then you must assess any areas that require work for the possible presence of asbestos, prior to the task being undertaken. This will involve taking samples of the suspect material to establish the presence of asbestos. You should remember that you are not expected to remove any asbestos within your premises but you are required to manage the condition of such materials. You must ensure that those undertaking a task that may disturb asbestos are aware of the risks involved so they are able to take the necessary precautions to protect themselves.

- A walk around visual survey should be undertaken to assess the condition of any materials which may potentially contain asbestos. Any suspect materials that look to be in a poor and / or deteriorating condition must be dealt with. For example, building insulation boards collapsing and damaged heating pipe lagging which is hanging off. When you find suspect materials in this condition you must take action. Cordon the area off and post warning signs. You will require the services of a licensed contractor to sample test the material to ensure that it is asbestos and make the necessary arrangements for its removal under controlled conditions.
- When the initial precautions have been put into place you should then consider putting together an asbestos management system. This will require you to draw up a plan of the premises under your control, identifying and marking the areas where asbestos containing materials (ACMs) are present or may be present.

The scale of the site will determine the complexity of the plan. You should remember that the reason for formulating the plan is to ensure that you do not inadvertently expose any of your employees or others that may be affected by contact with asbestos in your premises. This will also assist you to comply with your legal duty.

Using the form at the end of this guidance note, undertake this survey and insert the relevant information. Key points to remember are:

- You will require a safe system of work to be introduced, possibly in the form of a Permit to Work procedure, dependant on the scale of the problem.
- Decisions should be made on how to prevent disturbance of ACMs.
- Continual monitoring of areas of concern will require undertaking if the ACMs are not removed.
- Senior management or property owners must put aside sufficient funds to manage this material and any work that is required to remove exposure.

ASBESTOS IDENTIFICATION ASSESSMENT

Form ASB01

Company _____

Room / Department Area	Presumed Asbestos Found		Type			Condition	Action
	YES	NO	BOARDS	INSULATION	LAGGING		



PENINSULA

Associated Hazards

Contractors are usually engaged to complete work which the employer cannot carry out due to lack of specialist skills, experience or business constraints. They may be engaged to carry out repairs, maintenance, installations, construction or demolition works or to provide services such as pest control, catering or laundry activities. Due to the specialised nature of much of the work completed by contractors and their limited knowledge of the premises and the hazards associated with the activities of the host organisation, contractors are often at greater risk than your employees. The activities of contractors may also create hazards which are not normally present in the workplace thus increasing the risk to employees.

Legal Duties

Employers have a legal duty to ensure, so far as is reasonably practicable, the health and safety of non-employees who may be affected by the work activities carried out at the facility, this duty includes contractors. Employers should also communicate relevant information, including information about any known hazards to those undertaking work in premises under his control. In order to ensure the health and safety of employees the employer should take reasonable steps to ensure that contractors are competent and will not pose a significant risk of injury or ill health to employees or themselves whilst working on the premises.

Recognised Control Measures

Selection of Contractors

When selecting contractors to work for the organisation a number of factors should be considered:

- The skills and competence necessary to complete the task.
- The contractors' Health and Safety Policy documentation.
- Provision of Public and Employers' Liability Insurance documentation.
- Evidence of membership of a relevant trade organisation, when applicable.
- The contractors' experience in the type of premises where they will be working and the nature of the job.
- Evidence that the contractor only employs individuals who are skilled, experienced, trained and deemed competent to carry out their tasks and their policy on engaging sub-contractors.
- Previous safety record, in particular any Enforcement Authority actions or reportable incidents or injuries.
- Arrangements for supervision of staff and communication between management, employees and the host company or your representative.
- Recommendations or references from previous employers.

Terms of Contract

Prior to contractors being selected the contractor should be made aware that it is a condition of the contract that they:

- Comply with all relevant legal requirements, as well as to their own and site rules, practices and procedures at all times.
- Co-operate with the company and others in the pursuit of health, safety and environmental management.
- Do not intentionally or recklessly interfere with anything provided in the interests of health and safety or for the protection of the environment.

- Ensure that a valid risk assessment and safety method statement covers their work. Generic risk assessments can be used to cover a frequent and repetitive task performed for the company.
- Provide a detailed risk assessment and method statement to cover higher risk activities.

The contractor should understand that a breach of any of these terms may lead to suspension or termination of the contract.

Written acknowledgement should be obtained as evidence that these terms are understood and accepted by the contractor.

Additional safety rules and codes of practice for contractors are available from Peninsula Business Services Limited.

Site Induction

A responsible person should assume responsibility for contractors whilst they are on the premises. This individual should understand the nature of the work which is to be completed and the safety rules which the contractor should comply with whilst on the premises. The responsible person should act as the main contact for the contractor whilst they are on the premises and should assume responsibility for the contracting staff in the event of an emergency.

The contractor should be briefed about any hazards in the area where they will be working, arrangements in the event of fire and / or emergency, site rules and procedures, special equipment, accident reporting procedures, the presence of other known hazards e.g. asbestos and how to contact the responsible person.

Documentation such as risk assessments, method statements and permits to work should be reviewed at this stage.

Training records and documented safe systems of work should be presented to the responsible person as evidence of competence, where these had not been submitted to the organisation prior to arrival on site.

Permits to Work

Where work involving specific risks is undertaken the contractor should be expected to operate a permit to work system. These include: hot work, confined spaces, electrical installations, working on live equipment, work at height, roof work, work on pressurised systems, excavation work and any work that falls under the construction and design legislation. These are non-exhaustive examples of operations requiring a formal, documented permit to work system.

Permit to work systems should be operated by competent and authorised personnel. Where appropriate permit to work systems have not been established by the contractor, the organisation may terminate the contract or, where appropriate, allow work to continue under a permit issued by a competent person within their employment.

Supervision of Contractors

Contractors are engaged as the competent persons to complete specific activities on behalf of the organisation however, the responsible person should check on the contractors' activities periodically in order to ensure that site rules, the control measures stipulated in the contractors' risk assessment and method statements and the conditions of any permits to work are being adhered to. The frequency of these periodic checks will depend upon the risks associated with the job. The activities of contractors engaged in higher risk activities carried out under permit to work systems should be checked more frequently than those engaged in routine maintenance tasks.

Completion of Work

Contractors should report to the responsible person when the task has been completed.

Waste produced by contractor works should not be disposed of in skips, bins, etc without prior agreement.

Any waste generated by the contractors' work, that is deemed to be controlled or special, as defined by prevailing legislation, must be disposed of by a licensed waste contractor or otherwise, proven to the organisation to be legally compliant. Copies of all consignment notes should be provided to the responsible person.

Contractors should remove all their own tools, plant, equipment, etc from the facility at the completion of works. This will include any defective or redundant items, waste, spare parts, access equipment etc unless previously agreed.

Reviewing Performance

When the job has been completed (or periodically for contractors who are permanently on the premises providing a service) performance should be reviewed. The following aspects should be considered:

- How well the contractor performed.
- The nature of any incidents.
- Compliance with safety rules.
- The documentation provided.
- Standards of housekeeping at job completion.

The performance of the host organisation should also be considered. For example, how effective was planning prior to the contractor arriving on the premises? Was induction training provided, was supervision provided and were periodic checks carried out? When the review has been completed lessons should be recorded and communicated to all relevant personnel within the company.

Maintaining Records

All documentation provided by contractors should be kept in a secure location.

While contractors are on the premises the responsible person should have copies of any permits, risk assessments and method statements. These should be filed, along with any notes relating to the performance review, after the job has been completed.



PENINSULA

Associated Hazards

The use of display screen equipment (DSE) or visual display units (VDU) is associated with health problems such as upper limb disorders (including pains in the neck, arms, elbows, wrists, hands and fingers), back ache, fatigue and stress, temporary eye strain and headaches.

The electrical power source is also considered a hazard since poor maintenance of the equipment may result in fire or electrocution if the equipment is allowed to deteriorate.

Moving and handling the equipment may also result in injury to the back or soft tissues (musculoskeletal) due to the application of poor handling techniques and the unpredictable centre of gravity of the equipment.

There is also the risk of increased stress levels due to computer software that is incompatible with the user.

Legal Duties

Health and safety legislation which relates specifically to DSE requires that workstations are assessed and measures taken to reduce the risk of injury or ill health. The workstation should meet specified minimum standards and the work activities should be planned so that operatives are allocated breaks from the workstation usually resulting in changes of activity. Legislation also requires that eye tests are provided for DSE users and, where necessary, basic corrective appliances are purchased for individuals by the employer.

Employers should identify individuals who are classified as users of this equipment rather than operators. The requirements of the specific legislation apply to users but not to self-employed operators of the equipment. Further details are included in the section below.

Employers also have duties under other legislations which require:

- Maintenance of equipment.
- Information, instruction and training for employees.
- Provision of adequate heating, lighting and ventilation in workplaces.

Recognised Control Measures

Employees who are classed as users should be identified.

Users are classed as direct employees to whom most of the following criteria apply:

- The individual normally uses the equipment for continuous spells of more than one hour at a time.
- The individual uses the DSE in this way more or less daily.
- Fast transfer of information between the individual and screen is an important requirement of the job.
- The individual has no discretion as to the use, or non-use of the equipment.
- The individual needs specific training or skills in the use of the DSE to do the job.
- High levels of concentration and attention are required and errors could be critical.

Risk assessments of DSE workstations should be carried out in order to ensure that basic legal requirements are met and that the risk of ill-health relating to the design and layout of the workstation is reduced. The pro-forma included in the **Display Screen Equipment Risk Assessment** section of the **Risk Assessments Manual** may be used for this purpose.

The keyboard should be separate and able to tilt. There should be enough space in front of the keyboard to provide support for hands, approximately 10cm. The user should be comfortable and able to reach things easily.

Desks should be a suitable height and have a matt surface to reduce glare and reflections. Chairs should be stable. The height of the seat and backrest and the angle of the backrest should be adjustable. If requested, foot rests should be provided to ensure comfort, if the feet cannot be placed flat on the floor when the chair height is adjusted to achieve the correct typing position for the forearms and wrists.

Laptop users should be provided with accessories such as separate keyboards etc to reduce the risk of injury when the equipment is used for extended periods.

The screen should be centred at eye level or slightly below. The top of the screen should be at eye level or $\approx 50-75$ mm above the eye level for larger screens (>18 inch). The monitor should tilt and swivel and be adjusted to a comfortable position. The contrast and brightness should be adjustable and the image should be stable and free from flicker. Monitors should be free from glare and reflections and should be kept clean.

Eye tests specifically for the use of display screen equipment should be carried out by an accredited Optometrist as soon as is practicable after a user has requested a test. These eye tests should be organised for new or existing employees who are to become users, prior to them becoming users. Regular eye tests at intervals specified by the Optometrist should be organised following the initial eye and eyesight test. Eye and eyesight tests should also be provided for users experiencing visual difficulties. The cost of eye and eyesight tests for users and basic special corrective appliances for those who require them specifically for computer use is the employer's responsibility.

A height and backrest adjustable chair should be provided. When seated the user should assume a comfortable position. The shoulders should be relaxed, wrists straight and the posture altered from time to time. The seat height should be adjusted to accommodate placing the feet flat on the floor. The calves should be perpendicular to the floor and the user's thighs. The chair should be adjusted to allow the user to lean back about $5-10^\circ$. The chair should be tilted so thighs are slightly higher than knees and there should be no obstacles under the table to allow postural changes.

The work environment in which the workstation is located should be managed in order to minimise the risk of ill health.

- Adequate natural lighting should be provided.
- The workstation layout should be altered to avoid glare or reflections from windows etc (this may require the provision of blinds to the window areas).
- Noise levels in the area should be reduced to the lowest level possible to prevent distraction from the work being carried out.
- The temperature should be adequate and comfortable.

Suitable and sufficient information, instruction and training should be provided for DSE users to ensure that they understand the associated hazards. This should be provided by a competent person and adequate supervision should also be included. Areas to consider should include the following:

- The importance of good posture and changing position.
- How to adjust furniture to help avoid risks.

- Organising the workstation to avoid awkward or frequent repeated stretching movements.
- Avoiding reflections and glare on or around the screen.
- How to adjust and clean the screen and mouse.
- The importance of organising work activities to allow changes in work activity or breaks.
- Who to contact for help and to report problems or symptoms.
- How to use the equipment and software provided.

Users should be advised to sit directly facing the screen, not at an angle.

Users who key continually should be advised to refocus their eyes every 5-10 minutes by focusing on an object in the distance for a second then back to the screen and to blink often.

Provision should be made for users to take regular breaks or change activities. This may be achieved by conducting other duties such as photocopying, retrieving a file etc.

The DSE equipment should be regularly maintained and cleaned to minimise the risk of injury from fire or electrocution. Consideration should be given to employing the services of an office equipment cleaning contractor to undertake specialist cleaning services.

Eating and drinking should be prohibited at work areas in order to reduce the risk of fire and damage to equipment should a spillage occur.

Equipment which is lightweight should be selected where possible. The movement of equipment within work environments should be restricted to trained staff and mechanical aids such as trolleys provided to minimise the manual movement required. Users of portable devices such as laptops should be provided with lightweight equipment and a suitable carry case to protect the equipment from sunlight, wet conditions etc which may cause damage and subsequently pose a hazard to the user. You should also take into account the safety of the holder of the equipment due to the fact that it may pose a greater risk of injury to the holder in the event of theft.

Maintaining Records

The risk assessments relating to the use of computers and visual display units should be retained in the **Display Screen Equipment Risk Assessment** section of the **Risk Assessments Manual**.

The equipment should be maintained and records of this work retained within the **Equipment and Machinery** section of the **Safety Records**.

Records of training and instruction provided for employees should also be retained by the employer. Refer to the **Health and Safety Training** section in the **Safety Records**.



PENINSULA

Introduction

Equipment and machinery that involves the use of abrasive wheels poses a significant risk of injury if the correct control measures are not put into place and enforced. The areas that should be covered are the correct installation, maintenance, training and the use of competent persons.

Associated Hazards

Hazards to both health and safety are involved in the use of abrasive wheels. There is a risk of accidents when abrasive wheels are used, in particular injuries resulting from wheel breakage, from contact with a moving wheel and ejected particles that may cause eye damage. Health hazards associated with the use of abrasive wheels such as dust, noise and vibration are covered in other guidance notes.

Legal Duties

Current health and safety legislation requires machinery and equipment to be properly designed, used and maintained so as not to give rise to health and safety hazards. The supply of machinery legislation requires essential health and safety information to be provided by the manufacturers and suppliers. It is a mandatory requirement to undertake training of your employees who mount or replace abrasive wheels. You should ensure that you have a competent person amongst your employees to ensure that abrasive wheels are maintained in good order.

Recognised Control Measures

You should ensure that prior to purchasing any abrasive wheels and associated equipment that you have identified and trained a competent person. The training should include the safe use or mounting of abrasive wheels. It should cover the hazards and risks associated with the use of abrasive wheels, methods of marking abrasive wheels with type, size and maximum speeds, storage, transport and handling, inspection and testing, function of components, assembly of equipment, methods of dressing abrasive wheels, adjustment of work rest, use of personal protective equipment and guarding.

Training records should be maintained in the **Health and Safety Training** section of the **Safety Records**.

Wheels should be securely mounted and maintained in accordance with manufacturers' instructions. All wheels should be examined prior to use. When in storage they should be protected to prevent damage and should be handled carefully to prevent dropping or bumping; rolling should be avoided as far as is practicable.

When mounted, wheels should be marked with the maximum safe operational speed, restrictions of use, the shelf life and a traceable number.

The maximum speed is marked in peripheral speed in metres/second and rotation speed in rpm. Wheels should never be operated in excess of the identified rotational speed. Wheels should be fitted with clearly visible and accessible start and stop controls.

