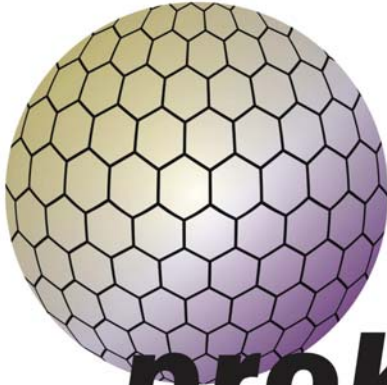




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It's your business so look after it!



Health and safety is all about preventing people from being harmed by work by taking the right precautions and providing a safe working environment. Health and safety laws apply to all firms, and the rules are in place to protect the employed, the self-employed and the public from workplace dangers.

You can manage the health and safety risks associated with your business in a similar way to managing any other business risks. The benefits of this will include:

- Having a healthy and productive workforce;
- Stopping people getting injured, ill or killed through work activities;
- Improving the organisations reputation in the eyes of customers, potential customers and the wider community;
- Avoiding the damaging effects on turnover and profitability; and
- Minimising the likelihood of prosecution and fines.

This booklet looks at a number of important health and safety issues that will affect the health, safety and welfare of you and your colleagues at work. Further advice on these issues and other health and safety legislation can be obtained from

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General guidance on what to expect from a visit



Health and Safety Law is enforced by Inspectors from Local Authorities (Environmental Health) or the HSE.

What powers do inspectors have?

Inspectors have the right to enter any workplace without giving notice, though notice may be given when the Inspector thinks it is appropriate. On a normal inspection the Inspector would expect to look at the workplace, the work activities, your management of health and safety, and to check that you are complying with Health and Safety Law. The Inspector may offer guidance or advice to help you. He/she may also talk to employees and their representatives, take photographs and samples, serve improvement notices and take action if there is a risk to health and safety which needs to be dealt with immediately.

When a member of Environmental Health has carried out an inspection they will tell you about any items which concern them and therefore require attention.

Following the inspection the Inspector will write to you detailing contraventions and recommendations.

Enforcing health and safety law

On finding a breach of Health and Safety Law, the Inspector would decide what action to take. The action would depend on the nature of the breach. In most cases these are:

- **Informal notice** may be given, either orally or in writing, on the steps needed to put things right.
- **Improvement notices** require you to put things right within a certain time. We would usually discuss the time limit with you.
- **Prohibition notices** require you to stop doing something until things are put right. We only issue these if we consider there is a risk of serious injury.

When notices are issued a copy is provided for employees. The law requires some notices to be put in a register which is open to the public. We will follow up notices to check what you have done. Failure to comply is a very serious offence and is likely to lead to prosecution. We may prosecute where a serious offence has been committed whether or not a notice has been served. Copies of the Environmental Health Enforcement Policy are available by contacting us.

Your rights when an Inspector calls



Our Inspectors job is to make sure that your business has acceptable standards of health, safety and welfare, we will tell you what you are required to do by law and we may have to use our powers to do that. Our main aim is simply to help you do what is reasonable and practicable to control risks.

We will aim to:

- Be courteous.
- Be fair and consistent.
- Tell you a name.
- Show you identification or give you a business card when we visit.
- Tell you our name when speaking on the telephone.

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To complain:

- Ask the person you have been dealing with for the name of their manager.
- You can then ask to speak or if you prefer write to the manager. They will certainly investigate your complaint and tell you what they are going to do about it.
- If you are not satisfied with Environmental Health action you can follow the Council's complaints procedure. For information on this please ask for a leaflet.

Health and Safety at Work etc Act 1974 explained



This Act aims to promote, stimulate and encourage high standards of health and safety at work. It sets out to protect not only people at work - whether employers, employees or self-employed - but also the health and safety of the general public who may be affected by work activities.

Duties of employers

Employers must safeguard so far as is reasonably practicable, the health, safety and welfare of the people who work for them. This applies in particular to:-

- The provision and maintenance of safe plant and systems of work, and covers all machinery, equipment and appliances that are used.
- The use and handling of any substance likely to cause a risk to health. All storage and transport arrangements should be kept under review.
- Any necessary information, instruction and training in safe practices. Consider specific training needs with particular reference to processes and activities with special hazards.
- The provision of a safe place of work including safe means of access to and egress from it. Welfare facilities and arrangements must be adequate.

Duties to others

An employer or self employed person must conduct his undertaking in such a way that it does not affect the health and

safety of others, i.e. other employees, or members of the public.

Duties of employees

Employees must take reasonable care to avoid injury to themselves or others affected by their work activities, and to co-operate with employers and others. Employees must not interfere with or misuse anything provided to protect their health, safety and welfare.

Health and Safety Policy

It is a legal requirement for any organisation employing five or more people to have a written policy for health and safety.

Broadly the policy should contain the following three elements, which as a minimum should include:

1. Statement of Intent:

- A clear declaration to provide safe and healthy working conditions and that work activities will not harm others
- Refer to the consultation facilities that exists and sources of expert advice
- A commitment to the provision of relevant information and training in respect of health and safety
- Reference to the support demanded from all persons in the business in order to achieve the safety objectives.



2. Organisation:

- Duties and responsibilities for health and safety at all levels
- The person ultimately responsible for health and safety
- Specific responsibilities, e.g. for training, competent persons.

3. Arrangements:

- Procedures for identifying hazards, assessing risks, precautions to be taken
- Methods of consultation with employees

- Accident reporting and investigation, fire and first aid arrangements
- Procedures for introducing new machinery, substances or processes.

You must review your safety policy regularly to ensure it is still up to date, it is actively brought to the attention of all staff and signed and dated by senior company management.

Further information

1. HSC15 - Health and Safety Law - What you should know.
2. An Introduction to Health and Safety (INDG 259) (Rev1)

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Management of Health and Safety Regulations 1999

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Information, Instruction and Training



A significant factor in the cause of accidents is the lack of training of the people involved. The requirements for training in matters of health and safety are well established. Employees must be given adequate information, instruction and training to enable them to carry out their work safely. In practice:

- **Information** means providing factual material which tells people about risks and health and safety measures;
- **Instruction** means telling people what they should do; and
- **Training** means helping them learn how to do it, but can include giving information and instruction.

Check:

- Employees receive information, instruction and training that is adequate and appropriate to the risks and the preventative and protective measures needed
- Employees training requirements are constantly assessed. Training needs to be repeated periodically to ensure continued compliance
- Information provided to employees is relevant - that is, what they need to know and when they need it - and in a form that they can understand. Consider their capabilities
- Keep training records, even for in house training. Only allow people who are sufficiently experienced or qualified to train others. Formalise

training using checklists and courses

- Inform employees about health and safety law. Include addresses of the enforcing authority (East Herts Council and the HSE's Employment Medical Advisory Service) either by displaying a poster or by giving them a leaflet - both available from HSE Books titled "Health and Safety Law - What you should know".