Abrasive wheels should be fitted with appropriate guards to prevent injury from flying fragments in the event of a wheel burst and to prevent the operator coming into contact with the wheel. Regular inspections and preventative maintenance should be carried out in accordance with manufacturers' instructions. This should be recorded in the **Equipment and Machinery** section of the **Safety Records**.

Appropriate protective equipment as identified in your risk assessments should be worn when using abrasive wheels to protect against such risks as eye injury from debris and metallic particles, inhalation of dust, physical injury from flying wheel fragments, noise, vibration, head, foot or hand injury.

So as to prevent entanglement, loose clothing and any other items such as rags should be secured, when using abrasive wheels.

Arrangements should be made for the protection of persons within the working area. Demarcation lines and warning signs should be positioned to warn others of the hazards present.

Introduction

Hand tools present themselves in many shapes and forms; these can range from a kitchen knife to an electrically powered handheld circular saw. All types of tools pose significant risk of injury in the wrong hands. Employers should not take for granted that employees are competent in the use of even the basic of hand tools to carry out their day-to-day duties. They must ensure they are properly trained in the safe use the tools and are aware of the dangers present.

Associated Hazards

There are many hazards associated with the use of hand tools and the improper use of such tools is a major cause of many accidents on a daily basis. The injuries sustained range from cuts and lacerations through sprains and strains to loss of sight and limb amputation. The major problem with hand tools is the close proximity of the hazard to the user, for example an operative using a hand held circular saw to cut sheets of plywood. Particular attention must be given to young persons who may be required to use hand tools due to the fact that there is a greater risk of injury.

Legal Duties

Under general health and safety legislation employers have a duty ensure that any hand tools provided for use by employees to undertake their normal day-to-day activities are suitably designed for the required task. The general duty also extends to the provision of supervision, information, instruction and training that may be required to use the equipment in a safe and healthy manner. Aside from the general duty there is also specific legislation that requires hand tools to meet European safety standards and ensure that adequate maintenance is undertaken.

Recognised Control Measures

Prior to the purchase of any hand tools that are to be used by your employees you should ensure that you are fully aware of the tasks that are to be undertaken. This will ensure that the hand tools are suitably selected taking into account any established safety standards.

The main factors that should be considered when selecting hand tools are:

- The suitability of the tool (e.g. specifically designed for the job or adapted).
- The environment the tool is used in (e.g. wet, humid or explosive atmospheres).
- Any recognised standards (e.g. European Conformity (CE) and British Standards).
- Any specific hazards involved (e.g. sharps, entrapment or high speed tools).
- The level of risk involved (e.g. recognised dangerous tool with a high risk of injury possible).
- Any specific supervision, information, instruction and training that may be required to enable the user to safely use the hand tool (e.g. using a circular saw within the bounds of the safe system of work).
- The personal protective equipment that may be required (e.g. the wearing of eye protective goggles when using a cold chisel to cut house bricks).
- The amount of use and abuse the hand tool is likely to get (e.g. a hand drill used where there is high risk of casing damage occurring).
- The maintenance requirements (e.g. whether handles can be replaced or not and the disposability of the tool).
- Where there is a likelihood of the hand tool presenting a vibration-transmitting hazard you should request the vibration magnitude data from the supplier.
- Consideration should be given to the use of technically possible solutions such as safety knives for the safe opening of packaging etc.

The above factors should all be considered when undertaking an initial risk assessment of the task, which requires the use of the hand tools.

Many types of hand tools are available on the market, which are designed specifically for a particular task or number of tasks. Sometimes situations arise that require hand tools to be adapted specifically for a particular task. These situations can present further risks of harm and in some cases extra precautionary measures may be necessary.

The working environment that the tool is to be used in can present specific hazards. For example using hand tools within wet, humid or explosive atmospheres will present particular problems that will require further consideration. Hand tools that are used in these environments must be of a specific design, e.g. an electrically powered hand held drill to be used in a wet or damp environment should be of a design that double insulates and encases the electrical risk (use low voltage tools). Where explosive atmospheres present a risk then intrinsically safe (non sparking) tooling must be used.

Manufacturer's safety standards are set to protect hand tool users from foreseeable risks. When tooling is being purchased you should ensure that the conformity requirements are taken into account. Many purchasers are tempted to purchase the cheaper alternative but there is a high risk of this presenting a problem in the future.

Upon completion of the risk assessment a safe system of work should be established and the operatives involved in the use of the tools informed of the requirements. The safe system of work must match the scale of the risks involved; using unrealistic control measures may pose a greater risk than they are designed to combat.

The level of supervision, information, instruction and training must match the scale of the risk presented by the use of the hand tool. For example the training required for an operative using a circular saw to cut sheets of plywood is far more intense than that required for an operative using a handsaw.

Many safe systems of work will establish the use of personal protective equipment (PPE) as part of a control measure. The PPE selected must match the scale of the risk presented by the use of the hand tool and particular attention should be paid to correct fitment, maintenance and storage of the PPE. Further information is available within the Guidance Note 29 - Personal Protective Equipment.

Some operations will require the provision of extra supervision within the locality of the use of the tools. This is especially important where training is being undertaken in the safe use of hand tools.

Many hand held tools are electrically powered. These hand tools can pose a serious risk of electric shock and fire should they be subjected to misuse or fall into a poor state of repair. High integrity standards must be maintained in particular where electrical hazards are present.

Regular maintenance of hand tools should be undertaken. This maintenance can range from a simple file handle replacement to performing a major overhaul of electrically powered tools, replacing bearings etc.

Maintaining Records

Any maintenance or checks undertaken on hand tools should be recorded so that those in charge of such tools are able to track the age of the tool and ensure that the manufacturer's recommendations are met.

HAND TOOL / TOOL BOX MONITORING

Form HTM

Type of Hand Tool	Name of Tool / Tool Box Holder	Location	Date of Inspection	Defects Found	Action Taken	Inspected By
<i>Bosch Hand Drill Serial No BOS2341</i>	<i>A Cooper</i>	<i>Maintenance Workshop</i>	<i>15.04.04</i>	<i>Cracked outer casing</i>	<i>Removed from service and replacement ordered</i>	<i>J Shufflebottom</i>
<i>Tool box inspection</i>	<i>M Jones</i>	<i>Assembly Workshop</i>	<i>15.04.04</i>	<i>Broken handle on hand file</i>	<i>Replaced file handle</i>	<i>J Shufflebottom</i>
<i>Moulinex Hand Mixer Serial No MOU5678</i>	<i>M Stevens</i>	<i>Main kitchen, west block</i>	<i>16.04.04</i>	<i>Exposed inner insulation, cord pulled</i>	<i>Removed from service for repair by competent Electrician</i>	<i>K Westwood</i>



PENINSULA

HAND TOOL / TOOL BOX MONITORING

Form HTM

Type of Hand Tool	Name of Tool / Tool Box Holder	Location	Date of Inspection	Defects Found	Action Taken	Inspected By



PENINSULA

Introduction

Lifting equipment may be defined as ‘work equipment used for lifting or lowering loads’ and includes attachments used for anchoring, fixing or supporting.

The term lifting equipment therefore covers a range of equipment including, passenger lifts, goods hoists, rope and pulley systems, scissor lifts, cranes, fork-lift trucks, fork-lift truck attachments, chains, shackles, eyebolts, slings, automated storage and retrieval systems, hoists used in hospitals and nursing homes, vehicle recovery equipment and vehicle tail lifts.

The task of winching a load at ground level, the three point linkage on a tractor, horizontal conveyor belts and escalators are not considered lifting equipment under current health and safety legislation.

Cranes and other lifting equipment used on construction sites are outside the scope of this guidance note.

Associated Hazards

The significant hazards posed by lifting equipment in the workplace are crush injuries, amputations and falls from height. Hazards can arise from:

- Incorrect application or use of the lifting equipment.
- Selection of equipment and accessories which are not designed to lift the weight of the load.
- Mechanical failure of equipment or safety device.
- Failure to examine and inspect the equipment on a regular basis.
- Poor maintenance regimes.
- Unauthorised access to the lifting mechanism and / or power supply.
- The overturning of mobile lifting equipment.
- Failing to secure the load prior to lifting.
- Failure to provide safe access routes for maintenance and inspection staff or contractors.
- Work at height during maintenance and servicing.

Legal Duties

Lifting equipment should be suitable for the purpose, regularly maintained and fitted with appropriate labels and warning devices. In addition, employees should be trained to use the equipment and Supervisors should receive adequate training to enable them to identify unsafe working practices and ensure that safe systems of work are developed and implemented.

Current legislation requires that a competent person (normally the Plant Engineer employed by the insurance company) carries out inspections and examinations of lifting equipment.

Lifting equipment should also be tested and the safe working load marked on the equipment.

Lifting operations should be planned and carried out under the control and supervision of an appointed person who has received appropriate training.

Recognised Control Measures

Risk assessments should be carried out for all work activities. Lifting activities, maintenance work on lifting equipment and emergency rescue activities should be assessed and the outcomes, including any necessary control measures or safety precautions, documented. The risks from proximity hazards such as overhead power lines, excavations, warehouse racking etc should be considered when undertaking the risk assessment. The outcome of the risk assessments should be communicated to employees. Risk assessments should be used to help create safe systems of work or method statements for lifting activities. Further guidance is contained in the **Risk Assessments Manual**.

Employers should ensure that lifting equipment and accessories are maintained and serviced on a regular basis, in accordance with the manufacturer's instructions. Records of maintenance activities should be kept in the **Equipment and Machinery** section of the **Safety Records**.

The examination of lifting equipment should be arranged to determine if the design, construction and condition of the equipment or accessories are such that it can continue to be used safely. Thorough examinations of lifting equipment are required:

- When the equipment is being put into use for the first time.
- When equipment is being put into use in a new location or configuration.
- Periodically, as defined in the examination scheme, whilst in service.

Lifting equipment and accessories used to lift people should be examined every six months and goods lift every twelve months, unless the competent person recommends more frequent examinations due to the circumstances or conditions of use. The frequency of examinations is defined in the examination scheme. The written report of the examination provided to the company should be reviewed and any repairs or actions identified completed.

Where an examination report identifies a defect involving existing or imminent risk of serious personal injury, a copy of the report should be sent to the Enforcing Authority by the company who carried out the examination. It is good practice for the employer to send a letter to the Enforcing Authority confirming that the corrective action required to eliminate this risk has been taken.

Inspections and pre-use checks should also be carried out periodically. For further information contact the Peninsula Health and Safety Advice Line Service.

Hired lifting equipment should also be serviced and maintained according to the manufacturer's instructions. Responsibility for ensuring that the equipment has been examined normally remains with the hire company; however this may be agreed between the parties involved when equipment is on long-term lease hire. Although the hire company has a duty to provide a copy of the last thorough examination report, it is the employer's duty to ensure that this report accompanies the equipment to his premises / site. If an operator is hired or contracted along with the lifting equipment the employer should ensure that he is competent to operate the equipment. This can be confirmed by checking the operators' experience and requesting copies of any relevant accredited training certificates.

When employees or service contractors require access to any part of the lifting equipment to carry out maintenance, inspection or examination activities, safe means for doing so should be provided. This may mean installing ladders or other permanent access equipment and may require contacting the supplier of the equipment in order to agree modifications to the equipment for access purposes.

The access to the mechanical propulsion mechanism and plant room should be kept locked and access to power supplies, lift shafts etc restricted in order to reduce the risk of injury due to access by unauthorised persons.

Where they are required for certain lifting operations slingers and banksmen should receive appropriate training to enable them to carry out their tasks in a safe manner. Communication should be established with the operator of the lifting equipment either through the use of hand signals, two-way radios or a combination of both.

Where lifting equipment such as mobile working platforms may be used, the weather conditions, for example high winds, dangerous conditions should be detected and the activity ceased as necessary.

Outdoor workers and those who use lifting equipment which is noisy should be provided with appropriate personal protective equipment unless the associated hazards can be controlled by some other method.

In order to ensure that mobile lifting equipment is stable, particular consideration should be given to ground conditions and solid bases, outriggers or other control measures utilised to increase the stability of the equipment.

Lifting equipment should be positioned and lifting activities planned and carried out in a manner which minimises the risk of loads striking a person, drifting, falling freely or being released unintentionally.

Where practicable, loads should not be carried or suspended over areas occupied by people. Where this is not possible a safe system of work should be adopted to minimise the risks to those who may be under the load. Flashing lights and audible signals is a recognised control measure to warn those who may be affected to be aware of the overhead danger and move to a safe place.

Where lifting equipment is used to lift people, lift cars should have devices to prevent free fall in the event of mechanical failure, the car should be enclosed to prevent the person from being injured by something outside it and access doors or gates should be provided.

Emergency procedures should be put in place, where necessary, to rescue trapped users or warn of dangers associated with using lifting equipment. For example, display warning signs prohibiting the use of some passenger lifts in the event of fire, or staff can be trained to rescue those who may become trapped in lifts or whilst working at height.

Maintaining Records

Risk assessments for lifting activities should be documented and copies retained within the **General Risk Assessment** section of the **Risk Assessments Manual**.

Records of maintenance work and inspection and thorough examination reports should be retained within the **Equipment and Machinery** section of the **Safety Records**.

Reports of thorough examinations made where the equipment is not being put into use for the first time or is not accompanied by a CE declaration which is less than twelve months old should be kept by an employer until he ceases to use the equipment.

Reports of thorough examinations of lifting accessories made when they are first put into service and are not being put into use for the first time or are not accompanied by a CE declaration which is less than twelve months old should be kept for two years after the date of the examination.

Reports of thorough examinations made after equipment is installed in a new location or reconfigured should be kept by the employer until he stops using the equipment at the place where it was installed or assembled.

Records of thorough examinations required every six months, twelve months or at another frequency specified in the examination scheme should be kept for two years or until the next report is made, whichever is the longest period.

Inspection reports should be kept at least until the next inspection report is made.

Training records for operators of lifting equipment, including slingers and banksmen, should be retained by the employer in the **Health and Safety Training** section of the **Safety Records**.

Introduction

Machinery comes in many forms from a simple banding machine to a complex computer numerical controlled manufacturing centre. All machinery should be treated with respect and the associated hazards carefully assessed prior to the purchase or hire of any machinery.

Associated Hazards

Machinery is a major cause of many accidents and incidents, especially when there is a lack of consideration of the hazards posed. The hazards are as follows:

- Entanglement – this is where parts of the body or clothing are caught or trapped by rotating machinery.
- Shear – this is where two components move towards each other causing a nip or guillotine effect when they come together.
- Cutting – this is caused by contact with sharp edges or abrasive surfaces.
- Impact – this is when moving parts act against the inertia of the body but fail to penetrate.
- Stabbing and puncture – this is caused when rapidly moving parts of a machine come into contact with the body or when materials are ejected from a machine.
- Drawing in – this is when two rotating components snatch whatever comes between them.
- Crushing – this is where a bodily part is trapped in a machine.
- Friction and abrasion – this is where a person receives burns from a surface that is not necessarily rough but moving at high speed.
- Other hazards – there are often other hazards associated with machinery such as noise, chemicals and hot surfaces etc.
- Consideration should be given to young persons and the extra provisions regarding the extra supervision and training required.

These hazards are not always obvious. It is extremely important to view the operator's interface with the machine; this is the only effective way of identifying areas of risk.

Legal Duties

Under general health and safety legislation employers have a duty to ensure that any machinery they provide for their undertaking does not pose a safety or health risk. The management legislation requires employers to undertake an assessment of the risks and install the appropriate measures to remove or control the risks. Other equipment and machinery legislation covers the design and supply requirements, as well as the instruction, information, training and maintenance requirements.

Recognised Control Measures

The health and safety implications linked to the provision of any machinery or equipment must be considered prior to its purchase or hire to be used for the business undertaking. Factors to consider are:

- The suitability of the machinery – the machinery should be designed or properly adapted to suit the task it was purchased for. Consideration should be given to the likelihood of the machine degenerating into an unsafe condition through over capacity, over load or wrong working environment etc.