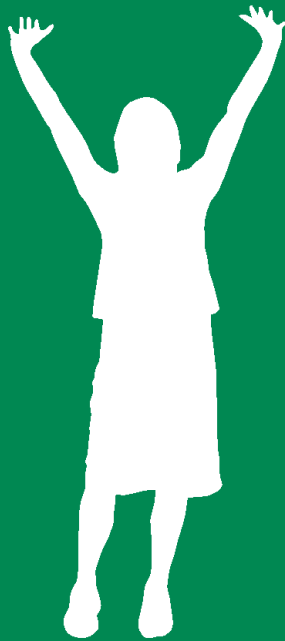
Consultation

Employees are recognised as the most valuable source of information on hazards and health and safety matters in the workplace. They are legally entitled to appoint safety representatives to act on their behalf and discuss health and safety matters with their employer. They are legally bound to bring matters which affect their health & safety to your attention. Consultation has to be in good time which means that the employers have to provide employees, or their elected representatives, with the necessary information and give them time to discuss the matter and express their opinions before a decision is reached.

Further information:

1. Safety Representatives and Safety Committees Approved Code of Practice and Guidance on the Regulations ISBN 0717612201 L87.
2. A guide to the Health and Safety (Consultation with Employees) Regulations 1996 Guidance on the Regulations ISBN 0717612341 L95.





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Management of Health and Safety at Work Regulations 1999



Management control of health and safety is an essential part of any business whether it is a large or small concern. The Management of Health and Safety at Work Regulations 1999 aim to encourage a more systematic and better-organised approach to dealing with health and safety. They apply to all workplaces. Some of these duties overlap with other health and safety regulations, but this does not mean that things need to be done twice. For example, a risk assessment under COSHH would not need to be repeated for these regulations. The main requirements are placed on employers, but employees and self-employed persons are given responsibilities too.

The main responsibilities of the employer are:

- To assess the risks to the health and safety of their employees and others who may be affected by their work. Where there are five or more employees a record must be kept to monitor the findings.
- To make provisions for organising, controlling, monitoring and reviewing all the preventive and protective measures that this risk assessment identifies. Again, where there are 5 or more employees a record must be kept.
- To provide employees with relevant health and safety information/ instructions and provide adequate training.

- To ensure that their employees are provided with appropriate health surveillance when a risk is identified.
- To make arrangements where the workplace is used in common with other employers, to co-operate with them on health and safety matters.

N.B. Employers may appoint one or more competent persons to carry out their duties, but the responsibility remains with the employer.

The main responsibilities of the employee are:

- To ensure that adequate instructions, information and training have been received before starting duties (e.g. when using machinery) and to use equipment properly.
- To report any dangerous situations or shortcomings in their employer's health and safety arrangements to the employer.
- To co-operate with their employer's health and safety measures.

The main responsibilities of self-employed persons are:

- To assess risks to health and safety, as in the case of the employer.
- To implement measures to provide a safe and healthy working environment for themselves and any others who may be affected by their work practices.





Further information:

1. Management of Health and Safety at Work
L21 ISBN 07176 24889
2. Essentials of Health and Safety at Work
(4 ed) HSE Books ISBN 07176 61792
3. Successful Health and Safety Management
HSG 65 ISBN 07176 712767



Risk Assessment



Risk Assessment is the systematic general examination of a work activity to identify any hazards involved and the likelihood of those hazards causing harm. All work activities should be considered.

Hazard is anything that can cause harm, e.g. chemicals, electricity, fire, work methods and equipment.

Risk is the likelihood or chance, great or small, that someone will be harmed by the hazard.

An effective risk assessment will:

Identify hazards

Think about what could go wrong at each stage of a work activity, ignore the trivial and concentrate on what could cause serious harm. Consider non-routine activities also such as maintenance work, loading and unloading operations and vehicle movements.

Identify those at risk

Ensure that you consider all groups of employees and others who might be exposed (e.g. contractors, maintenance workers and cleaners, visitors and members of the public). Identify those workers who may be particularly at risk, for example, young or inexperienced workers, disabled staff, lone workers and pregnant women.

Evaluate the risk

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to

reduce the risk. Even after all precautions have been taken, some risk usually remains. What you need to decide for each hazard is whether your control measures are sufficient. Significant findings of your risk assessments should be passed on to your employees. If you have five or more employees you must record the significant findings (i.e. hazards and conclusions). If there is any significant change in work practice (i.e. new machines, substances, procedures) these should be added to the assessment to take account of the new hazards. It is also good practice to review the assessment from time to time to make sure that the precautions are still working effectively and particularly if an incident occurs.

N.B - A special risk assessment for young persons (under 18) must be made before they start work taking in to account the possible lack of awareness, inexperience and immaturity of young persons. Information should be provided to parents of school age children about the risks involved in their work and the controls in place. Employers are required to take in to particular account risks to new and expectant mothers when assessing risks in their work activity.

Further information:

1. Five steps to risk assessment INDG 163(rev 2).
2. A guide for new and expectant mothers who work. INDG 373



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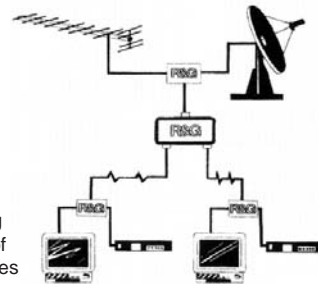
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Slips and Trips at Work



Over a third of all major injuries reported each year are caused as a result of a slip or trip (the single most common cause of injuries at work). A good management system will help you to identify problem areas, decide what to do, act on decisions made and check that the steps taken have been effective.

You will need to get conditions right from the start, as this will make dealing with slips and trip risks easier.

Choose only suitable floor surfaces and particularly avoid very smooth floors in areas that will become wet/contaminated (such as kitchens and entrance halls). Ensure lighting levels are sufficient, properly plan pedestrian and traffic routes and avoid overcrowding.

Train workers in the correct use of any safety and cleaning equipment provided. Cleaning methods and equipment must be suitable for the type of surface being treated. Take care not to create additional slip or trip hazards while cleaning or maintenance work is being done i.e. dry rather than spread liquids around. Carry out all necessary maintenance work promptly. Include inspection, testing, adjustment and cleaning at suitable intervals. Keep records so that the system can be checked.

Lighting should enable people to see obstructions, potentially slippery areas etc, so they can work safely. Replace, repair or clean lights before levels

become too low for safe work. Floors need to be checked for loose finishes, holes and cracks, worn rugs and mats etc.

Obstructions and objects left lying around can easily go unnoticed and cause a trip hazard. Try to keep work areas tidy and if obstructions can't be removed, warn people using signs or barriers. Be careful of projections at low level that can trip people, particularly the elderly or those with poor eyesight.

Footwear can play an important part in preventing slips and trips. This is especially important where floors can't be kept dry. Employer's need to provide suitable footwear, if it is necessary to protect the worker's safety.

Further Information:

1. Slips and Trips: Guidance for Employers on Identifying Hazards and Controlling Risks HSG 155 HSE Books 1996 ISBN 07176 11450.
2. Preventing Slips and Trips at Work INDG 225 rev1 HSE Books ISBN 07176 2760 8.
3. Preventing Slips and Trips in Kitchens and Food Service CAI5 6 (rev)
4. Slips and Trips: The importance of floor cleaning. HSE Information sheet available online only www.hse.gov.uk/pubns/web/slips02.pdf
5. Website: www.hse.gov.uk/slips



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Working at Height



Falls from height at work are the single biggest cause of workplace deaths and one of the biggest causes of major injuries each year. The Work at Height Regulations 2005 were introduced to impose minimum safety standards for anyone working at height. Note that as well as obvious situations such as ladder or scaffolding work, a place 'at height' may even be at ground level or below, if a person could be injured falling from it. For example work in a bar where there may be risk of falling into a cellar would be covered, as would work near a vehicle inspection pit.

Main requirements:

- Avoid work at height where possible;
- Where work at height cannot be avoided, use work equipment or other measures to prevent falls or, failing that, to minimise the distance and consequences of a fall, should one occur.
- Assess risks from work at height and take account of the findings
- Make sure all work at height is planned, organised and carried out by competent, trained persons; take account of weather conditions
- Select appropriate work equipment for work at height; inspect and maintain it
- Control the risks of working on, at or near fragile surfaces
- Take precautions to prevent falling objects
- Provide barriers and notices to prevent access to any area where there is risk of falling a distance or being stuck by falling object

For further information:

1. The Work at Height Regulations 2005
A brief guide INDG 401
2. Avoiding falls from vehicles HSE Books
INDG 395
3. Safe use of ladders and stepladders
INDG 402
4. Website: www.hse.gov.uk/falls

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Workplace Transport Safety



Every year a significant number of people are killed by accidents involving vehicles in the workplace and many more people are injured. Most workplace transport accidents involve people being hit or run over by moving vehicles, falling from vehicles, being struck by objects from vehicles or being injured as a result of a vehicle overturning. A lot of damage is also done to property and therefore to your profits.

A comprehensive assessment of the risks to employees and others who may be affected (e.g. foreign delivery drivers, site visitors and members of public) can significantly reduce the risk of injury or damage occurring.

A workplace transport assessment will need to consider any vehicle or piece of mobile work equipment used at the premises. Examples include: fork lift trucks, cars, dumper trucks, vans, mobile elevated work platforms and HGV's.

The assessment should include consideration of:-

- **The site** - are routes and roadways properly maintained (e.g. free from potholes), are lighting and visibility adequate, are there curbs, edges or obstructions, are walkways indicated, are there appropriate signs?
- **The vehicles** - are they suitable for the job, are they maintained, are they tested (MOT or LOLER thorough examination certificate issued?)
- **The drivers** - are they trained/competent, do they have enough time to perform their duties safely, are they observing the routes and speed limits?
- **Other people** - are pedestrians and vehicles separated, are there restrictions on access when/where there are vehicles movements, are banksman required/trained?

For further information:

1. Workplace transport safety - an overview. INDG199rev1
2. Workplace transport safety - an employers guide. HSG136. ISBN 07176 61547
3. Safety in working with lift trucks. HSG6. ISBN 07176 17815
4. Health and safety in road haulage. INDG 379. ISBN 07176 27659
5. Avoiding Falls from Vehicles. INDG 395
6. Website: <http://www.hse.gov.uk/workplacetransport>



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The Workplace (Health, Safety & Welfare) Regulations 1992



These Regulations apply to all places of work.

What is a Workplace?

Any premises other than a domestic dwelling made available to any person as a place of work and includes any place within premises to which that person has access e.g. lobby, corridor, stairs, loading bay, restrooms, private roads etc.

The following is a brief summary of the employers requirements:-

Access to the Workplace

The route used for people to get to and from any workplace must be safe and without hazard; this includes passages, floors, walkways, stairs, ladders, etc. all of which should be in accordance with current safety standards and without hazard. Where any work surface is above ground level, precautions must be taken to prevent persons falling.

Where there are vehicles and pedestrians, arrangements should be made, where ever possible, to separate them.

Lighting

All workplaces must be adequately lit, usually by a combination of natural and artificial lighting. Emergency lighting may be required in some circumstances.

Ventilation

Suitable and sufficient ventilation must be provided to all enclosed places of work

either by natural or mechanical means.

Space

Sufficient space should be provided for employees to work safely. As a guide there should be a minimum of 11 cubic metres per person in each work room.

Temperature

The temperature in indoor workplaces must be reasonable, and should be a minimum of 16°C.

A suitable and safe method of heating or cooling must be provided, and thermometers must be provided to enable persons at work to determine the temperature.

Cleanliness

The workplace and any furnishings and fittings should be kept clean and waste material should not be allowed to accumulate.

Floor & Stairs

All floor and stairs must be maintained in a sound condition, free from holes, etc. Stairs must be kept free from obstruction and be provided with hand rails, it may be necessary to highlight nosings. In some areas slip resistant floor coverings may be needed.

Transparent and Translucent Doors, Walls and Windows

Windows, transparent or translucent surfaces in walls, partitions, doors and





gates should, where necessary for reasons of health and safety, be made of safety material or protected against breakage. They must also be marked so that is not possible to mistakenly walk into them.

It should be possible to reach and operate the control of openable windows, skylights and ventilators in a safe manner. Suitable provision should be made so that windows and skylights can be cleaned safely.

Drinking water

A supply of drinking water and suitable cups must be provided.

Rest facilities

Rest rooms should be provided to allow employees to take breaks, eat food, etc. away from the work area.

Facilities must also be provided for pregnant women and nursing mothers.

Toilets and washing facilities

Every workplace must have an adequate number of toilets. They must be adequately lit, ventilated and kept clean.

Washing facilities must be provided with a supply of clean hot and cold (or warm) running water, soap and a means of drying hands.

Further information:-

1. Workplace (Health, Safety and Welfare) Regulations 1992 - Guidance on the Regulations L24 ISBN 0717604136.
2. Workplace health, safety & welfare. A short guide for managers INDG 244(rev1).
3. Preventing slips & trips at work leaflet INDG 225(rev1).

The Control of Noise at Work Regulations 2005



Loud noise at work can damage your hearing. Damage can cause loss of hearing ability and people may also suffer a permanent sensation of ringing in the ears, known as tinnitus. Hearing loss caused by work is preventable but once your hearing has gone it won't come back. These Regulations set out a basic framework to prevent the health risks from exposure to noise at work.

Employers must:-

- Assess the risks to employees from noise at work
- Take action to reduce the noise exposure
- If noise levels cannot be adequately controlled by other means, provide suitable hearing protection to employees
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Carry out health surveillance where there is a risk to health

As a rough guide, if employees have to raise their voices to carry out a normal conversation when about 2 metres apart, or use noisy power tools for more than half an hour a day, it is likely you will need to carry out a noise risk assessment.