- Maintenance – consideration should be given to the manufacturer’s recommendations for maintenance. The location of the machinery should be designed to allow access to parts of the machinery to enable maintenance tasks to undertaken in a safe manner.
- Inspections – some machinery will require statutory inspections to be carried out but all machinery should be inspected on a regular basis to identify conditions that pose a health and safety risk. Evidence of inspections may also be required should you wish to sell a piece of machinery.
- Specific risks – consideration should be given to the specific risks that may present themselves when embarking upon the use of specialist machinery e.g. computer numerical machinery and automated systems such as robots.
- Information and instructions – there is a specific requirement for manufacturers to supply all relevant information regarding any specific risks associated with the safe use of a machine. This information and instruction should be relayed to the operator.
- Training – all persons required to use machinery must reach a level of competency which enables them to operate the machinery safely and without risk to health.
- Quality standards – all machinery to be used within your undertaking must meet European Community requirements.
- Guarding and dangerous parts – there are many recognised methods of protecting operatives and others who may be affected by contact with a particular piece of machinery. Any dangerous parts of a machine must be effectively guarded against inadvertent contact.
- Specific hazards – consideration should be given to any specific hazard such as the ejection of a substance from a machine or it catching fire or over heating.
- High and low temperatures – consideration should be given to situations that pose a risk of burning, scalding or searing.
- Machine controls – these include stop controls, emergency stop controls and the lay out and identification of control panels. These must take into account the ease of operation, accessibility and ergonomic considerations.
- Machine start-up and shut-down – machinery should be designed to support any rotational or directional changes without posing a risk to safety. Any inertia that has built up within the machine should be contained within its structure.
- Isolation from energy sources – all machinery should be provided with a means of isolating the energy source in a safe manner e.g. electrical supply.
- Lighting – suitable and sufficient lighting should be provided to enable the safe operation of the machine.
- Markings and warnings – these should be clearly visible, unambiguous and easily perceived and understood.

There is a tremendous amount to consider when you become involved in selecting and using machinery in your undertaking, but you must never become complacent and expect employees without instruction, information and training to understand the dangers involved. If you are unsure about machinery safety, suitable guarding and maintenance requirements, then a good place to start for information and training is the manufacturer of the machine.

Associated Hazards

There are a number of potential hazards associated with the use of office equipment. Typical office equipment includes:

- PC workstations.
- Fax machines.
- Photocopiers.
- Printers.
- Shredders.
- Franking machines.
- Laminators.
- Filing cabinets / storage.
- Stapling machines.
- Multi plug adaptors.

In general terms the hazards associated with the use of this equipment are entrapment, burns, electric shock, slips, trips, falls and exposure to hazardous substances. It is when people with a little knowledge take it upon themselves to repair, maintain and move equipment of this nature that the conditions leading to an incident arise. For example, if somebody takes it upon themselves to unblock a paper jam within the mechanism of a photocopier or printer, without sufficient training or knowledge of the equipment, then there is an increased risk of entrapment or electric shock as a result. Another example is if a PC had been moved and the cable on a PC workstation is not correctly routed away from the walkways within an office, then there is an increased risk of trips and falls.

There are other hazards involved with the use of office equipment that include the long term ill health affects that may be caused as a result of poor workstation layout.

Consideration should also be given to the ozone emissions from photocopiers. Further information can be found later in this guidance note.

Legal Duties

Under the general health and safety legislation, assessments should be carried out to ensure that equipment is suitable and sufficient for the task for which it is purchased or hired to undertake. This equipment should be maintained within the manufacturer's recommendations and meet the electrical compliance requirements. Consideration should also be given to the associated health hazards that may be posed as a result of the use of the equipment within the office. Equipment purchased or hired should meet the requirements of the European Community Directives (CE).

Recognised Control Measures

Prior to the use of any equipment within the office, suitable and sufficient risk assessments relating to the use and maintenance of the equipment, should be undertaken. Consideration should be given to the location of the equipment so that it can be isolated from the main electrical supply in the event of an emergency or when maintenance work is to be carried out.

Training should be provided for those who may be involved in the use of the equipment. This training should include information and instruction regarding the safe system of work to be implemented as a result of the findings of the risk assessment and information provided by the manufacturers. In some cases this will include training by the manufacturers and accredited bodies.

The siting and layout of work equipment within the office is extremely important. Consideration should be given to the ease of isolating the equipment from the power source (electrical), as well as safe access requirements for maintenance purposes.

Although modern photocopiers create less harmful emissions than some of the older models, consideration should be given to the provision of suitable and sufficient ventilation, following the manufacturer's recommendations. Excessive ozone emissions can cause headaches and nausea.

Consideration should also be given to the hazards posed when toner cartridges in printers and photocopiers are replaced. The chemicals present within these cartridges can pose significant health risks.

Introduction

The physical appearance of hazardous substances can be presented in three forms:

- Solids – these include dusts, powders, granules etc. For example, the dust present during the sanding operation of hardwood.
- Liquids – these include solvents, acids, heavy oils and light oils. For example, the solvent based liquid used in cleaning operations prior to painting.
- Gases – these include those that are heavier than air e.g. Argon, which will flow like water when released into the atmosphere.

You should also remember that a substance may present itself in two or even three of these forms dependant on its characteristics e.g. alcohols in their liquid form will cause damage to internal organs due to absorption through the skin and should the vapour be inhaled then this can cause vomiting, headaches, shortage of breath and even unconsciousness.

Associated Hazards

Hazardous substances associated with the working environment are present in three forms:

- Those supplied by a chemical company and are used in conjunction with work activities.
- Those generated as a result of the process.
- Microbiological agents that people may come into contact with as a result of the business undertaking.

The supplied substance may be very toxic e.g. mercury. Exposure to mercury may cause damage to the central nervous system and brain. Exposure to a corrosive substance, e.g. sulphuric acid, may cause severe burns to the skin and soft tissue.

A hazardous substance that may be generated as a result of a process is hardwood dust. Continual exposure through inhalation of this dust may cause irreversible breathing difficulties. Hardwood dust is also a carcinogenic substance (cancer causing).

Some occupations may result in people coming into contact with microbiological agents e.g. employees who are expected to work in the confines of a drainage system where there is a high risk of contact with the Leptospirosis virus.

Common health effects that hazardous substances may have on the body have four routes of entry. These are as follows:

- Inhalation - is the most common form of entry into the body of toxic substances in the form of fumes, dust, vapour / mists and gas through the breathing zone (the breathing zone is the area around the mouth and nasal passage). The effect of this is made more serious due to the fact that the soft tissue within the inner lungs allows entry to the bloodstream.
- Absorption - certain hazardous substances and microorganisms are capable of passing through intact skin. The tissue beneath the skin and the bloodstream assist the carriage of the hazardous substance around the body. Factors such as age, gender, colour and race as well as diet can have a significant bearing on this route of entry. A typical condition that results from absorption is dermatitis through contact with the skin.
- Ingestion – probably the least common form of entry. When hazardous substances are carried into the intestine it is possible for them to then be carried around the body but a selective filter keeps many out. This can easily be caused by allowing eating and drinking within contaminated areas.

- Injection - this involves contact with a hazardous substance as a result of piercing the skin, enabling the carriage of the hazardous substance through the body. This is possible through contact with open wounds.

Legal Duties

The general duty under health and safety legislation requires employers to ensure that the likelihood of anybody coming into contact with a hazardous substance, as a result of their business undertaking, is controlled to prevent ill health.

Specific hazardous substances legislation requires employers to identify all those substances that are linked to their undertaking and carry out an assessment of the health risks associated with exposure to the substance.

The first course of action with any exposure to hazardous substances is to remove the hazard. When this is not possible then you must reduce the risk of exposure to the lowest possible level e.g. substitute for a less hazardous substance.

Current management regulations and the Control of Hazardous Substances legislation lay down specific requirements to undertake health surveillance in particular circumstances. This is usually undertaken where there is prolonged exposure to chemical and biological agents.

Any local exhaust ventilation (LEV) that is used to remove the hazardous substance falls under testing requirements to ensure the LEV is performing to the required standard.

Recognised Control Measures

It is important that all employees understand the dangers and hazards associated with substances that they may come into contact with at work and are fully aware of the precautions necessary to prevent or reduce any risks to health and safety.

The procedures for dealing with hazardous substances should be as follows:

- All potentially hazardous substances must be identified. These include all those substances classified as **irritant, harmful, biological, toxic, very toxic, corrosive and carcinogenic**.
- The action required will depend on the form that the hazard presents. The hazard may be identified on the container label of the product or within some accompanying material safety data sheet or be a known hazard which is identified within health and safety guidance.
 - If the product has been supplied in the form of a substance from a manufacturer, then an up to date material safety data sheet should be supplied with the product. This will provide information on the hazards posed by the product and the action to be taken when it is being handled.
 - If the hazard posed is generated as a result of a process, then information regarding exposure limits will be provided within the Health and Safety Executive document, EH/40 Workplace Exposure Limits (WEL). This document is updated on an annual basis and will also assist in ensuring that the information provided within the material safety data sheet is in compliance with current requirements.
 - If the hazard posed is a known occupational disease or virus, then information should be gathered from the Health and Safety Executive, Employers Medical Advisory Service division (EMAS) or public health bodies.

A risk assessment of the associated hazards must now be undertaken by a competent person. This will enable the exposure level to be identified and suitable and sufficient control measures to be implemented. The hazardous substances risk assessment should include the following:

- Identification of the particular hazards associated with the substance e.g. contact with domestic bleach may cause chemical burns. Substances which are purchased from manufacturers should be identified with the necessary warning labels.
- Establishing who may come into contact with the substance. This will not only include employees but others including members of the public that may be affected by exposure. Particular concern should be given to special groups e.g. young persons and new and expectant mothers.
- An initial investigation of the possibility of completely removing the hazard by means of replacing the hazardous substance with a non-harmful substance or a less harmful substance.
- The control measures that should be implemented when all other avenues of exposure prevention have been exhausted. The implementation of control measures will ensure that exposure to the hazardous substance is removed or reduced to a level that does not cause harm.
- The control measures should take into account the greater number of persons exposed rather than concentrating on any particular individual.
- The assessment must be formally recorded and reviewed to take into account any new information and advances in technical knowledge.

Further information can be found in the **Control of Substances Hazardous to Health Risk Assessment** section of the **Risk Assessments Manual**.

When storing hazardous substances that have been supplied by a manufacturer or produced as a result of a process within your business, you must ensure that the storage does not pose a hazard and you should take into account the storage requirements as specified by the manufacturer or by any relevant Health and Safety Executive Approved Code of Practice.

An important part of hazardous substance control is suitable and sufficient information, instruction and training being provided to all those who may be affected by the associated hazards. This information, instruction and training should be integrated into the recognised safe system of work that is established as a result of a comprehensive risk assessment of the substance. Training should be carried out by competent persons. Persons required to undertake the training must have sufficient knowledge of the hazards posed and the control measures required for the substance.

In some cases, this training may require the use of accredited bodies and direct contact with the suppliers / manufacturers. Any training provided should be recorded in the **Health and Safety Training** section of the **Safety Records**.

When a hazardous substance becomes present as a result of the process, it is important to ensure that the substance is identified with the necessary warning labels as soon as possible.

Typical measures to control exposure include the following:

- Where possible the hazardous substance should be completely enclosed or contained (segregated) e.g. handling a hazardous substance within a glove box.
- When the hazardous substance can not be completely enclosed then measures such as adequate ventilation should be provided. This can be described as utilising the natural, available ventilation within the area of exposure, ensuring that a sufficient supply of clean air is available to the exposed persons. This is commonly known as general ventilation (dilution) and it is extremely important to ensure that those who are likely to be exposed are located within a clean air zone.

- When the general ventilation is inadequate to contain the potential exposure from the hazardous substance, consideration should be given to the use of localised exhaust ventilation (LEV). This, when used properly, will remove the hazardous substance away from the operative and will provide a further control measure.
- You should remember that personal protective equipment (PPE) should only be used as a last resort or when secondary protection is required. The typical types of PPE that are available include gloves, eye protection, aprons, foot protection, chemical suits, respiratory protective equipment (RPE).
- Exposure to some substances may necessitate the need for health surveillance. This should take the form of a pre-exposure general medical (pre-employment medical) to ensure that exposing a particular employee to a substance is not going to cause further ill health. Also, dependant on the substance type, continual health monitoring (e.g. six / twelve monthly) may be required to protect the individual by early detection of any symptoms of exposure. The health surveillance programme should assist the employer in evaluating the control measures taken.
- Exposure to some substances can pose serious biological or carcinogenic risks. The well known hazardous substance that poses a serious carcinogenic (cancer causing) risk is asbestos. Special arrangements must be put into place to control the risk of exposure requiring the assistance of a specialist. Organisations likely to come into contact with biological agents such as viral Hepatitis need to make special arrangements to deal with this risk e.g. the immunisation of carers within a care home environment.
- When hazardous substances are present and established within your organisation then there are strict requirements under environmental legislation to deal with managing waste routes. Many of these substances require safe disposal by a licensed waste management control company.
- Substances such as lead and lead compounds require special attention and very stringent control systems. Advice on the safety with lead at work is much specialised and can be obtained through guidance documents from the Health and Safety Executive and professional Occupational Hygienists. The health of persons working with lead must be monitored by Occupational Health Specialists.

Introduction

Many different types of hazardous cleaning chemicals are used in businesses. They include washing-up liquids, dishwasher detergents and rinse aids, drain cleaning products, oven cleaners, disinfectants, toilet cleaners, bleach, sanitisers and descalers.

This information will be useful if you or your staff use any hazardous cleaning chemicals.

Legal Duties

The legal requirement is for employers to carry out a suitable and sufficient assessment for the use, storage, handling or disposal of hazardous substances and to provide instruction, information and training on the control and safe use of them.

Associated Hazards

The most likely risks are those through contact with the skin or eyes, inhalation or ingestion. Many cleaning chemicals are hazardous because they are corrosive and can cause skin and eye burns if splashed onto the body. Some may cause dermatitis (dry, sore, flaky skin) or other skin irritations, as well as asthma and breathing problems.

Likely causes of these problems would be:

- Touching the facial skin after handling the chemicals.
- Over spraying of aerosols without adequate ventilation e.g. oven cleaner.
- Adverse chemical reactions when substances are mixed e.g. bleach mixed with acidic toilet cleaners.
- Accidental splashes to the skin and eyes while pouring from one container to another or being carried in open containers.

Recognised Control Measures

Prior to using any recognised hazardous substances you must undertake an assessment of the associated hazards involved. The assessment should be as follows:

- Compile a list of all the hazardous chemicals likely to be used.
- Consider whether there is a need to use each substance.
- For each substance, ask your supplier if this is the safest product available or is there a safer alternative e.g. more dilute or smaller container.
- For all chemicals used, record a description of its use and the hazards present. Information will be found on material safety data sheets or product labels. It will also include first aid measures that need to be available and what to do in the case of a spillage.
- Consider where and how the chemicals are to be used or handled. Minimise handling if possible and avoid carrying open containers.
- Try to keep the chemicals in their original containers. Ensure containers are clearly marked.
- Consider safe storage arrangements. Always follow manufacturer's storage instructions.
- Take into consideration any of your staff who do not have English as a first language.
- Identify any personal protective equipment (PPE) required and provide it with no charge to the user. This could include eye protection, various types of gloves, facemasks and visors and protective aprons and safety footwear. Employees must be trained in the correct use of PPE.
- Check first aid arrangements. Provision should be made for the treatment of skin or eye contact and First Aiders or 'Appointed Persons' should be trained in actions to take.

Further Exposure Controls Required

- Follow manufacturer's instructions and provide safe working procedures for your staff.
- Ensure employees use personal protective equipment.
- Never allow chemicals to be mixed.
- Train employees in the procedure to follow if they have an accident.
- Try to prevent employees pouring chemicals from heavy containers.
- If aerosols are used, avoid spraying on hot surfaces as this can produce harmful vapours.
- Ensure chemicals containers are clearly marked.
- Use chemicals in well ventilated areas. Sometimes open windows will suffice.
- Ensure spills are cleaned up in an appropriate way immediately.
- Always store chemicals in line with manufacturer's instructions.
- Ensure waste chemicals are disposed of per manufacturer's instructions.
- Consider providing spill kits.

Maintaining Records

Where hazardous substances are in use a full risk assessment should be undertaken and recorded in the **Control of Substances Hazardous to Health Risk Assessment** section of the **Risk Assessments Manual**.

A safe system of work should be established for each substance using the information from the findings of the risk assessment and communicated to those employees who are likely to come into contact with the substance.

Records of any personal protective equipment issued should be recorded in the **Personal Protective Equipment** section of the **Safety Records**.

Introduction

The storage of packaged hazardous substances may create serious risks, not only to people working at the site, but also to the emergency services, the general public and the environment. All businesses must assess the implications of storing hazardous materials and take steps to control the risk.

This guidance gives general, practical advice on storage of small quantities of hazardous substances. The storage of large quantities of hazardous substances is outside the scope of this document; however the principles are the same. The safe storage of gas cylinders is also outside the scope of this guidance.

Legal Duties

The legal requirement is for employers to carry out a suitable and sufficient assessment for the storage, handling, use and disposal of hazardous substances and to ensure that any hazards identified are controlled in an appropriate manner. Information, instruction and training must be provided for employees and any environmental aspects such as leaks and spills must be included.

Associated Hazards

The most serious hazards are those associated with the outbreak of fire. Such fires expose employees, members of the public and the emergency services to the threat of radiated heat, missiles, harmful smoke and fumes. In addition, the wide distribution of substances harmful to the environment may be caused by the fire, either in the smoke plume or in the water used to fight the fire.

Other hazards include:

- Lack of awareness of the properties of the hazardous substance.
- Inappropriate storage conditions with respect to the hazards of the substance.
- Exposure to heat or naked flames.
- Poor control of ignition sources.
- Inadequate design and maintenance of the storage arrangements.
- Poor segregation of incompatible substances.
- Damaged packaging causing leaks and spills or a release of a toxic or corrosive substance.
- Packages not labelled.
- Inadequate signage.
- Lack of information, instruction and training.
- Inadequate emergency procedures.

Assessment

The main events to consider which individually or jointly have the potential to cause harm or damage are:

1. Fire.
2. Explosion.
3. Release of a toxic substance.
4. Release of a corrosive substance.
5. Release of a harmful substance such as a sensitiser (isocyanates).

Your assessment needs to consider:

- How these and other events may occur. (The above list of hazards will help).
- The types of hazardous substances stored, their properties, incompatibilities and hazards. (This information is contained on labels and in material data sheets).
- Who might be harmed and how? (You must include members of the public, maintenance personnel and the emergency services).

From this information you can develop a control strategy for the safe storage of hazardous substances.

Principles of Safe Storage and Control Measures

Hazardous substances should be stored according to the manufacturer's instructions in a secure location away from incompatible materials, sources of ignition and heat.

The following list is a summary of controls for the safe storage of hazardous materials that you should consider:

- Store chemicals according to the manufacturer's instructions.
- Keep the minimum quantity of hazardous substances necessary for your business.
- Store incompatible materials separately and segregate where necessary.
- Take steps to prevent leakages.
- Clean up any leaks that occur immediately and follow safe procedures.
- Wear protective clothing when handling substances and provide suitable ventilation.
- Ensure that all containers are appropriately labelled, even those used temporarily.
- Supervise deliveries.
- Have procedures for dealing with emergencies.
- Train employees in the safe storage and use of hazardous substances.
- Use appropriate signage for storage areas (this is particularly important as information for the emergency services).
- Keep an up to date inventory of all hazardous materials.
- Ensure waste materials are disposed of in an appropriate way.

Other Considerations

- Ensure shelving and racking is secure and is not overloaded.
- Provide suitable, easy access for employees to retrieve packages.
- Ensure goods do not overhang shelves.
- Stack items correctly – heaviest at the bottom.
- Small quantities of flammables should be kept in an appropriate purpose built cabinet.
- If you use pallets for storage you must use ones fit for the purpose.
- Consider electrical zoning where necessary.
- Consider manual handling hazards and ensure controls are in place.
- Ensure hazardous substances are securely stored and out of reach of vulnerable groups such as children.
- Ensure that storage is protected from vehicle damage.

Emergency Procedures

Your emergency procedures should include arrangements for:

- Methods of reporting an emergency situation.
- Method for calling on emergency services.
- The provision of fire fighting equipment.
- Spillage procedure (consider providing a spill kit).
- Emergency personal protective equipment.
- Evacuation procedures.
- First aid arrangements.
- Clean up and waste disposal.



PENINSULA

Introduction

Tasks that involve manual handling are a significant causation of injuries within all industry sectors, many of them resulting in permanent disability and compensation claims. Therefore it is extremely important for businesses to identify areas where manual tasks are undertaken and take the necessary steps to reduce the risk of injury.

The term manual handling does not only mean people undertaking lifting operations but also covers pushing, pulling and any use of bodily force to move an object. Typical tasks that involve manual handling are loading and unloading of vehicles and the movement of people within a care environment.

Associated Hazards

As a consequence of poor manual handling techniques debilitating injuries such as hernias, prolapsed discs, muscle and ligament strain and rheumatism can occur. These are a due to a direct injury but there are a number of secondary injuries that may result such as cuts, bruises, lacerations, burns, fractures etc. An example of a prolonged condition arising from poor handling techniques could be an employee handling of bags of cement within a building yard. This can cause prolonged degeneration of the discs within the spine, culminating with the employee unable to continue in employment.

Legal Duties

Under general health and safety legislation employers must ensure that all avenues have been exhausted to reduce the risk of injury to the lowest level possible. Current management regulations require employers to ensure that suitable and sufficient risk assessments of the tasks are undertaken to identify areas where control measures may be necessary. This requires the investigation of the use of mechanical aids and methods, to either completely remove the necessity for any manual handling or to assist with the handling task.

Recognised Control Measures

The first course of action is to identify areas within your organisation where manual handling operations are undertaken. Once this has been established then you must assess each task separately to enable you to prioritise the major areas of concern. The next course of action is to undertake a risk assessment of the tasks to establish the hazards involved, who is involved and how you intend to control the risk of injury. Information about undertaking risk assessments can be found in the **Manual Handling** section of the **Risk Assessments Manual**.

In some cases the use of a mechanical aid is not a viable option. When this situation arises then you must ensure that the correct kinetic handling techniques are used. This involves ensuring that the employee is provided with the necessary information, instruction and training from a competent person.

Factors that should be considered when looking at a particular task that may arise within your business undertaking are:

- How often is the task likely to arise and is it technically possible to provide a mechanical means of movement? For example, when a daily delivery vehicle driver has to transfer items from the vehicle to the premises, then it is feasible to provide a mechanical means of transferring the delivered product from the rear of the vehicle to the floor area by means of a vehicle tail lift and sack truck.

- The physical size of the load to be moved, whether a single person or a number of persons are capable of gaining sufficient grasp of the object to be moved e.g. a sack of cement weighing 30kg will require a totally different handling technique to a box of fibre which measures 1.5m² but weighs exactly the same. Sometimes when manually handling objects straps, hooks and other devices that assist the handling of the object will be required.
- The shape of the item that requires moving can sometimes pose a significant problem. The main problem with the physical shape of an object is the point of balance. An area that poses a particular problem in this instance is when liquids are handled and the point of balance shifts as the product within the container is disturbed e.g. transferring a container of oil from one maintenance task to another.
- There is no maximum weight limit that an individual is allowed to lift but there is a guidance table that is provided for both genders. It is extremely important that if somebody is expected to undertake a lifting task then individual capability should be taken into account. People have different physical strengths, degrees of fitness, height and body weight. These are all factors that should be taken into account. A significant number of boxed items are now marked with the weight within the package and some are marked with a warning sign that the product contains heavy weight; this should also be taken into account.
- Some items, by their very nature, are problematic to handle due to their lack of rigidity e.g. loads contained within sacks. The floppiness and the load shift within the sack makes it difficult to handle. An area of concern is the lifting of people. For example, nursing professionals lifting people who may be required to move a person who is unable to support himself / herself, or a person with a mental disability which could mean unexpected shifts in balance. It is now common to have a no-lifting policy in a care environment.
- The surface of the item that requires lifting can pose a significant risk of cuts or abrasions. Consideration should be given to the surface of the item that requires handling e.g. handling glass.
- The height at which an item is required to be handled should be considered. The posture of an individual whilst undertaking handling tasks will have a significant bearing on the risk of injury. For example, lifting items from the top of a high cupboard.
- The suitability or stability of the floor surface around where the item is to be transferred should also be taken into consideration. If an item is to be carried for any distance across a slippery, soft or unstable surface then practical footwear, e.g. high grip soled shoes, should be considered to assist the body's stability.
- When taking into account the individual consideration should be given to the height of the person. When tall people undertake manual handling tasks they tend to have to stoop causing tremendous pressure on the lower spine. Even though it becomes a greater problem for taller people this can also pose a problem for others e.g. loading and unloading of delivery vans.
- The temperature and humidity can have a significant bearing on the causation of injury e.g. muscle strain. In a cold environment it is important to ensure that a warm-up routine is undertaken to prevent muscle stiffness. Discomfort is a problem when manual handling tasks are undertaken in warm environments due to perspiration. However, the tendency to use sudden jerking or snatching movements is reduced because the employee tends to work at a slower rate to prevent the discomfort of perspiration. It is important to consider that personal protective equipment may pose additional problems e.g. provision of protective clothing gloves in a kitchen environment when handling hot items from the ovens.

- The individual capability of a person is an important factor to consider. Some fairly heavy jobs can be undertaken successfully by small people. The physical shape and size of a person should be taken into account. An individual's lack of body bulk may be compensated with suppleness, dexterity and timing. The age of the individual can also have a significant bearing due to the stiffening that occurs in the human body during the ageing process. The temperament of an individual can cause muscular tension due to mental stresses.

Any task that involves persons and objects interfacing (ergonomics) can pose a significant risk of injury. Many tasks have to be undertaken manually but by applying a logical approach the risk of injury can be removed or reduced.



PENINSULA

Introduction

Work related upper limb disorders (WRULD) are common within the majority of organisations. They present themselves in a number of forms and are linked to the condition known as repetitive strain injury (RSI). RSI includes conditions such as carpal tunnel syndrome, tenosynovitis, tennis elbow and writer's cramp.

Associated Hazards

Long term ill health effects are likely to arise if no action is taken at the early stages of symptoms arising. These include tenderness, local aching pain, swelling and crepitus (a grating sensation in the joint). All these symptoms are aggravated by movement or pressure.

Typical conditions that can arise as a result of WRULD are:

- Tendinitis – inflammation of the tendons, particularly in the fingers.
- Carpal Tunnel Syndrome – a condition causing pain in the area where the nerves and tendons pass through the carpal bone in the hand.
- Peritendinitis – inflammation in the area where the tendon joins the muscles.
- Epicondylitis – inflammation in the area where the muscle joins a bone.
- Writer's Cramp – cramps in the hand, forearm and fingers.
- Dupuytren's Contracture – this is a condition which affects the palm of the hand and it becomes impossible to straighten the hands and fingers.
- Tenosynovitis – this is inflammation of the synovial lining of the tendon sheath.

All these conditions are long term ill health problems and are difficult to pin point. Many individuals tend to live with the condition and are unaware that it is work related.

Legal Duties

Under general health and safety legislation employers have a duty to ensure that ill health conditions do not arise as a result of their business undertaking. If a condition is identified then it may be appropriate to utilise the services of an Occupational Health Practitioner and comply with the health surveillance requirements of the management regulations.

Recognised Control Measures

Employers should undertake a risk assessment of the tasks expected to be completed by their employees. Whilst undertaking the assessment, consideration of any long term ill health effects due to repetition of movement and poor ergonomic lay out should be taken into account e.g. use of display screen keyboards.

If you identify any possible problematic areas during this risk assessment, then you should look towards possible solutions. This may be simply solved by purchasing equipment that is ergonomically friendly or it may pose a more technical challenge e.g. purchasing an ergonomic keyboard or re-designing the workstation layout on a production line.

Consideration of the individual is an extremely important factor. This is due to the fact that people come in all different shapes and sizes and what is comfortable for one is uncomfortable for another. Adjustable workstations are normally the requirement to combat this particular problematic area. This is a particular problem when workstations are shared e.g. when shift working forms a part of the operation.

Many WRULD problems can be solved with the simple provision of suitable information, instruction and training, making the employees aware of the long term ill health problems they may suffer as a result of their day to day activities.

Another recognised control measure to reduce the risk of long term ill health is to reduce the individual workloads and have a system where repetitive activities are put on a rota basis. This reduces the exposure time and so reducing the risk.

If an employee raises your awareness of problems they may be suffering as a result of their workstation layout then it is always worthwhile re-visiting their task assessments. If, in the worst case, they provide you with medical evidence to support a condition that may be work related then at this stage it would be wise to employ the services of an Occupational Health Practitioner. This Practitioner must be made aware of the tasks that the employee is required to undertake. You should then follow the advice of the Practitioner; this advice may support the introduction of a health surveillance programme.

Maintaining Records

The completed risk assessments can be filed in the **General Risk Assessment** section and the **Display Screen Equipment Risk Assessment** section of the **Risk Assessments Manual**.

Evidence of any training provided can be retained in the **Health and Safety Training** section of the **Safety Records**.

Any medical records provided must be secured due to the sensitive nature of the information it contains.

Introduction

Personal protective equipment (PPE) can be described as equipment which is designed to directly protect persons against physical and chemical agents. It is intended to be worn or held by a person at work.

PPE broadly falls into the following categories:

- Hearing protective equipment (ear defenders).
- Eye and face protective equipment (goggles).
- Respiratory protective equipment (RPE).
- Protective clothing (hard hats, overalls, chemical protection suits, aprons and high visibility clothing).
- Protection for the skin (gloves).
- Protection against the cold (gloves to retain heat to assist circulation when using vibration transmitting tools).
- Protection for legs and feet (safety footwear).

Personal protective equipment has serious limitations due to the fact that it does nothing to control the hazard at source. Should the equipment fail and not be noticed by the person wearing the equipment, then the risk increases dramatically.

Associated Hazards

PPE should be provided, as a last resort, to protect the individual from various workplace hazards such as head injuries from falling parts, particles ejected by moving machinery, crush injuries from vehicles due to poor visibility and hearing damage as a result of excessive noise levels etc.

PPE is a very important control measure for maintenance personnel. They may be required to work within systems where other controls are not functioning.

However, providing PPE may cause hazards in certain situations. For example:

- Work in confined spaces may present restricted movement; therefore manual handling injuries may result from carrying self-contained breathing apparatus rather than the use of a compressed air hose system which supplies breathable air through the hose.
- Wearing protective clothing and gloves may affect dexterity and restrict movement during manual handling tasks.
- Untrained employees may select inappropriate PPE for the task or use the equipment incorrectly resulting in inadvertent exposure to the hazard.
- Ear plugs inserted with dirty or contaminated hands may cause infection or other medical problems.
- Some individuals lose dexterity and tactile sensation when wearing gloves. The risk of spillage may be greater than the risk from skin contact.
- Providing coveralls to protect machine operators from contact with oils and coolant may increase the risk of entanglement in moving parts unless coveralls with elasticated or fastening wrists are provided.
- If coveralls are allowed to deteriorate to a poor state of repair then there is an increased risk of entanglement, if they become sodden with oil then there is an increased risk of dermatitis or other conditions such as scrotal cancer.
- PPE may restrict the wearer to some extent by limiting mobility or visibility or by requiring additional weight to be carried.

Legal Duties

To ensure compliance with current health and safety legislation, PPE should only be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. Alternative controls and any PPE that is required should be identified in the risk assessment completed for the task being undertaken.