The risk assessment will provide information on the levels of noise exposure and enable you to produce an

action plan to control the noise. The most efficient and effective way of controlling noise is by technical and organisational means that protect workers at source, eg changes in process, reducing vibration (damping) and reducing time spent in noisy areas. However, you may still need to provide hearing protection to employees if the exposure levels cannot be reduced low enough by other means.

The 2005 Regulations have reduced the exposure action values by 5 dB(A), to a lower exposure value of 80 dB(A), and upper exposure value of 85 dB(A). There are also levels of noise exposure that must not be exceeded: exposure limit value of 87dB(A). There are also peak sound pressure values and limits that apply.

Employers in the music and entertainment sectors have until 6 April 2008 to comply with these Regulations, until then they must continue to comply with the Noise at Work Regulations 1989.

Further information:

1. Controlling noise at work. Guidance on the Control of Noise at Work Regulations 2005. HSE Books. L108. ISBN 0717661644
2. Noise at Work - Guidance for employers on the Control of Noise at Work Regulations 2005. INDG 362(rev1)
3. Website: <http://www.hse.gov.uk/noise>



Personal Protective Equipment Regulations 1992 (as amended)



These Regulations cover all aspects of equipment designed to protect the wearer from a health and safety hazard such as extreme cold, danger of falling objects, moving vehicles etc.

Personal Protective Equipment (PPE) should be regarded as a last resort, after other methods to control hazards have been applied.

PPE includes:

- Cold weather gear
- Gloves
- Safety shoes and boots
- Safety helmets
- High visibility waistcoats and jackets
- Eye and face protectors
- Ear protectors

Main requirements

- Provide PPE only where physical measures and safe working methods are not enough.
- Employers cannot charge for essential PPE.
- Make sure PPE is effective and carries a CE mark.
- Maintain it well to make sure it is still effective.
- Provide proper storage for PPE.
- Provide suitable information and training for staff in use of PPE.
- Check that PPE is being used.

For further information:

1. A short guide to Personal Protective Equipment at Work Regs (INDG174) (Rev1)
2. Personal Protective Equipment at Work. Guidance on regulations L25 ISBN 07176 6139-3



Provision and use of Work Equipment (PUWER) Regulations 1998 (as amended)



We all use work equipment, but what is it? Work equipment covers a wide range of tools, appliances, apparatus and machinery that are used for work purposes. Examples include hand tools such as hammers, kitchen knives, ladders, photocopiers, circular saws, and even fork lift trucks. Basically anything you use to do your job is likely to be considered 'work equipment'.

In general terms, PUWER requires that equipment provided for use at work is:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;
- used only by people who have received adequate information, instruction and training; and
- accompanied by suitable safety measures, eg protective devices, markings, warnings.

Specific codes of practice are also in place for woodworking equipment and power presses.

Some work equipment is also subject to other Regulations such as, Lifting Operations and Lifting Equipment Regulations (LOLER), the Control of Noise at Work Regulations or the Control of Vibration at Work Regulations.

Further guidance on these Regulations can be found elsewhere in the booklet.

Further information:

1. Simple guide to PUWER. INDG 291
2. Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998 L22. ISBN 0717616266
3. Safe use of power presses. Provision and Use of Work Equipment Regulations 1998 as applied to power presses L112. ISBN 0717616274
4. Safe use of woodworking machinery. Provision and Use of Work Equipment Regulations 1998 as applied to woodworking. Approved Code of Practice and Guidance. L114 ISBN 0717616304
5. Buying new machinery INDG 271

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Lifting Operations and Lifting Equipment (LOLER) Regulations 1998



In general, LOLER requires that any lifting equipment used at work for lifting or lowering loads is:

- strong and stable enough for particular use and marked to indicate safe working loads;
- positioned and installed to minimise any risks;
- used safely, ie the work is planned, organised and performed by competent people; and
- subject to ongoing thorough examination and, where appropriate, inspection by competent people.
- Clearly marked machinery and accessories with safe working load (SWL)

A thorough examination of the lifting equipment is required either every 6 months if the equipment is used for lifting people, or every 12 months otherwise. The examination period may vary from this if the equipment has a written scheme of examination drawn up by a competent person. Reports of thorough examinations (sometimes known as LOLER certificates) must be retained, and should be kept on the site where the equipment is used. Thorough examinations are often conducted by an engineer appointed by your insurance company.

Examples of equipment subject to these Regulations include: passenger or goods lifts, dumb waiters, bath or patient hoists, vehicle tail lifts, fork lift trucks, vehicle inspection hoists, mobile elevated work platforms (MEWP's) eg cherry pickers.

Further information:

1. Simple guide to LOLER. INDG 290
2. Safe use of lifting equipment. L113. ISBN 0717616282



Manual Handling Operations Regulations 1992 (as amended)



The incorrect handling of loads, causes large numbers of injuries and can result in pain, time off work and sometimes permanent disablement.

The Manual Handling Operations Regulations apply to all workplaces where loads are moved by hand or involving bodily force, (which includes lifting, putting down, pushing, pulling, carrying or moving).

Risk Assessment

All manual handling operations at work must be avoided so far as is reasonably practicable if the task involves a risk of the employees being injured.

It may be that the need for manual handling can be eliminated altogether for example: the operation could be automated or mechanised (although these will often create their own hazards). Where it is not reasonably practicable to avoid the need for manual handling, a suitable and sufficient assessment must be made to see whether there is a risk of injury and if so whether that risk can be reduced.

An easy way to remember what to include in a manual handling assessment is TILE -

Task,
Individual's capability,
Load, and
Environment.

Who should carry out the Assessment?

In the majority of cases employers should carry out the assessment or delegate to a member of staff within the business. Employees, their safety representatives and safety committees should be encouraged to take part in the assessment process. It may sometimes be useful to seek specialist help from outside to provide basic training to in-house assessors, or give advice where the manual handling risks are particularly difficult to assess.

How detailed will the Assessment be?

This will all depend on the type of manual handling performed. The assessor will need to look at the overall manual handling that the employee is required to perform. Significant findings of the assessment should be recorded and the records kept.

The following is a checklist for safe lifting:

- Before attempting to lift a load, assess its size and shape and obtain assistance, if required. Check there is sufficient space to make the lift and re-position the load as required.
- Stand correctly, with a straight back and your chin tucked in. Stand close to the load you are going to lift. Lifting with a bent back can be four times more stressful than lifting with





a straight back. Your feet should be apart with one foot in front of the other facing in the intended direction of travel.

- Lift with your knees bent and use your legs, not your back, as the lifting power.
- Make sure you have a good grip on the load before lifting and don't change your grip once carrying.
- Don't allow the load to obstruct your field of view - if it is too large seek assistance.
- Set the load down gently, again with your back straight and knees bent.