Where, for good hygiene reasons, PPE should be issued to each individual employee for their exclusive use this should be the case. This would apply to gloves, ear plugs etc.

When PPE is established as the only effective means of controlling the risk of injury or ill health, as a result of a comprehensive risk assessment, legislation states that it should be available free of charge for use at work.

You are also required to provide appropriate storage facilities for PPE and to ensure that it is maintained and then replaced where necessary. It is also important that you provide appropriate information, instruction, training and supervision to ensure that PPE is used effectively.

All reasonable steps should be taken by the employer to ensure that PPE is properly used, maintained and stored in the proper manner.

There are further legislative requirements covered within this guidance note which relates to respiratory protective equipment (RPE).

Recognised Control Measures

To ensure the correct type of PPE is chosen, the associated hazards in the workplace need to be carefully considered. A risk assessment should be carried out for each work task and suitable and sufficient PPE identified. This should be in addition to other control measures, where it can provide additional protection from the hazard to the individual. Further information can be found in the **Risk Assessments Manual**.

All PPE supplied should have been CE marked in accordance with the requirements of the European Directive. The CE mark signifies that the PPE satisfies the criteria of the safety requirements and in majority of cases will have been tested by the appropriate accredited bodies (BSI).

It is the duty of all self-employed persons to ensure that they provide themselves with adequate PPE.

The following factors should be considered when assessing the suitability of PPE:

- Is it appropriate for the risks involved and the conditions where exposure to the risk may occur? For example, eye protection designed to protect against pesticides may not offer adequate face protection for someone using an angle grinder to cut steel or stone.
- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Does it take account of the ergonomic requirements of the person wearing it?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of those who will be wearing it been taken into account?
- What are the needs of the job and the demands it places on the wearer? (Think of the length of time the PPE needs to be worn, the physical effort required to do the job and the requirements of visibility and communication).
- If more than one item of PPE is being worn, are they compatible? For example, if head protection and hearing protection are required then an integral piece of protective equipment will be required.

- Comfort is a major factor to consider when providing personal protective equipment. Consideration should be given to the length of time that the equipment is required to afford protection.

All users need to be made aware of why the PPE is required, when it is to be used, repaired or replaced, its limitations and any storage arrangements. Due to the fact that PPE is the last resort, after other control measures have been exhausted, it is important that users wear the equipment at all times when they are exposed to the hazard.

Information concerning the use of PPE should be provided in the form of signage. Erecting signage in the workplace, indicating the type of PPE necessary in the environment or for a particular task, will assist in reinforcing the mandatory requirements.

Supervisory staff are responsible for ensuring that PPE is worn correctly at all times when wearers may be at risk. The effectiveness of supervision and the level of enforcement of usage can be monitored by spot checks.

Equipment needs to be well looked after and be properly stored in suitable accommodation when not in use, e.g. dry clean cupboard, on a wall-mounted hook, or for smaller items in a box or case. You must remember that keeping items secured is important for personal hygiene reasons

Items should be kept clean and maintained in good repair. The manufacturer's maintenance schedule should be followed (including replacement periods and shelf lives – this is particularly important in the case of some respirator filters and masks).

Some items of PPE items have shelf life spans. When storing replacement filters etc consideration must be given to these requirements. Individual or identification marking of PPE may be required to ensure proper tracking of maintenance and records need to be kept.

Wearers should be made responsible for basic maintenance activities such as a regular visual inspection and cleaning of PPE but more complicated repairs should only be undertaken by specialist personnel. With complex equipment a high standard of training will be required and it may be appropriate to establish maintenance contracts with the manufacturer, suppliers or specialist maintenance firms.

Thorough examinations of respiratory protective equipment (RPE), other than disposable respirators, should be carried out at least once a month and more frequently where conditions warrant it. A responsible person can specify a longer period, up to three months, between examinations of occasional short-term use half-mask respirators.

Maintaining Records

Records should be maintained to provide evidence that PPE has been issued and that employees have received training concerning the correct use, fitting, maintenance and storage.

All maintenance of PPE, e.g. filter changes or testing of safety harnesses, should be recorded to provide a complete record regarding its suitability for use. Form PPM found in the **Safety Records** section of the Peninsula Health and Safety Management System is designed for this purpose.

Maintenance, examination and test records for non-disposable respiratory protective equipment (RPE) must be kept for at least five years.



PENINSULA

Introduction

There are many well known hazards associated with smoking in general but when it comes to the working environment, the duty of care extends to those who do not smoke. Passive smoking should be dealt with and controlled in a suitable and sufficient manner.

Associated Hazards

Smoking within the workplace can pose two main hazards, fire and atmospheric pollution, resulting in ill-health or in worst case scenarios, a fatality.

It is well-known that smokers are more likely to suffer from cancer, chronic bronchitis, gangrene, strokes, heart disease, peptic ulcers and peripheral vascular disease than those who do not smoke but passive tobacco smoke can also affect health. The effect of breathing in other people's cigarette smoke or passive smoking should be a major concern for employers who are trying to ensure that their employees do not suffer ill-health as a result of working in an area where smoking is permitted.

Medical research has proven that adults exposed to passive smoking may experience the following:

- Irritation to the eyes, nose and throat.
- Headaches, dizziness and sickness.
- Aggravation of asthma and allergies.
- Increased risk of coronary heart disease.
- A 10-30% increased risk of lung cancer, for non-smokers who are exposed to passive smoking over long periods.

Legal Duties

The organisation should take reasonable steps to protect the health and safety of employees and others affected by workplace activities. Protecting the health of individuals requires the issue of passive smoking in the workplace to be addressed. The safety implications relating to smoking, particularly in relation to the outbreak of fire, should also be considered.

Employers are also obliged to provide rest areas which are free from tobacco smoke.

Recognised Control Measures

A risk assessment should be conducted to establish who may be put at risk if smoking is permitted and to document any measures which are necessary in order to control these risks. The assessment should be documented and filed in the **General Risk Assessment** section of the **Risk Assessments Manual**.

In order to control any workplace hazard the possibility of eliminating the hazard should be considered. Where possible, smoking should be prohibited in the workplace. This will eliminate the risk associated with atmospheric tobacco smoke and reduce the risk of fire starting inadvertently.

Where a Smoking Policy is being considered or any changes are being introduced, employees should be consulted. Where they are recognised by the company, trade union and employee representatives should be consulted.

A Smoking Policy should include:

- A description of the reasons why the policy has been introduced.
- A statement of the rules relating to workplace smoking which apply within the premises and / or organisation.
- Details of the management of the policy in the workplace, including the disciplinary action which may be taken against individuals who fail to comply with its requirements.
- A statement indicating the means by which the policy is and will be communicated to staff and visitors.
- The name of the senior person allocated responsibility for implementing and monitoring the policy and the date of issue.
- Adhering to any signage that is displayed within the facility.

Consideration should also be given to the establishment of a complaints procedure for problems experienced with the policy by smokers and non-smokers.

A sample Smoking Policy for an organisation which has established a total ban of smoking in the workplace is included at the end of this guidance note.

There are several types of Smoking Policy which may be implemented. These include:

- A total ban on smoking.
- Smoking bans in certain areas (e.g. shared office, factory, staff kitchen, flammable materials store, petrol forecourt).
- Partial smoking bans based on providing designated areas for smoking, or restricting smoking to certain times and / or areas.
- Controlling smoking in certain activities (i.e. meetings, training courses, smoking breaks).
- Provision for local agreement on smoking (i.e. if one delegate at a meeting does not wish smoking to be permitted in the room then a no smoking rule must be agreed).
- Special provision for vulnerable persons (i.e. protecting the elderly, young children, asthmatics or those with respiratory problems).

Where the prohibition of smoking is not possible due to the nature of the business, for example a bookmakers or licensed premises, measures should be taken to control the hazard. A range of measures may be implemented to control the risk.

The fire risk assessment conducted for the premises should take account of the nature and use of the premises and identify the hazards associated with permitting smoking in all areas of the premises. The storage of flammable materials, combustible materials and the possibility of smoking materials providing an ignition source and starting a fire should be considered. The assessment should be documented and filed in the **Fire Risk Assessment** section of the **Risk Assessments Manual**.

Separate smoking and non-smoking areas may be provided in order to reduce the risk of ill-health due to the effects of inhaling atmospheric tobacco smoke and reduce the risk of fire breaking out. Where separate areas are provided the non smoking section must be clearly labelled with appropriate signage and the rule enforced.

Ventilation should be provided in areas where smoking is permitted in order to ensure that fresh air is available for the employees in particular. This is normally achieved by installing fresh air inlets on the employee's side of a public bar. In some cases it may be appropriate to position extraction ventilation in specific areas so that employees are protected from the effects of tobacco smoke (e.g. at the public side of a bar in licensed premises).

In buildings with mechanical ventilation, employers should consider discharging air from smoking areas separately rather than allowing it to enter the re-circulation system. Where this is not reasonably practicable and air contaminated by tobacco smoke is to be re-circulated, it should be brought up to an appropriate standard by suitable decontamination equipment.

Mechanical ventilation equipment should be inspected regularly and maintained in accordance with the manufacturers' instructions in order to ensure that it works effectively. The system should be installed and serviced by a competent person and records of cleaning, inspection, servicing and maintenance work should be retained in the **Equipment and Machinery** section of the **Safety Records**.

Ash trays or designated metal bins or trays should be provided for the safe extinguishing of matches, cigarettes etc. These facilities should be emptied into fire proof receptacles on a regular basis. Fire proof receptacles should ideally be located outside the premises, where this is not practical the waste or entire container should be placed outside when the premises are not occupied. Alternatively the waste contents may be emptied into a waste receptacle kept outside the premises prior to the closing of the premises.

Warning signs should be displayed indicating the area where smoking is not permitted due to the risk of ignition, for example in areas where flammable materials are stored or dispensed, where flammable vapours are likely to be present or where large quantities of combustible materials are stored. Signs indicating the presence of flammable or highly flammable materials or vapours should also be provided.

Information, instruction and training should be provided for employees and, where necessary, visitors, in order to ensure that they are aware of the rules and procedures governing smoking on the site.

A best practice consideration is to provide occupational health and / or counselling support for employees who have been encouraged to stop smoking as part of the organisation's commitment to establishing a Smoking Policy within the workplace. (Practical support such as the provision of Nicotine Replacement Therapy products may also be provided at the discretion of the employer.)

Maintaining Records

The risk assessments relating to smoking in the workplace should be retained in the **General Risk Assessment** section of the **Risk Assessments Manual**.

Fire risk assessments, which consider the fire risk associated with smoking, should be retained in the **Fire Risk Assessment** section of the **Risk Assessments Manual**.

Ventilation equipment should be maintained and records of this work retained within the **Equipment and Machinery** section of the **Safety Records**.

Records of training and instruction provided for employees should also be retained by the employer. Refer to the **Health and Safety Training** section of the **Safety Records**.

SAMPLE SMOKING POLICY

A N OTHER COMPANY LIMITED

In view of our long-standing concern for the safety, health and well being of employees and in light of conclusive scientific evidence establishing environmental, or second-hand, tobacco smoke as a health hazard and a human carcinogen, the company supports a smoke-free work environment.

In an attempt to consider the preferences and concerns of smokers and non-smokers and to provide a healthy and comfortable working environment that meets legal requirements, it is the aim of the site to become a no smoking business.

To this end all company work areas shall be designated as smoke-free. This will include the following defined areas: company owned or leased areas not available to the general public, areas that are available to the general public and areas devoted primarily to employee recreation.

Individuals may not smoke in vehicles whilst these vehicles are on company premises.

Smoking will not be permitted anywhere on the site except within designated smoking areas.

Signage indicates that smoking is not permitted within company premises.

The Occupational Health Department will continue to provide support programmes for those smokers who wish to give up and their utilisation is actively encouraged.

The company will offer programmes that enhance awareness of the dangers of any kind of tobacco use as part of its ongoing health education initiatives.

To enable individuals to become accustomed to the new restrictions on smoking, employees breaching the new policy will be supported with a counselling and education process. If an individual persists in breaking these rules they may be subject to disciplinary action.

In all cases where employees feel they have been unfairly treated with regards to the operation of this policy, or where there is any dispute as to its operation, recourse will be sought through the avoidance of disputes procedure and the grievance procedure.

Signed _____

Position _____

Date _____

Introduction

Stress is a commonly used term which is rarely clearly understood.

Many situations involve some form of pressure such as the need to achieve deadlines, the need to perform a task to specific standards and attain production targets etc. This is a naturally occurring situation that in itself is not harmful. In fact, without some form of pressure being applied, it is difficult to achieve the best results in personal and business development.

However, there are occasions where too much pressure can result in the development of stress in an individual that can, in some cases, lead to what are called “Stress Related Illness”. Typical examples of this are:

- Where the workload of an individual is greater than they are able to carry out.
- Where excessive pressure is applied by management to meet targets with the threat of disciplinary action for failing.
- Where the work is beyond the capability of the individual to carry out e.g. through lack of training.

Associated Hazards

Stress can result in behaviour which may put the individual or other employees at risk in the workplace. These behaviour changes include:

- Deteriorating relationships.
- Irritability.
- Aggressive and / or violent behaviour.
- Indecisiveness.
- Reduced performance.
- Excessive use of alcohol.

Individuals may also suffer from physical symptoms and in worst cases psychological symptoms; these may result in injury to themselves and / or others. The physical symptoms include inability to sleep properly, fatigue, headaches, increased likelihood of collapse due to lack of nutrition caused by loss of appetite, constipation, lower back pain, nervousness, allergies, nightmares, alcohol abuse, indigestion, nausea, peptic ulcers, heart palpitations, sexual problems, feelings of anger and many others. Psychological effects of stress include feelings of depression, anxiety, worry, guilt, apprehension and feelings of insecurity. There is also the possibility that any medication taken to combat any of these symptoms can cause tiredness and weakness.

Legal Duties

Under the general requirements of health and safety legislation, employers have a legal duty to ensure that employees are not subject to conditions that may give rise to ill health whilst in their employment.

Current legislation also requires that employers assess the risk of stress caused or exacerbated by work. Those who are at risk should be identified, control measures introduced and the risk assessment recorded and periodically reviewed.

Current management regulations require that health surveillance should be established for individuals who are identified as high risk groups or individuals who have suffered adverse effects to workplace stress in the past. Contact should be made with an Occupational Health Practitioner who specialises in this field to provide a service to cover this area.

Recognised Control Measures

Employers should make themselves aware of situations that may give rise to stress related conditions.

- Environmental stressors – the work environment in which employees are required to carry out their duties can pose a risk of discomfort. This includes extremes of temperature, poor ventilation, inadequate lighting, presence of dust, gases, vapours and fumes, as well as noise and vibration.
- Occupational stressors – conditions that can lead to accidents or health deterioration can derive from working excessive hours, too light or too heavy a work load and complexity of the task which you are expecting your employees to undertake, too much or too little responsibility, poor human relationships, deficiencies in interpersonal skills, to name a few.
- Social stressors – these are associated with family life, marital relationships, every day problems of coping with life, coping with children, mortgage payments, trouble with neighbours and death.

When an employer becomes aware that an individual has or is suffering from stress, the risks or stressors to which that vulnerable individual is exposed at work should be assessed and reasonable steps taken to protect that person from harm.

Some people are more vulnerable to stress than others. If someone who is more vulnerable to stress because of their circumstances is identified, the employer should look at the way their work is organised to see if there are ways to relieve pressures so that they do not become excessive. The employer can assume that all employees are mentally capable of withstanding a reasonable amount of pressure from work unless they have knowledge to the contrary.

An initial assessment checklist (such as the checklist included at the end of this guidance note) may be used to help the organisation identify factors within the organisation and its work activities which may give rise to occupational stress. This assessment checklist should be examined in greater detail and assist in the risk assessment process.

It is wise for organisations to take this subject seriously and establish a frame work for dealing with stress related issues. Undertaking a general risk assessment which deals with stress related situations will form part of the basis of dealing with the situation. Using the findings of this assessment will assist in the establishment of a control policy should the situation arise within your organisation.

These may be related to doing the job, role and responsibilities, personal relationships, organisational culture, control, change or support and the individual.

Some people are at higher risk of work related stress than others. These include those who:

- Work with valuables or medications.
- Work alone.
- Work in situations or roles where there is risk of violence.
- Work in conditions where noise, heat or safety issues pose threats to safety and security.
- Are in positions of authority or enforcement roles.
- Work with those who suffer from mental ill-health and the elderly.
- Work with those who take drugs or alcohol.
- New and expectant mothers.

These groups must be identified within the risk assessment and appropriate control measures established to reduce the risk of workplace stress as far as possible.

Precautions and controls which you may introduce to help reduce or control occupational stress are listed below.

Stressors relating to the demands of the job may be controlled by:

- Increasing the variety of tasks to reduce boredom.
- Realistic timescales for completion of work.
- Control of physical dangers in the workplace.
- Prioritise work and give notice of urgent or important jobs.
- Increase the scope of jobs for those who are over-trained.
- Match individuals to jobs.
- Provide training for those who require it.

Stressors relating to role and responsibilities may be controlled by:

- Giving individuals more responsibility.
- Making sure everyone understands their responsibilities and how their role is linked to business objectives.

Stressors relating to personal relationships may be controlled by:

- Fair treatment of staff.
- Clear equal opportunity policies and grievance procedures.
- Team building exercises.
- Providing interpersonal skills training.
- Utilising management techniques.

Stressors relating to the culture of the organisation may be controlled by:

- Developing a stress prevention and control policy.
- Corporate awareness and understanding of stressors, symptoms of stress and preventative measures to minimise stress in the workplace and prevent ill-health.
- Clearly defining the structure of the organisation.
- The allocation of resources throughout the organisation.
- Adopting suitable management styles.
- Managers setting good examples and not working long hours.
- Encouraging employees to take time out during the working day i.e. lunch breaks.
- Developing a 'no blame' culture.
- Consulting the workforce.

Stressors relating to issues of control may be managed by:

- Giving a group of workers greater responsibility for effective performance of the group.
- Providing opportunities for staff to contribute ideas, particularly in planning and organising their own jobs.

Stressors relating to organisational change may be controlled by:

- Effective communication.
- Change of management.
- Training needs analysis.

Stressors may also be controlled by considering support and the individual. This may involve:

- Providing an access point for help for those suffering from stress or concerned about their health or welfare.
- Monitoring sickness absence.
- Offering a counselling service.
- Introducing a return to work programme.
- Individual capability considered during recruitment and when promoting or re-structuring the organisation.
- Family friendly policies and flexible working patterns.
- Encourage a healthy work-life balance.
- Stress-awareness training.
- Training needs analysis.
- Appraisals and regular training for staff.

Maintaining Records

Risk assessments for stress should be documented and copies retained within the **General Risk Assessment** section of the **Risk Assessments Manual**, where appropriate. Where assessments are conducted for individual employees, the assessments should be stored securely in the employee personnel file or with occupational health records. Risk assessments and occupational health documentation which identifies individuals should always be stored securely and should be retained for forty years.

Records of training provided for employees should be retained in the **Health and Safety Training** section of the **Safety Records**.

Initial Workplace Stress Assessment

Form IWSA

Hazards	Who Could be Harmed	High Risk	Medium Risk	Low Risk
Poor management control				
Lack of communication and consultation				
Blame culture				
Organisational change				
Redundancy programme				
Large projects				
Confusion over job role				
Lack of definition of organisational goals				
Poor relationships with other people				
Responsibility for other people				
Bullying				
Sexual or racial harassment				
No support or skills development				
Lack of support for problem solving				
Low participation in decision making				
Complex decisions to be made regularly				
Under use of skills				
Under or over promotion				
Career stagnation				
Low social value to work				
Rigid supervision				
Performance related pay				
Conflicting demands of home and work				
Individuals with no control over their work activities or work rate				
Physical danger or threat of violence				
Poor physical working conditions				
Extreme cold				
Excessive heat				
Noisy work environment				
Shift working				
Unpredictable hours				
Long or unsocial hours				
Inflexible work schedules				
Boring or repetitive work				
Too little to do				
Too much to do				
Too much to do and too little time				
Too little training for the job				
Too much training				
Individuals exhibiting signs of stress				
Previous history of work related stress				
Other organisational factors:				
Other individual factors:				
Other factors:				

Initial Workplace Stress Assessment

Form IWSA

Precautions or controls in place:	Additional precautions or action required:
High risk occupations or individuals identified within the organisation:	Special precautions for high risks occupational groups and individuals:
Initial assessment completed by: Print _____ Sign _____ Assessment completed on: _____	Individuals identified and separate stress assessment completed for: Name: Date completed:

Associated Hazards

Employers of persons who use vehicles either on or off sites should carry out a risk assessment to consider the hazards their employees and others may be exposed to. These hazards include:

- Persons being struck by a vehicle.
- Persons falling from the vehicle.
- Persons being struck by objects falling from the vehicle.
- The vehicle overturning.
- Fuel filling and battery charging activities.
- The loads being carried.

When looking for hazards, consideration should be given to:

- The overall safety of the vehicle. Is it suitable for the work involved? Would an alternative vehicle do the job more safely?
- The routes or roads used by the vehicle, accounting for other hazards e.g. obstructions, road width etc.
- The competency of drivers and their ability to operate the vehicle safely.
- Other activities and actions of other persons in the areas where the vehicle will or may operate.
- The proximity of dangerous substances (chemical tanks, LPG storage etc) in places where vehicles have to access.
- Access / egress to the vehicle and trailer.

Legal Duties

General health and safety legislation requires that risk assessments of all work activities and hazard areas be undertaken. The assessments should be documented where five or more persons are employed. Specific assessments will be required in connection with vehicle use and maintenance.

Recognised Control Measures

A comprehensive risk assessment of all work activities should be undertaken and all persons given adequate information, instruction, training and supervision. You should talk to workers about health and safety matters on a regular basis.

All drivers and vehicle operatives should be suitably qualified, with copies of their qualifications held on file and updated regularly. Only persons, authorised in writing by the company, should be allowed to operate mobile work equipment. The driver's competency should be re-assessed at regular intervals with removal of authorisation in certain circumstances. Contractors should not be allowed to operate any mobile work equipment unless full submission of all the required information and official written authorisation is given. This rule should be strictly enforced, to ensure that no persons are allowed to operate the equipment unless officially approved.

Traffic routes, within the facility, should be clearly indicated by safety signage. Separate pedestrian routes should be available where possible (ideally with physical barriers between pedestrians and vehicles).

There have been several legal actions taken by Enforcement Authorities when accidents have occurred due to insufficient pedestrian routing. Pedestrians should not be allowed access to any transport area unless there are clearly designated crossing points in areas of good visibility. Ideally, 'one way' traffic systems should be deployed in transport yards. Car parks should be kept separate from transport yards where possible.

Strictly enforced rules regarding the carrying of passengers should be adopted. Vehicles that are not designed to carry more than one person should not be used to carry passengers. Any breach of this rule should be treated as gross misconduct. Strict rules regarding the use of lifting equipment on vehicles should also be followed.

There should be separate doors for access / egress to buildings for vehicles and pedestrians. Transport yards will require suitable artificial lighting.

Vehicles should be fitted with reversing horns or other audible device to be sounded when reversing. Site-only vehicles should be fitted with flashing light units at the highest point to ensure they are visible to pedestrians.

Strict conditions should be employed for delivery activities, particularly to dedicated delivery bays. On arrival at dedicated delivery bays the driver should surrender the vehicle keys to a loading bay Supervisor. These can then be returned when the vehicle is loaded / unloaded.

Strict procedures involving the use of specially trained 'banksmen' may be required to supervise vehicle movements. Concrete (or other suitable material) 'stop blocks' may be required to avoid damage to buildings from reversing vehicles. Strict rules regarding the use of vehicle and trailer handbrakes and the use of trailer landing legs should be enforced.

Access to the top of vehicles should be restricted to trained competent persons to prevent falls from height. The use of safety harnesses and 'lanyard' inertia-reel systems may be required.

Activities such as 'dipping' on tankers, filling / emptying or purging activities should be subject to documented work procedures.

Clear documented procedures for use of tail-lifts or other lifting equipment, on vehicles, should be in place. All lifting equipment should be tested by a competent Engineer at least annually.

Tipper mechanisms should be subject to strictly-controlled operation systems and the use of banksmen. Sheeting operations and the application of 'tie' systems (ropes, straps etc) should also be strictly controlled.

Consideration should be given to the conditions of sites where drivers may have to deliver or collect. Where specific equipment (loading hoppers, ladders, pipes etc) is required, there should be an adequate reporting system available so that problems or hazards may be reported to those who will carry out remedial works. Damaged or defective equipment provided at remote sites should not be tolerated and you should insist that these matters are rectified as soon as possible.

Where visibility on sites is not good (e.g. blind corners or traffic routes around buildings), mirrors should be used with suitable warning signage. Drivers should be clearly instructed to sound the horn when approaching blind corners etc.

Speed limits should be set on all sites and should be strictly enforced with disciplinary action taken against all offenders.

Summary

Many of the work activities involving workplace transport are similar to those found in other working environments. However, the addition of specific activities introduces a different range of hazards. Employers must follow the law and carry out a full risk assessment of the activities undertaken in the facility as they apply to the day to day activities of the management and employees. Consideration should also be given to the extent that these activities affect others e.g. contractors and members of the public.

The assessments should be fully documented and the significant findings of the assessments notified to employees. This can be achieved in the form of standard work procedure sheets or method statements issued to the workforce to indicate the work method and precautions to be adopted.



PENINSULA

Associated Hazards

The use of fork-lift trucks in the workplace creates hazards to the operator and others in the vicinity. Potential hazards include:

- Collision with stationary objects.
- Collision with pedestrians.
- Overturning of the fork-lift.
- Mechanical failure.
- Falling loads.
- Fire associated with refuelling or recharging activities.
- Using the wrong type of truck in a flammable area.

These situations may arise from poor maintenance, incorrect loading or unloading, selecting the wrong type of fork-lift for the task, inadequate driver training, uneven ground conditions, overloading the fork-lift or the incorrect application of attachments.

Human behaviour and operator error can also cause hazards to arise. For example:

- Leaving the key in the fork-lift.
- Riding on the side or back of a fork-lift.
- Excessive acceleration.
- Violent braking.
- Driving with a raised load.
- Turning corners sharply.
- Failing to take account of overhead cables or lights when raising the mast.
- Failing to obtain a secure hand hold when mounting the truck.
- Failing to use the handbrake where appropriate.

Legal Duties

Current health and safety legislation requires that operators and Supervisors receive adequate training to operate fork-lift trucks. The fork-lifts must be maintained in good condition, be suitable for the purpose and fitted with roll-over protection and seatbelts, where necessary, to protect the operator in the event of overturning.

Legislation also requires that thorough examinations and inspections of fork-lifts and attachments are carried out periodically and that the safe working load is clearly marked on all attachments and the fork-lift.

Recognised Control Measures

Selecting the Correct Fork-Lift Truck

Fork-lifts should be selected for the task which they are required to carry out.

The type of truck, tyres and fuel used should be considered and the appropriate fork-lift selected.

Selecting and Training Fork-Lift Drivers

Drivers should be selected carefully. Employees with mature and responsible attitudes should be selected.

Drivers should be medically fit to operate fork-lifts. Drivers and potential drivers should be screened for fitness before being nominated and trained as drivers.

Drivers should usually have full movement of the trunk, neck and limbs, distance vision should not be less than 6/12 in both eyes (glasses must be worn when driving fork-lifts if vision is corrected by using them) and drivers should be able to hear warning signals and instructions. However, medical fitness should be assessed individually by a competent person.

All fork-lift drivers should be trained in the safe use of the type of fork-lift they are required to operate. The training should be delivered by an accredited trainer and should comprise of theoretical and practical training. Basic operations, job specific training and workplace familiarisation training should be carried out.

Drivers should be authorised, in writing, to operate the type of fork-lift for which they are trained.

Drivers should be monitored and assessed to ensure they are competent to operate the fork-lift.

Workplace supervision by trained Supervisors or Managers is required. In addition, refresher and conversion training may be required. It is good practice to complete refresher training every three years in order to formally reassess driver competence.

Working Platforms and Attachments

Only working platforms and attachments that have been load tested and inspected to show they are suitable and fit for use should be used on the fork-lift. You should also ensure any platforms or attachments are securely fitted.

Only platforms and attachments designed for use with that particular type of fork-lift should be attached and the manufacturer's instructions should be followed.

Safety harnesses and lanyards should be used whilst working from a work platform attached to a fork-lift.

Carrying Passengers

Employees may not be carried on fork-lift trucks unless the equipment is designed to carry people.

Protection of Personnel

Measures should be taken to prevent contact between pedestrians and fork-lift trucks. You should establish safe systems of work within the premises. These may include:

- Segregation - by providing barriers or marked routes.
- Restricted areas.
- The provision of pedestrian and vehicle entrances and exits.
- Audible and visual warning devices on fork-lift trucks.
- High visibility clothing.
- Fork-lift warning signs.
- Speed restrictors.

Maintaining Fork-Lift Trucks

Before use the driver should check the fork-lift truck to ensure it is safe to use. Any faults should be reported immediately and before the truck is used. Inspection checklists are available from Peninsula Business Services Limited.

Fork-lift trucks require a periodic inspection by a competent person in order to meet legal requirements and identify dangerous defects. As the employer, you are responsible for ensuring that these inspections are carried out and any defects rectified. Records of inspections and thorough examinations should be retained.

A competent person should determine the frequency of inspections and thorough examinations. However, where the fork-lift is used to lift people, inspections should be carried out at least every six months. Fork-lifts that do not lift people should be inspected at least every twelve months and a competent person should inspect all lifting accessories at least every six months.

Fork-lift trucks should also be serviced and maintained regularly to help prolong the life of the equipment and minimise the development of serious defects.

Restraining Systems

Where there is a risk of rolling over mobile equipment, including fork-lifts, should be fitted with a seat belt or restraining device to minimise the risk of people being crushed if it rolls over.

Counterbalance fork-lifts below 10,000kg capacity are at greater risk of overturning than other fork-lifts. Side-loaders are also at risk of overturning. Non-rough terrain fork-lifts are intended for use on firm, smooth, level surfaces. Uneven surfaces and gradients increase the risk of this type of truck overturning.

Operator restraints do not have to be worn when fork-lifts are in motion if, following a comprehensive risk assessment, it is deemed safe when the operator is required to frequently dismount (e.g. order picking).

Restraints should be worn where the fork-lift can be turned at speeds approaching maximum speed, on gradients and on terrain which can lead to overturning at lower speeds.

Drivers should be instructed and supervised regarding the wearing of seatbelts.

Safe Operation of Fork-Lift Trucks

Rules should be established for the safe operation of fork-lifts by company employees. These may include:

DOs

- Lift trucks must only be driven by authorised operators.
- On completion of the work, the lift truck should be parked in the designated parking area with the fork arms lowered to the ground and tilted forward. The parking brake should be applied and the key removed from the vehicle. Disconnect the battery on battery-powered lift trucks. Turn off gas on LPG-powered lift trucks. Return the keys to their place of safekeeping.
- Be particularly careful when operating where there are pedestrians. Observe the facility rules and take all precautions to avoid pedestrians.
- As a general rule, when operating, keep to the left. However, when driving between rows of blocks it may be safer (if a clear view can be obtained) to keep to the centre of the gangway or aisle.