For further information

1. Manual Handling Guidance on Regulations L23 ISBN 07176 2823X
2. Manual Handling: Solutions You Can Handle HSG115 ISBN 07176 06937.
3. Upper Limb disorders in the workplace HSG60. ISBN 07176 19788
4. Getting to grips with manual handling INDG 143(rev 2).
5. Are you making the best use of lifting and handling aids?
6. Manual handling assessment charts (INDG 383)
7. Website: musculoskeletal disorders www.hse.gov.uk/msd/risk.htm



MANUAL HANDLING OF LOADS: ASSESSMENT CHECKLIST

Operations covered by this assessment:
(detailed description)

Locations:

Personnel involved:

Date of assessment:

Diagrams (other information):

Overall assessment of the risk of injury? Low/Med/High (See detailed list opposite)

Remedial steps that should be taken, in order of priority

- 1.
- 2.
- 3.
- 4.

Date by which action
should be taken:

Date for reassessment:

Assessor's name:

Signature:



Report of an injury or dangerous occurrence

Filling in this form

This form must be filled in by an employer or other responsible person.

Part A

About you

1 What is your full name?

2 What is your job title?

3 What is your telephone number?

About your organisation

4 What is the name of your organisation?

5 What is its address and postcode?

6 What type of work does the organisation do?

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part F.

If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?

2. What is their home address and postcode /

3 What is their home phone number?

4 How old are they?

5 Are they

male?

female?

3 Was the injury (tick the one box that applies)

- a fatality?
- a major injury or condition? (See accompanying notes)
- an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
- an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?
- 4 Did the injured person (tick all the boxes that apply)
- become unconscious?
- need resuscitation?
- remain in hospital for more than 24 hours?
- none of the above.

Part E

About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

- Contact with moving machinery or material being machined
- Hit by a moving, flying or falling object
- Hit by a moving vehicle
- Hit something fixed or stationary

- Injured while handling, lifting or carrying
- Slipped, tripped or fell on the same level
- Fell from a height
- How high was the fall?

metres

Part G

Describing what happened

Give as much detail as you can. For instance

- the name of any substance involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people.

If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident. Use a separate piece of paper if you need to.

Trapped by something collapsing

- Drowned or asphyxiated
 Exposed to, or in contact with, a harmful substance
 Exposed to fire
 Exposed to an explosion

- Contact with electricity or an electrical discharge
 Injured by an animal
 Physically assaulted by a person

Another kind of accident (describe it in Part G)

Part F

Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form)

For official use

Client number

Location number

Event number

INV REP Y N

Part H

Your signature

Signature

Date

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the nearest HSE office.

Part B

About the incident

1 On what date did the incident happen?

 / /

2 At what time did the incident happen?
(Please use the 24-hour clock eg 0600)

3 Did the incident happen at the above address?

Yes Go to question 4

No Where did the incident happen?

- elsewhere in your organisation – give the name, address and postcode
- at someone else's premises – give the name, address and postcode
- in a public place – give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises did the incident happen?

6 What is their job title?

7 Was the injured person (tick only one box)

one of your employees?

on a training scheme? Give details

on work experience?

employed by someone else? Give details of the employer:

self-employed and at work?

a member of the public?

Part D

About the injury

1 What was the injury? (eg fracture, laceration)

2 What part of the body was injured?

Questions to consider: (If the answer to a question is "Yes" place a tick against it and then consider the level of risk)	Yes	Level of risk: (Tick as appropriate)			Possible remedial action:
		Low	Med	High	
<p>The Tasks - do they involve: Holding loads away from trunk? Twisting? Stooping? Reaching upwards? Large vertical movement? Long carrying distances? Strenuous pushing or pulling? Unpredictable movement of loads? Repetitive handling? Insufficient rest or recovery? A workrate imposed by a process?</p> <p>The loads - are they: Heavy? Bulky/unwieldy? Difficult to grasp? Unstable/unpredictable? Intrinsically harmful (eg sharp/hot)</p> <p>The working environment - are there: Constraints on posture? Poor floors? Variations in levels? Hot/cold/humid conditions? Strong air movements? Poor lighting conditions?</p> <p>Individual capability - Does the job: Require unusual capability? Hazard those with a health problem? Hazard those who are pregnant? Call for special information/training?</p> <p>Other factors - Is movement or posture hindered by clothing or personal protective equipment?</p>					

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)



These Regulations apply to those employees who use visual display units (VDU's) as part of their normal working day.

A small proportion of VDU users suffer ill health as a result of their work.

Some users may get aches and pains in their hands, wrists, arms, neck, shoulders or back arising from both keyboard and mouse work. Long periods of uninterrupted VDU work can also lead to tired eyes and discomfort, headaches and mental stress.

Problems encountered when working with VDUs can often be avoided by good workplace design, so that you can work

comfortably, and by good working practices (like taking frequent short breaks from the VDU).

Work Station Assessments

Employers need to carry out an analysis of VDU workstations and any risk identified must be reduced so far as is reasonably practicable. These risks relate to physical problems, visual fatigue and mental stress.

Requirements for Work Stations

Display Screen

The screen should swivel and be free of reflective glare and the image on the screen should be stable, with no flickering or other forms of instability. The characters on the screen must be well defined and clearly formed. The brightness should be adjustable and the screen kept clean.

Keyboard

Must be tiltable and separate from the screen. The space in front of the keyboard must be sufficient to provide support for the hands and the wrists of the user. The symbols of the keys must be legible. The surface or desk must be sufficiently large, have a low reflective surface and allow for a flexible arrangement of the equipment.

Chair

The work chair must be stable and allow the user easy freedom of movement and a comfortable position. The seat must be adjustable in height and tilt.

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Foot Rest

A foot rest should be made available to any user who wishes to use one.

Lighting

Lighting must achieve an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirement of the user. Reflection and glare from windows and other sources must be eliminated. Windows should be fitted with a suitable system of adjustable coverings to control the daylight that falls on the work station.

Noise

Noise levels must be taken into account when equipping a work station, so as to ensure that attention is not distracted and speech is not disturbed.

Heat

The levels emitted must not be so excessive as to cause discomfort to users.

Daily Work Routine of Users

Whenever possible, work at display screens should consist of a mix of screen based and non-screen based work. When this is not possible deliberate breaks or pauses must be introduced.

Eyes & Eyesight

Employers must provide and pay for a professional eyesight test when requested by a user. Employers must also provide users with further tests at recommended intervals and a basic pair of spectacles, if

prescribed as necessary for the user's work.

Employers are not responsible for any corrections to the vision defects or examinations for eye complaints which are not related to display screen work.

Training

Operators and users must be adequately trained and informed of all aspects of health and safety relating to their work stations.

Further Information:

1. Work with display screen equipment: Health & Safety (Display Screen Equipment) Regulations 1992 as amended L26 ISBN 07176 25826
2. Working with VDUs -INDG 36(rev 3) ISBN 07176 62225.
3. The laws on VDU's: An Easy Guide HSG 90 ISBN 07176 26024



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Electricity at Work Regulations 1989

These regulations are intended to control the risks arising from the use of electricity at work.

Electricity can kill and even non fatal shocks can cause severe and permanent injury. Poor electrical installations and faulty electrical appliances can lead to fires that cause death and injury. You can avoid most of these accidents by careful planning and straightforward precautions.


You can control most of the electrical risks by using suitable equipment, following safe procedures when carrying out electrical work and ensuring that you properly maintain electrical equipment and installations. Additional precautions are required for harsh and particular conditions (i.e. wet surroundings, cramped spaces, work out of doors or near live parts of equipment).

One of the most important facets of electrical safety is the regular routine visual inspection of electrical equipment. The visual checking of electrical leads to appliances etc should be made part of

every employees work habits. To comply with the regulations you may also need to make arrangements to ensure that portable electrical appliances which are themselves high risk e.g. electric drills, or used in a high risk environment for example outside or in wet environments e.g. electric mowers, are inspected by a competent person on a regular basis. Keep a record of all maintenance, including test results, throughout the working life of each appliance. You may find it helpful if a small sticker noting the date of inspection is attached to each piece of equipment.

Checklist

- All electrical equipment and installations are maintained in a safe condition. People using electrical equipment should report damage to the employer.
- Equipment and procedures are safe and suitable for the working environment.



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- All people working with electricity are competent to do the job. Complicated tasks (i.e. equipment repairs, alterations, installation work and testing) may require a suitably qualified electrician.
- Equipment is switched off and/or unplugged before making adjustments. "Live Working" must be eliminated from work practices.
- All staff are aware of your organisations electrical safety arrangements and report faults quickly.

For further information:

1. Electrical Safety and You INDG231
2. Maintaining Portable Electrical Equipment in Offices INDG236
3. Maintaining Portable Electrical Equipment in Hotels INDG347

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The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

These Regulations are designed to prevent people at work and any other person being exposed to substances that are hazardous to health.

Hazardous substances cause injury by:-

- Inhalation, causing damage to lungs, or asthma, e.g. from dusts, vapours.
- Skin contact, causing dermatitis, skin cancer, e.g. from absorption of chemicals through the skin or via cuts.
- Ingestion, this is less common e.g. chemical poisoning.

Employees may be exposed to risks to health from hazardous substances during normal use, or as a result of accidents involving spillages, breakages or poor storage methods.

What substances are hazardous to health?

- Any substance labelled as toxic, irritant, corrosive or harmful.
- A substance assigned an occupational workplace exposure limit.
- Substantial quantities of dust.
- Any micro-organism which creates a hazard to health.
- Any other substance used at work or arising from work activities which can harm people's health.

Hazardous substances often found at work:

- Bleach, oven cleaner or clinical wastes found in nursing or care homes.

- Cement, acids, alkalis and pesticides in warehouses, or used in gardening.
- Welding fumes, solvents, grease and oils, in tyre & exhaust fitting shops.
- Perms, hair sprays and chemicals such as may be found in hairdressers.
- Cleaning agents, such as for cleaning beer lines in pubs.

Are you using any of these in your business?

What do the Regulations require you to do?

You must assess all the substances that are involved with your work activity, identify those that are hazardous and then decide what actions need to be taken to prevent, or control the exposure of persons to them. This should be done by a competent person.

The person carrying out the assessment will have to consider, not just how a substance is used, but how it is stored or handled and whether substances, e.g. hazardous fumes, are given off from any process carried on in the business. The assessor will have to have all the necessary information, training and knowledge available. They can be 'in house' or where special circumstances exist, may have to be a suitable specialist consultant.

The assessment should identify?

- What is the known effect of the substance on a person?





- What are the known long and short term effects on that person?
- How the substance is used, who by and for how long?
- Is the substance already officially recognised as toxic, irritant, corrosive or harmful with a workplace exposure limit and, if so, is this being exceeded?
- Are any existing precautions being taken and how effective are these?
- If these precautions fail, what exposure is likely to occur?
- If there is an accidental spillage, what exposure is likely and to whom?

What do I have to tell employees?

All employees must be given information, instruction and training regarding the nature and risk to health of substances that they use and the precautions that they must take to prevent them being exposed to these risks.

There are further more specific requirements in the regulations, e.g. maintenance of records and health surveillance where employees are exposed to certain substances.

Legionnaire's Disease

Harmful micro-organisms are also covered by the regulations, as they can cause illness e.g. Legionnaire's Disease. This illness is contracted by breathing in a fine spray of airborne water containing the bacteria. The condition begins with a high fever, chills and headache with

Pneumonia following and can be fatal.

It can result from poorly maintained re-circulating hot water systems, particularly where aerosols are formed. These systems can be air conditioning, cooling towers, industrial sprays or even showers.

Adopting simple precautions reduces risk and they are based on preventative maintenance, cleaning and disinfection, design of systems, alteration of operating conditions and replacement of fixtures.

There is a requirement on a person in control of premises, with certain plant (wet cooling towers and evaporative condensers) to register with the local authority.

Other Occupational Diseases

The risk of other types of occupational disease such as Hepatitis or Dermatitis should also be included in the COSHH assessment where appropriate.

Further information:

1. A step by step guide to COSHH assessment. (2 ed) HSE books. 07176 27853
2. Control of substances hazardous to health (Fifth edition). L5. 07176 29813
3. COSHH: A brief guide to the regulations. INDG 136 (rev3)
4. Legionnaires' disease - essential information for providers of residential accommodation. INDG 376
5. Website: <http://www.hse.gov.uk/coshh>



Occupational skin disease - Dermatitis



Work-related contact dermatitis, (sometimes called eczema) can be caused by the skin coming into contact with:

- chemicals;
- frequent contact with water (eg more than two hours a day);
- biological agents (eg plants, bacteria and fungi);
- physical agents (eg vibration, UV radiation); and
- mechanical abrasion (eg abrasive substances such as sand and rough edged surfaces and tools).

The signs of contact dermatitis include redness, swelling, blistering, flaking and cracking. It can lead to itching, bleeding and puss formation.

Most industries and business sectors can be prone to contact dermatitis, however those frequently affected include:

- catering and food processing;
- cleaning ;
- hairdressing/beauty care;
- health and residential care.

These are some of the businesses sectors with the highest risk of work-related dermatitis. But remember, dermatitis can affect people working in all sectors.

Employers need to:

- Identify the hazards, assess the risks and ensure suitable control measures are put in place.
- Make sure employees have been told

the safe working practices; use the controls provided - including personal protective equipment; know how to check their skin for signs of dermatitis; understand the benefits and limitations of skin care creams.

- Seek the help of occupational health professionals if you suspect that you may have dermatitis problem at your workplace.