- Sound the horn in short sharp blasts at every potential danger spot. Remember, the horn does not give automatic right of way.
- Stop before doorways. Sound the horn and proceed slowly, if the way is clear.
- Avoid violent braking or sudden change of direction, which may cause the load to fall off, or the lift truck to tip.
- Where possible, travel with the fork arms lowered to within 150mm of level ground and the mast tilted slightly back. With some attachments, e.g. barrel clamps; the mast should be kept vertical. Always follow the instructions for use of the attachment.
- Always look in the direction of travel. When loaded, travel down or up slopes with the fork arms facing uphill. When unloaded, travel up or down slopes with fork arms facing downhill. It may be necessary to raise the fork arms slightly at the bottom of slopes to avoid grounding the load or fork arms. Where it is impossible or hazardous to turn the lift truck to comply with the above, e.g. when loading containers using a portable ramp, operate with the fork arms facing uphill for both directions of travel. In this case keep the lift truck in line with the incline and do not attempt to turn until on a level surface. Do not turn on or travel across a ramp or incline.
- Travel slowly when descending slopes.
- When leaving the fork-lift, even for a few seconds, apply the parking brake, make sure that it is in neutral and the fork arms are tilted and lowered to the ground. If the lift truck is to be out of sight or remote, shut off the power and remove the key.
- Before raising a load ensure there is sufficient clearance to do so and that objects, which could fall and injure people nearby, will not be dislodged.
- When mounting or dismounting from the lift truck, use the steps and handholds provided for the purpose. Before dismounting, check that it is safe to do so and the lift truck is parked safely.
- Consider the centre of gravity of the load when loading the forks.
- Refuel the fork-lift in accordance with any instruction, training and signage provided.
- Always keep arms, legs and head inside the operator compartment.
- Follow the safe stacking and de stacking procedures indicated during training.

DON'TS

- An operator who appears unfit through drink or drugs should not be allowed to operate a lift truck (a person who would be unfit to drive a vehicle on the public road will be considered unfit to operate a fork-lift).
- Do not take short cuts - follow the safe driving practices indicated during training.
- Do not pick up a load if someone is standing close to it.
- Do not allow people to walk underneath the load.
- Do not move a load that appears unsuitable. Mark it as such and report its condition to the Supervisor.
- Do not leave a lift truck unattended on a gradient except in an emergency, in which case chock the wheels.
- Do not run over cables or flexible pipes etc that are on the floor unless they are suitably protected.
- Do not operate with the load raised because of the risks of overturning, unless at creep speed as part of a stacking or de-stacking manoeuvre.
- Do not raise or lower forks whilst the truck is in motion.
- Do not carry a load that blocks forward visibility. If it is absolutely necessary to carry a bulky load which blocks visibility, then the lift truck should be driven in reverse. If this is not possible, for example when travelling up a slope, a banksman should be used to assist the operator.
- Do not exceed the safe working load of the fork-lift and / or attachment.
- Never leave the keys in the ignition of an unattended lift truck.

- Do not apply the brakes violently, accelerate excessively or over steer the fork-lift as this may cause injury and / or overturning.
- Do not eat, drink or use a mobile phone whilst operating a fork-lift.

Refuelling and Battery Charging

Battery charging and re-fuelling should be carried out in accordance with the manufacturer's recommendations and the training provided. Ignition sources should be eliminated and the engine turned off before re-fuelling or charging commences. Emergency procedures, including spill containment and a cleaning procedure should be established.

Batteries should be topped up or charged in accordance with the manufacturer's recommendations. Charging should only be carried out in designated, well-ventilated locations with an eye wash station or emergency shower and suitable fire extinguishers located close by. The battery connector should be disconnected before topping up, charging or servicing a battery. Covers must be opened or removed during charging and replaced before the truck is put back into use.

Refuelling with LPG should only be carried out at designated filling stations, by specially trained operators.

Refuelling with diesel and petrol should only be carried out at designated areas. Only clean and uncontaminated vessels should be used for refuelling and the filler cap should be replaced after refuelling.

Maintaining Records

Risk assessments for fork-lift truck operations should be documented and copies retained within the **General Risk Assessment** section of the **Risk Assessments Manual**.

Records of maintenance work, inspections and thorough examination reports should be retained within the **Equipment and Machinery** section of the **Safety Records**.

Records of the thorough examinations required every six months, twelve months or at another frequency specified in the examination scheme should be kept for two years or until the next report is made, whichever is the longest period.

Inspection Reports should be kept until the next Inspection Report is made.

Training records for operators and Supervisors should be retained by the employer. Refer to the **Health and Safety Training** section of the **Safety Records**.



PENINSULA

Introduction

This guidance note is aimed at employers, Managers or Supervisors who employ staff to drive a vehicle or ride a motor cycle or bicycle at work.

This does not include commuting, unless the employee is travelling from their home to a location which is not their usual place of work.

Companies that use large goods vehicles (LGV) or passenger service vehicles (PSV) will also be subject to legislative requirements; these legislative requirements take precedence over the general advice contained in this guidance note.

Associated Hazards

Employers of persons who use vehicles as part of their duties should carry out a risk assessment to consider the potential hazards their employees and others affected by their actions could be exposed to. These hazards include:

- Impact with other vehicles / property / pedestrians.
- Vehicle overturning.
- Fatigue / tiredness.
- Stress.
- Distraction caused by a mobile telephone.
- Bad posture due to ill adjusted seat / driving position.
- Fuel filling.

When looking for hazards, consideration should be given to the following:

- Is the journey necessary, could you travel by another means of transport, (taxi, train, or aeroplane)?
- The design of the vehicle, is the vehicle suitable for the task?
- Are work schedules realistic?
- Has the Driver received adequate training, does the Driver hold the correct licence for the vehicle being driven?
- Has sufficient time been allowed for the journey?
- Is the vehicle serviced regularly, as per manufacturer's recommendations?
- Have hands free kits been fitted to all vehicles?

Legal Duties

Health and safety legislation requires that risk assessments of all activities are undertaken. The assessments should be documented where five or more persons are employed. Specific risk assessments will be required for the use of and maintenance of vehicles.

Recognised Control Measures

Once risk assessments relating to the use and maintenance of vehicles have been completed, adequate information, instruction training and supervision should be given to all relevant staff.

All staff that drive vehicles or ride motorcycles or bicycles as part of their duty should be suitably qualified, with the correct licence for the type of vehicle being used. Copies of employee's licences should be kept on file and updated regularly to ensure they are still legally permitted to drive the vehicle.

Employees should be made aware that it is their responsibility to inform / advise the company of any changes to the validity of their licence regarding penalty points and disqualifications. Employees must also inform the company of any medical condition or treatment which may affect their ability to drive.

You should inform all Drivers that they must not drive a company vehicle whilst under the influence of alcohol or drugs.

All vehicles used for company business, owned by the company or privately owned, should be insured for business use and if used to carry / deliver goods should have adequate Goods in Transit Insurance.

Any vehicle used for company business, over three years old (four years in Northern Ireland) should have a current and valid M.O.T. certificate.

The vehicles should also be serviced and maintained to manufacturer's standards and specification.

Before setting out on a journey or at the start of each working day the following should be checked by the Driver:

- Oil level.
- Water in radiator.
- Battery connections.
- Brake fluid.
- Lights (condition, bulbs, etc).
- Indicators.
- Washer water level.
- Wipers.
- Windscreen.
- Mirrors are in good condition and positioned correctly to give maximum vision.
- Number plate clean and readable.
- Horn.
- Footbrake.
- Handbrake.
- Tyres (condition, pressure, etc).
- Wheel nuts.
- Drivers' seat positioned to give comfortable support and full use of controls.
- Load (condition, stability, etc).

Journeys should be planned in advance, using the most appropriate roads for the vehicle. Motorways are suitable for all vehicles being driven by a person who holds a full licence for the type of vehicle being driven; minor roads may be unsuitable for large goods vehicles and passenger service vehicles due to weight restrictions, low bridges, level crossings and narrow carriageways.

When planning a journey, allow extra time for Drivers to take a rest. It is recommended that Drivers who drive vehicles without a tacho graph should take a fifteen minute break every two hours. There is specific legislation in place for vehicles with tacho graphs fitted which is beyond the scope of this guidance note. Information regarding this legislation is available from the Department for Transport at www.dft.gov.uk. There is evidence that most sleep related accidents happen between 02:00 and 06:00 in the morning and 14:00 and 16:00 in the evening; take this in to account when planning a journey.

Observe the speed limit at all times (see table overleaf). Remember when driving a vehicle consideration should be given to the condition of the road, weather, volume and speed of traffic travelling on the road, your speed and driving should be adapted accordingly.

Whilst driving you should be considerate towards other Drivers, don't allow yourself to become agitated or aggressive if another vehicle pulls out in front of you at a junction or on approach to traffic lights.

From 1st December 2003 it became illegal to use a hand held mobile phone whilst driving a car. You must exercise full control of your vehicle at all times, therefore you should pull off the road and park the vehicle in a safe manner before making or receiving a call from a hand held mobile phone.

Summary

Many of the work activities involving occupational road safety are similar to those found in other working environments. Employers must follow the law and carry out full risk assessments of the activities undertaken in the facility, as they apply to the day to day activities of the management and employees. Consideration should also be given to the extent that these activities affect others e.g. members of the public.

The risk assessments should be fully documented and the significant findings of the assessments notified to employees. This can be achieved in the form of standard work procedure sheets or method statements issued to the workforce to indicate the work method and precautions to be adopted.

A Brief Guide to Speed Limits on UK Roads

Type of Vehicle	Built Up Area	Single Carriageway	Dual Carriageway	Motorway
Cars and motorcycles (including car delivery vans up to two tonnes maximum laden weight)	30	60	70	70
Cars towing caravans or trailers (including car delivery vans up to two tonnes maximum laden weight)	30	50	60	60
Buses and coaches (not exceeding 12 metres in overall length)	30	50	60	70
Goods vehicles (not exceeding 7.5 tonnes maximum laden weight)	30	50	60	70
Goods vehicles (exceeding 7.5 tonnes maximum laden weight)	30	40	50	60

For further information source The Highway Code booklet.

Introduction

Violence at work is defined by the Health and Safety Executive (HSE) as ‘any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment’.

There are various types of violence:

- Attack - force is used to cause harm.
- Threat – expression of intent to cause injury.
- Harassment – behaviours which annoy or trouble.

Violence can often be predicted as a ladder of aggression exists. Early detection and diffusion of potentially violent situations can help manage and control violence and prevent injury. The various stages of aggression, as outlined by the Suzy Lamplugh Trust are below.

Physical violence
Threatening gestures
Harassment
Vandalism
Deliberate silence
Verbal abuse
Innuendo / insults
Dismissive behaviour
Personal space invasion
Offensive language / gestures
Ridicule
Sarcasm

Associated Hazards

Violence can result in various forms of injury either physical or psychological. Victims may suffer physical harm such as scratches, bites, bruising, bleeding, internal organ damage or the effects of battery, sexual assault or murder. Psychological effects often accompany physical injury and affect those threatened, bullied or harassed. Psychological effects include trauma, stress and depression. Trauma can be a major contributory factor to the development of alcoholism or substance abuse.

Several high-risk areas of employment have been identified using accident statistics. Employees who provide care, advice or training, those who work with the mentally disturbed, those who work with alcoholics and drug addicts, Inspectors and Enforcement Officers, those who handle money or valuables and those who work alone are at greater risk of experiencing violence at work.

Legal Duties

General health and safety legislation requires employers to ensure the health, safety and welfare of all their employees. In some organisations there is a significant risk of injury or harm as a result of violence or aggression. These organisations should undertake a comprehensive risk assessment for the areas of concern. There is a specific legal requirement to provide counselling / health surveillance for those that may have suffered as a result of violence or abuse.

Every employer has a duty to assess the associated risks, identify potential sources of verbal and physical violence and manage the risk effectively to ensure, as far as is reasonably practicable, the health, safety and welfare of employees. The risk assessment should be documented using the documentation in the **General Risk Assessment** section of the **Risk Assessments Manual**.

Recognised Control Measures

There are a number of factors which increase the risk of violence in the workplace. These include:

- Working alone.
- Handling medicines.
- Handling valuables or cash.
- Late night or early morning working.
- Providing or withholding a service.
- Exercising authority.
- Working with people who are mentally unstable.
- Working with people under the influence of drugs.
- Working with people under stress.
- Working in high crime areas, inadequate staffing levels.
- Incorrect invoicing, inadequate stock levels.
- Poor service levels and long waiting times, particularly in the service and health care sectors.

Where these situations exist they should be considered in the risk assessment and appropriate control measures put into place.

Physical controls may be put into place in some circumstances to reduce the risk of violence. For example, drugs should be stored under lock and key, entrances secured by keeping the door locked, key pad access and self-closing entrance door, safety glass or 'bandit screen' enclosures or refuges may be provided, panic buttons installed to enable staff to raise the alarm in the event of an emergency.

Reception areas should be easily identifiable, accessible, adequately staffed and / or equipped with a bell to summon another member of staff in order to reduce the risk from aggressive behaviour. Physical control measures may also include the provision of adequate lighting, use of video surveillance (CCTV), displaying warning signs, fitting safes with time delay mechanisms. In certain circumstances, for example in security services, it may be appropriate to provide safety helmets and stab resistant vests to individual employees.

Working procedures may also be adopted by the organisation in order to reduce the risk of violence in the workplace. For example, cash may not be kept on the site, lone working may be eliminated or discouraged by Managers, offices may be locked when not occupied by two members of staff or during after hours working, buildings may be locked at specific times each evening, members of staff may be prohibited from locking the premises whilst unaccompanied, security companies may be engaged to remove cash and valuables from the premises, security staff may be employed by the company and potentially dangerous items stored securely within the premises.

The nature of the organisation will determine the type of procedural controls which are adopted. In nursing homes procedures may demand that potential residents are vetted before they are accepted, restraint policies are implemented and care standards maintained and staff protected by consultation with Social Workers and the referral of residents who become violent. However, these procedural controls are not appropriate in a retail outlet.

In retail organisations it is appropriate to ensure that adequate arrangements are in place for handling cash, particularly if bank deposits have to be made. The handling of cash and / or knowledge of safe combinations may be restricted to specific staff, the times and days of bank deposits varied and routes to and / or deposit locations alternated on a random basis to reduce the risk of a targeted attack.

Organisational controls should also be used to help control the risk of violence in the workplace. Adopting and implementing equal opportunity, anti-harassment, disciplinary and grievance, violence prevention and customer care and complaints policies and procedure will help ensure that employees are fairly treated by employers, provide a non-violent method for raising grievances and help minimise risk from violent customers or clients by establishing service agreements and providing a clear procedure for dealing with complaints.

Recruitment and selection procedures for employing staff, effective disciplinary procedures and formal incident reporting procedures will also help manage the risk of violence in the workplace. Other organisational controls which may be adopted in order to control the risk of violence include:

- The introduction of behaviour observation programmes.
- Ensuring that tasks are assigned according to experience and competence.
- Ensuring that tasks are clearly defined.
- Cash control procedures.
- Queue management systems and providing appropriate staffing levels.
- Adapting opening hours to meet customer needs.

A list of emergency contacts should be provided for employees to use in the event of an emergency or violent incident, these may include arrangements to notify management staff. All staff should be made aware of the company policy when aggressors demand money or valuables. It may be appropriate to adopt a 'hand over' policy in order to reduce the risk of physical attack should this situation arise.

Arrangements should include steps to be taken after a violent incident has occurred. This may include the introduction of critical incident stress de-briefings and / or Employee Assistance Programmes for victims of workplace violence.

Awareness training should be provided for employees who may be at risk. This training may be provided by a senior member of staff or by a specialist training provider depending upon the nature of the business and the likelihood that violence will occur. Training may cover the causes of violence, recognition of warning signs, relevant interpersonal skills, details of policies; working practices and control measures, incident-reporting procedures and the help which will be made available to an employee should an incident of violence occur.

Training should also be provided for Managers who will be responsible for investigating violent incidents.