Further information:

1. Preventing dermatitis at work. Advice for employers and employees INDG233REV1
2. Selecting protective gloves for work with chemicals: Guidance for employers and health and safety specialists INDG330
3. Assessing and managing risks at work from skin exposure to chemical agents: Guidance for employers and health and safety specialists HSG205 ISBN 0 7176 1826 9
4. Choice of skin care products for the workplace - Guidance for employers and health and safety specialists. HSG207 ISBN 0 7176 1825 0
5. Control of substances hazardous to health. The Control of Substances Hazardous to Health Regulations 2002. L5 ISBN 0 7176 2534 6
6. Medical aspects of occupational skin disease. MS24. ISBN 0717615456
7. Website: www.hse.gov.uk/skin



Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995



RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. If you are an employer, self-employed or in control of work premises you must report certain incidents involving employees and members of the public.

This includes residents in a care home or children at an activity centre.

Following any accident or 'near miss', whether it is reportable or not, it is good management practice to ask questions about precisely why and how the accident happened and decide what you could do to prevent a recurrence. You should review the relevant risk assessment (see Risk assessment section) as part of a full investigation.

The reporting arrangements changed in April 2001.

All reportable incidents should preferably be reported direct to the Incident Contact Centre in Caerphilly (ICC) by one of the following methods.

- Phone (0845 300 9923)
- Fax (0845 300 9924)
- Internet (www.riddor.gov.uk)
- E mail (riddor@natbrit.com) or
- Post (ICC, Caerphilly Business Park, Caerphilly, CF83 3GG)

You can still report direct to us by phone and then on Form F2508, and these reports will be passed on to the ICC for

processing. The types of incidents that must be reported include:

- a death,
- a major injury (e.g. fracture, amputation, dislocation, loss of consciousness etc),
- a member of public being taken to hospital,
- certain dangerous occurrences, even if no injury results, (eg. fire that results in closure of premises for more than 24 hours)
- an employee who is unable, as a result of an accident at work, to do normal work for more than 3 days, including non-work days (over three day injury), or if
- an employee suffers from a reportable work-related illness.

Main requirements:

- Report any deaths, major injuries or dangerous occurrences by the fastest method.
- Report over three day injuries within ten days.
- Use form F2508 or F2508A if possible. (ICC will send you one following a phone report.)
- Keep a detailed record of all reportable incidents (usually copies of F2508).



Accident books

It is a requirement under social security legislation (Social Security (Claims and Payments) Regulations 1979) for businesses with ten or more employees to record all accidents in an accident book. The HSE has produced a new Accident Book, BI 510, which complies with the Data Protection Act 1988. Accident books must be readily accessible to employees. To allow this, whilst ensuring that personal information remains confidential, businesses must use the new-style reporting pad with tear off sheets, which can be removed and stored securely. It is good practice for smaller businesses to have a similar accident reporting system. (Note that RIDDOR applies to ALL businesses, irrespective of size.)

Further information:

1. RIDDOR explained: HSE31 (Rev3) ISBN 07176 24315
2. A Guide to RIDDOR 1995 (HSE L73)
3. Accident book BI 510 HSE books- SBN 07176 26032
4. Reporting accidents in the catering industry. CA1518
5. The RIDDOR Incident Contact Centre, MISC 310(rev2)
6. Website: www.riddor.gov.uk



The Health and Safety (First Aid) Regulations 1981



Under these Regulations work places must make suitable provision for first aid. The number of first aiders and the level of training and equipment needed, depends on:

- the number of workers
- the type of work and hazard
- whether there is shift working

The minimum you will need is:

- a suitably stocked first aid box and
- an appointed person to take charge of first aid arrangements and emergencies

Suggested contents of first aid box

- First aid guidance card
- Individually wrapped plasters
- Sterile eye pads
- Individually wrapped triangular bandages
- Individually wrapped sterile dressings (different sizes)
- Sterile water if no tap nearby
- Disposable gloves

First aid boxes must not contain medication

Main requirements:

- Decide what you need, according to the numbers involved and the hazards.
- Provide, equip and maintain first aid box(es).
- Nominate an appointed person to take charge of emergencies and look after first aid box.
- Appoint first aiders and make sure they have valid qualifications approved by the HSE.
- Keep a record of first aid treatment given.
- Put up notices telling employees where they can find first aid equipment and the names of the first-aiders.

Further information:

1. First Aid at Work - your questions answered. INDG 214.
2. First aid at work: The Health and Safety (First aid) Regulations 1981. L74. ISBN: 07176 10500
3. Website: www.hse.gov.uk/firstaid

Working Time Regulations 1998 (as amended)



These regulations provide new rights for workers ensuring that they do not have to work excessive hours. It applies to all workers, including part-time, except the self employed and those working off shore.

The regulations represent fair minimum standards for workers, while allowing flexibility for workers and employers to make arrangements which suit them. A motivated and alert workforce works more effectively. When people work too many hours accidents happen, mistakes are made and nobody profits. These new rights and protections will ensure that all workers receive minimum fair standards for time off. Young workers (under 18) are entitled to enhanced rights.

The limits (the weekly working time, night work limits and health assessments for night workers) will be enforced by the Health and Safety Enforcing Authorities. The entitlements (the weekly and daily rest, rest breaks and paid annual leave) will be enforced through the Employment Tribunals. Workers whose entitlements are denied or who suffer detriment as a result of asserting their rights, may make a complaint to an Employment Tribunal.

Checklist

- Workers are required to work no more than the average 48 (young workers 8 hours/day or 40 a week) hours a week (but they can choose to work more if they want to).
- Agreements (to enable workers to opt

out) must be in writing and can be brought to an end should employees wish this.

- Night workers are required to work no more than the average of 8 hours in a 24 hour period.
- Night workers are offered free health assessments at regular intervals. Young night workers have a right to free health and capacities assessments at regular intervals.
- Workers have a right to at least 11 hours rest a day and a day off each week. Young workers are entitled to 12 hours rest a day and 2 days off each week.
- Workers have a right to an in-house rest break (not less than 20 minutes) if the working day is longer than 6 hours (40 for young workers) additional breaks may be required when the pattern of work puts the worker at risk (e.g. monotonous, strenuous work).
- Workers receive 4 hours paid annual leave - in the first year this will be in proportion to time worked.
- Young workers are prevented from working in certain industries between the hours of 10pm and 6am.

For further information:

1. A Guide on the Working Time Regulations Available on 0845 600 0925
2. Employment Tribunal Service Enquiry Line on 0345 959 775
3. www.dti.gov.uk/employment/employment-legislation



Work Related Stress



Pressure is part and parcel of all work and helps to keep us motivated. However, excessive pressure can lead to stress, which undermines performance, is costly to employers and can make people ill. Stress itself is not a disease but can lead to mental and physical ill health, such as depression, headaches or even heart disease.

Like other workplace hazards, where stress is caused or made worse by work, you must assess the risks to health, and introduce control measures to reduce the risk.