If a Violence Prevention Policy is to be adopted by the organisation, the policy must clearly define the circumstances under which the Police will be contacted and the contents of the policy must be communicated to employees.

Maintaining Records

The violence risk assessment should be documented and retained within the **General Risk Assessment** section of the **Risk Assessments Manual**.

Records of maintenance work and inspection of physical controls should be retained within the **Equipment and Machinery** section of the **Safety Records**.

Records of training and instruction provided for employees and Managers should also be retained by the employer. Refer to the **Health and Safety Training** section in the **Safety Records**.

Records of violent incidents should also be maintained. Physical attacks should be recorded in the **Accident Book** and other incidents recorded according to company procedures or the Violence Prevention Policy.



PENINSULA

Introduction

Visitors present themselves in a number of forms. These may be members of the public, Consultants, prospective customers and personal visitors. Within any organisation visitors are at risk due to their limited awareness of the hazards associated with the business. This becomes a particular problem when the premises has to be evacuated in the event of an emergency e.g. fire. It is extremely important to limit access of visitors within the premises and raise their awareness of any procedural arrangements, especially where hazardous operations such as chemical handling or decanting are being carried out.

Associated Hazards

In the event of uncontrolled entry into the premises, visitors may be allowed to wander into areas that pose a significant risk of injury, ill health and in the worst case scenario, fatality. An example of a situation that may pose risk of a fatality is failing to control visitors within the loading bay of a warehouse. This is due to the fact that the visitors entering the hazardous areas may not be aware of the dangers involved. In this situation vehicle movement, e.g. reversing, will pose a high risk of crush injuries. Consideration should also be given to unauthorised visitors. This may seem a little strange but consider this situation. If you have a hazardous substance or flammable substance stored at the rear of your facility and children are able to come into contact with it then serious injury or a fatality may result.

Legal Duties

Under general health and safety legislation, business owners and those in control of premises must ensure the health and safety of all persons who may be affected by their business undertaking.

Recognised Control Measures

The control measures required will vary according to the hazards associated with the business undertaking. For example, ensuring that visitors are controlled within an office environment will usually just extend to ensuring that in the event of an emergency these people are accounted for at a roll call. On the other hand, the control measures will extend to a greater requirement in an engineering fabrication workshop e.g. visitors may be exposed to the risk of a flash from a welding operation if no controls are identified.

It is important that controls are put into place in environments that are likely to have visitors and in some cases it may be required to completely restrict access to any visitors (e.g. in areas where there is a risk of exposure to x-ray radiation). In areas where there is a likelihood of visitors accessing your premises then security restriction and signage may be required and those who are allowed to access your premises must be accounted for by means of signing into the premises and signing out when leaving the premises.

Visitor's records should be kept in the **Visitor's Book** which is available within your Health and Safety Management System.

Some situations may arise that requires the organisation to provide personal protective equipment to the visitors to ensure that they are not exposed to any hazards that they may be exposed to whilst on your premises e.g. providing disposable ear plugs in an area where there is a risk of noise exposure.

Some situations may arise whereby it may be necessary to retain at the reception area equipment and items that may increase the risk of injury or harm, e.g. mobile telephones or sources of ignition on a site with high volumes of highly flammable substances.



PENINSULA

Introduction

Business undertakings require certain supplies of energy sources and water to enable the operation of business. These supplies can pose a significant risk of injury if adequate controls are not implemented. Many of the controls required to ensure a consistent, safe delivery of the necessary supplies are out of the control of the business but a reporting procedure should be identified. It is also extremely important that the source of supply to the building is identified to enable the emergency services to isolate the supply in the event of an emergency.

Associated Hazards

Electricity supplies pose a significant risk of fire and electric shock if the supply within the premises is poorly installed and maintained.

Gas supplies pose a significant risk of explosion and fire if the supply system is poorly installed and maintained.

Some facilities may require a constant supply of water to enable emergency services to tackle fires. This will be identified as an extra precautionary measure under fire precaution regulations. The supply may be in the form of boosted mains, or even ponds and rivers in close proximity to the site.

There are significant hazards present if the waste drainage facility is not properly managed, this can present microbiological hazards. This includes cess pits.

Oil supplies pose a significant environmental risk if the supply system is poorly installed and maintained.

Businesses may require further supplies to enable them to carry out their business undertaking. An example of this is compressed air and specialised gases that are linked into a central supply.

Legal Duties

Under general health and safety legislation business operators are required to ensure equipment within their premises, that is designed to supply a product for use within that environment, is safe and without risk to health. Under the requirements of electricity supply regulations there are strict criteria to maintain safety standards. Gas installations also come under strict criteria to ensure safety standards are maintained.

Recognised Control Measures

To ensure that sufficient controls are implemented you should identify all of the major supplies to the facility e.g. gas, electricity, water etc. Once these have been established the next course of action is to identify the safe isolation method. This should then be communicated to all the relevant staff. Procedures should then be put into place to ensure a suitable and sufficient safe system of isolation is available.

It is best practice to ensure that the emergency services (Fire Authority) are made aware of the location of the isolation points. This information may be situated alongside any emergency alarm evacuation control zone panels in the form of a simple building plan.

Any electrical work that is carried out, this includes installation and maintenance, must be carried out by a competent person.

Although water can do considerable damage to properties and will conduct electricity, the product itself does not pose a significant hazard except in situations where people may work in low lying areas and there is a risk of drowning as a result of the presence of water. Ensuring that staff members understand the safe isolation requirements will reduce any risk that may be present.

Gas installations (mains gas and liquid petroleum gas) pose a significant risk of fatality if sufficient controls are not in place. Anybody who has the responsibility for managing premises must ensure that any work undertaken e.g. new installations or maintenance of existing systems is carried out by a competent person. The competency of Installation Engineers is determined by experience in the system that is to be worked upon and the fact that they hold certification with the Council of Registered Gas Installers (CORGI).

There are strict approved codes of practice that Installation Engineers must adhere to. These have been established by various safety studies and trade associations. Gas fittings must be of good construction and sound materials with adequate size and strength. The construction of gas fittings must take into account the removal of the fumes (carbon monoxide) that are generated during combustion. The fact that this fume will cause fatality in the worst case concentrations poses a significant hazard. Regular (annual), planned, preventative maintenance by a competent Engineer should ensure that the risk is reduced to the lowest level possible.

There are strict criteria which controls the siting, filling and maintenance of bulk liquid petroleum gases (LPG) on premises. LPG suppliers will normally provide this service as a package.

You should also remember that there is specific legislation which covers pressure systems that may be within the organisation e.g. compressed air. Pressure systems should fall under the requirements of a 'Written Scheme of Examination'. Within this examination scheme there will be a requirement for the system to be stripped down and internally inspected for any evidence of corrosion within any vessels and also to ensure that any safety devices, designed to release pressure build up, meet the calibration requirements. This service is normally a requirement of your liability insurance.

If there is a requirement for a significant amount of drainage waste from your facility then you must ensure the waste system is adequately maintained and capable of coping with the disposal of large quantities.

Introduction

Any premise which houses your business undertaking should be suitably constructed and sufficiently maintained to ensure that situations do not arise which may threaten the health and safety of employees and anybody else that may enter the working environment. Areas that should be controlled include:

- Ventilation and temperature controls.
- Lighting.
- Cleanliness.
- Work space.
- Windows and doors.
- Sanitary conveniences and washing facilities.
- Supply of drinking water.
- Changing facilities.
- Rest areas.
- Traffic routes.

General tidiness and cleanliness of the premises is a key factor in the promotion of health and safety and can contribute greatly to reducing risks, accidents and ill health.

Associated Hazards

Premises construction and maintenance can pose significant health and safety hazards.

- Poor ventilation and temperature control within a work area can pose long-term health problems which include breathing difficulties and stress.
- Inadequate lighting can cause headaches and discomfort, especially in areas where the accurate measurement of items is critical.
- Allowing the premises to deteriorate to an unclean condition can pose an ill health risk from microbiological agents leading to poisoning. Failure to clear waste in an efficient manner will eventually increase the risk of slips, trips and falls.
- An inadequate supply of sufficient work space can result in tension amongst employees resulting in stressful working conditions.
- The general structure of the premises, especially the condition of windows and doors, can pose unsafe conditions that may result in entrapment and falls.
- Sufficient provision of washing and sanitary facilities must be provided to reflect the requirements of the number of employees and the undertakings of the business. Failure to provide a sufficient amount of sanitary conveniences may result in employee discomfort.
- Facilities should be in place to enable employees to have a clean and hygienic supply of drinking water. Failure to provide this will result in stress and discomfort.
- Where employees are required to change out of their every day clothing, changing facilities should be provided to enable them sufficient privacy and storage of their personal belongings.
- Sufficient provision should be made to enable employees to eat and drink in an area free of dirt, dust or other form of contamination. In areas where employees are required to work outside in cold conditions this of even greater importance.
- Corridors, staircases, roads and building access and exit areas must all be kept in a suitable condition so they do not present risk to employees and others.

Legal Duties

Under general health and safety legislation employers must ensure that facilities are provided and maintained to an acceptable standard. More specific requirements are identified within the workplace health, safety and welfare legislation. These concern areas such as those mentioned above.

Recognised Control Measures

When establishing premises for your business undertaking you need to consider the level of controls which should be installed to enable you to meet the workplace health and safety requirements. These will include the following:

- You should undertake a general risk assessment of the facility identifying any hazards that the premises may pose to your employees.
- Within some workplaces it becomes difficult to provide adequate heating for the employees undertaking workplace tasks e.g. work within a walk-in freezer. This would usually require you to provide adequate thermal protective clothing and a heated rest room to enable your employees to take their breaks in a warm environment.
- When looking at the ventilation requirements for a premises consideration should be given to the tasks and processes to be undertaken within the environment. You should consider that poor ventilation will reflect on the performance of the employees.
- When looking at the lighting requirements in the premises you should consider the tasks that are being undertaken e.g. if an operative is required to read small numbers on components in a dark area of the facility, then you will need to provide additional localised lighting in the area.
- The facility should be suitably and sufficiently decorated to enable an effective cleaning regime to be implemented. The importance of this is heightened in facilities where food is prepared or stored.
- When setting up workstations ergonomic considerations have to be taken into account. This will enable employees to undertake their tasks without obstruction. In situations where employees are required to work for long periods the general rule is to allow 11m³ of space per employee.
- The general structure of the premises should be of sound condition. Particular attention should be given to windows and doors in the premises that may pose an obstruction or vision problem. Consideration should be given to the positioning of windows so as not to pose a fall from height risk when they are opened. Windows are also required to be manufactured from toughened glass in situations where there is a heightened risk of breakage.
- The number of likely users of sanitary conveniences will determine the number of water closets and wash basins necessary for both genders that must be available within close proximity of the workforce.
- Due to the fact that it is a natural human requirement to drink adequate supplies of water, a supply of wholesome drinking water must be available at close proximity to the workforce.
- Adequate provision must be available for employees to change their clothing in privacy and securely store their every day clothing in suitable accommodation. This is particularly important if personal protective equipment is required to be worn e.g. overalls, where contamination is likely to be carried out of the facility into the homes of the employees.
- Adequate provision must be available for employees to be able to eat and drink away from working areas that are likely to pose a hygiene risk.
- Walkways, staircases and traffic routes must of suitable construction and designed to cope with the load to which they are likely to be exposed. Particular consideration should be given to pedestrian safety where vehicles are concerned. Segregation measures with clearly identified walkways are a means of providing this requirement. Particular areas of concern are staircases, gantries and corridors. These should be subject to a suitable housekeeping regime that reduces the likelihood of slip, trip and fall hazards in these areas.

Introduction

Slips, trips and falls account for a vast majority of reportable incidents to the Health and Safety Authorities. There are many areas within the workplace where there is a potential for these hazards. For example, a damaged carpet on a staircase poses a trip and fall hazard, an unmarked wet floor space during cleaning operations poses a slip hazard and documents poorly stacked on the top of a cupboard poses the risk of injury by falling onto a person below.

Associated Hazards

The causes of slips, trips and falls seem to be obvious, but accidents are often caused by complex factors. Slips may occur when the shoe contact with a floor surface does not have an effective grip. The most common cause of this situation is when liquids are spilt on the floor. However, the same effect may be caused by dryness or dust contamination or by the presence of solid material between the shoe and the floor surface (e.g. wood dust or grains of dried rice). A very common cause of slippage is accumulations on the floor surface of wax or varnish compounds used in furniture finishing, resulting in the likelihood of a slip increasing dramatically. Other common causes are:

- Hazardous storage of tools and equipment during maintenance operations.
- Spills and splashes of liquids (oil, detergents).
- Ingress of rain under doors or carried in by pedestrians and from roof leaks.
- The use of unsuitable floor cleaning methods with the effect of increasing the likelihood of slips occurring.
- Inadequate drying of floor surfaces with no warning to persons in the vicinity e.g. signage.
- Changes in floor levels.
- Unguarded excavation areas.
- Inadequate maintenance of floors and pavements.

Factors that increase the possibility of slips, trips and fall incidents are:

- Failing to undertake a suitable risk assessment so that hazards are identified concerning floor cleaning and maintenance and the work activities carried out.
- Lack of action to manage and reduce the risks. This may include housekeeping, floor cleaning regimes, specification about what footwear is used etc.
- Insufficient information, training and instruction to employees.
- Horseplay, running and rushing.

Legal Duties

Legislation requires that employers provide safe access to and egress from the workplace. In your Health and Safety General Policy you will note that you are required to maintain all places of work in a safe condition and safeguard the health and safety of visitors, contractors and any member of the general public who could be affected by your activities.

This will include the need to manage floor spaces and walkways (this includes staircases, balconies and gantries) so that slips, trips and falls do not occur.

Recognised Control Measures

You should identify key areas where there may be an increased risk and ensure that improvements are made to reduce the risk of injury. Careful selection of materials for floors, equipment / systems for cleaning and prevention of liquid spills are imperative.

Supervisory staff should be given responsibility for ensuring that conditions do not arise which may lead to slips, trips and falls. This will involve cleaning up spillages immediately, using warning signs for wet floor areas, maintaining good levels of lighting, ensuring stairways are kept clear and good housekeeping is maintained so that walkways are clear of items that may pose a trip hazard.

Supervisors should ensure that cleaning regimes are carried out and a planned schedule is followed to maintain good, general housekeeping standards. Any liquid leaks that may result as part of a process or poor maintenance of equipment should be kept to a minimum. Prompt spillage action is a must in these situations. Records of cleaning and maintenance should be kept.

Information, instruction and training will be required dependant on the work and type of workplace involved and must be provided, as necessary to employees. Training and / or supervision of contractors and members of the public may be required.

Accidents in relation to slips, trips and falls should be closely monitored to encourage preventative strategies. Assessments should be continually reviewed especially following incidents (and at least annually) to ensure that necessary changes are implemented.

All floor cleaning systems should be designed to minimise slips, trips and falls and provide a surface that is safe for use.

Floors should be regularly checked for defects that may cause slips, trips and falls (holes, cracks, loose finishes, loose rugs / mats, liquid leaks). Do not use cardboard to soak up liquids – it usually becomes another trip hazard. Liquid spillage cleaning systems should be implemented with spill containment materials kept in store to deal with such events especially if they are foreseeable (e.g. in kitchens and around machines that are difficult to maintain).

Equipment should be properly maintained to prevent liquid leakage or spillage, with strict maintenance regimes implemented.

All staff should be instructed to remove articles that may be trip hazards; to clean up liquid spillages immediately and not to allow cables to cross floors without suitable protection (e.g. rubber cable covers).

Employees should wear the correct type of footwear which should be of a slip-resistant type if possible. Your assessment of the need for employees to use personal protective equipment may require you to issue special footwear.

When maintenance activities are to be undertaken, e.g. the lifting of inspection hatches to access underground communication networks or carrying out maintenance on a person's lift, these activities should be carefully controlled. Barriers and signage should be erected around the hazard to raise the awareness of anybody who should come into contact with the area.