Management Standards have been developed to help businesses tackle this difficult subject. The Standards look at the six key areas of work that, if properly managed, can help to reduce work-related stress:

- Demands - Includes issues like workload, work patterns and the work environment.
- Control - How much say the person has in the way they do their work.
- Support - Includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships - Includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.

- Role - Whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change - How organisational change (large or small) is managed and communicated in the organisation.

Further information:-

Real Solutions, Real People (ISBN 0 7176 2767 5) pack to help employers identify risks associated with work-related stress and develop appropriate solutions

Tackling stress: the management standards approach - a short guide. INDG406

Making the stress Management Standards work: How to apply the Standards in you workplace. MISC714

Working together to reduce stress at work: A guide for employees. MISC686

Website: <http://www.hse.gov.uk/stress>

Employment of young persons



Employers have the same duties to young persons under the Health and Safety at Work Act 1974 as they have to their remaining workforce.

However, where young persons are employed, there are certain regulations, rules and guidelines, which apply.

A child of 14 and over may only be employed in light work, although there are certain prohibited work activities for children of compulsory school age including milk delivery, the selling of alcohol, except in sealed containers, collecting or sorting refuse, in a butchers shop etc.

A child aged 13 may only be employed in light work in one or more of the following:

- Agriculture or horticultural work
- Delivery of newspaper journals and printed materials
- Shop work, including shelf stacking
- Hairdressing salons
- Office work
- Car washing by hand in a residential setting
- In a café or restaurant, but not in a kitchen
- In a riding establishment
- Domestic work in hotels etc.

For further information:

1. Children & Young People at Work – available on www.safeynet.org.uk





EMPLOYMENT OF CHILDREN OF COMPULSORY SCHOOL AGE (table of working hours)

Under 13 Years	Children under 13 must not be employed No child is allowed to be employed in a factory or industrial undertaking
13 - 14 Years	SCHOOL DAYS: up to TWO hours a day; these hours to be between 7am and beginning of school hours (for ONE HOUR ONLY) and/or between end of school hours and 7pm
	SATURDAYS: Up to FIVE hours a day; between 7am and 7pm, no more than FOUR hours at any time without a rest break of at least one hour.
	SUNDAYS: Up to a maximum of TWO HOURS permitted between 7am and 7 pm.
	WEEKDAYS OR SCHOOL HOLIDAYS: Up to FIVE hours a day, but no more than TWENTY FOUR HOURS in any week, between 7am and 7pm only, no more than FOUR hours at any time without a rest break of at least one hour.
15 years and up to end of compulsory school age	SCHOOL DAYS: Up to TWO hours a day, between 7am and the beginning of school hours (for ONE HOUR ONLY) and/or between the end of school hours and 7 pm.
	SATURDAYS: Up to EIGHT hours a day between 7am and 7pm, no more that FOUR hours at any time without a rest break of at least one hour.
	SUNDAYS: Up to a maximum of TWO HOURS permitted between 7am and 7 pm
	WEEKDAYS OF SCHOOL HOLIDAYS: Up to EIGHT hours a day, but no more that THIRTY FIVE HOURS in any week, between 7am and 7 pm only, no more than FOUR hours at any time without a rest break of at least one hour.

The Regulatory Reform (Fire Safety) Order 2005



The Regulatory Reform (Fire Safety) Order 2005 became law on the 1st October 2006, replacing 118 pieces of legislation, repealing the Fire Precautions Act 1971 and revoking The Fire Precautions (Workplace) Regulations. All fire certificates and plans have ceased to be valid and the highly prescriptive standards set by the Fire Service have been replaced by a system of risk-based assessment, whereby accountability lies squarely and firmly with 'the responsible person' in any business.

For a fire to start three things are needed:

- a source of ignition;
- fuel;
- oxygen.

You can identify the potential ignition sources in your workplace by looking at possible sources of heat which could get hot enough to ignite material in the workplace. These sources of heat could include smokers, materials, naked flames, electrical or gas fired heaters, cooking, hot processes such as welding or grinding work, faulty or misused electrical, lighting

equipment etc. Indications of "near misses" such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, can help you identify hazards which you may not otherwise notice.

Anything that burns is fuel for a fire. Some of the most common fuels for fire found in workplaces include flammable liquids such as paints, varnishes, thinners and adhesives, metholated spirit, wood, paper and card, plastics and flammable gasses such as liquefied petroleum gas (LPG). The construction of the premises should also be taken into consideration and thought given to how this might contribute to the spread of fire. Simple fire prevention activities would include reducing the sources of ignition, and minimise the potential fuel for a fire (by placing highly flammable materials in fire resisting cabinets).

Fire Detection and Fire Warning

Employers need to have an effective means of detecting any outbreak of fire and for warning people so that they may escape to a place of safety. In small

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workplaces it is likely that any fire will be quickly detected by the people present and a shout of "fire" may be all that is needed. In larger premises an electrical fire warning system with manually operated call points is likely to be the minimum needed.

Means of Escape

Once a fire has been detected and a warning given, everyone in the workplace should be able to evacuate without being placed at undue risk. In buildings, most deaths from fire are due to the inhalation of smoke. Also where smoke is present people are often unwilling to travel a few metres through it to make their escape. It is therefore important to make sure that, in the event of a fire in one part, people in other parts of the building can use escape routes to get out safely without being exposed to the smoke or gasses from the fire.

Means of Fighting Fire

You need to have enough appropriate fire fighting equipment in place for your employees to use, without exposing themselves to danger, to extinguish a fire in its early stages. The equipment must be suitable to the risks and appropriate staff will need training and instruction in its proper use. In small premises, having one or two portable extinguishers in an obvious location may be all that is required. The advice of the fire prevention officer should be sought in cases of doubt.

Fire Procedures and Training

In the event of a fire, employees will need to know what to do. The employer will need to have adequate pre-planned procedures in place "the emergency plans" and ensure employees are trained in these procedures. Procedures would also need to be regularly tested. The complexity of the procedures involved would depend on the size of the business and the type of premises occupied.

The Emergency Plan

Employers need to plan the action employees and other people in the workplace should take in the event of a fire. If more than 5 people are employed then there should be a written emergency plan. The emergency plan should be kept in the workplace and be available to employees and the employees representatives (where appointed) and form the basis of the training and

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instruction provided. Any written plans should be available for inspection.

Information and Instructions for Employees

It is important that employees know how to prevent fires and what they should do if a fire occurs. They should all be given information about fire precautions in the workplace and what to do in the event of a fire. Employers also need to ensure that employees working in the premises outside normal working hours, such as cleaners or shift workers are included. Information should be given in a way that the employees can understand any learning difficulties or other disabilities should be taken into consideration.

Checklist

- Carry out a fire risk assessment of the workplace, taking into consideration all employees and other people who may be affected by a fire in the workplace, and to make adequate provision for any disabled people with special needs who use or may be present in the premises.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded in writing if you employ more than 5 people).
- Provide and maintain such fire precautions as are necessary to safeguard those who use your workplace.

- Provide information, instruction and training to employees about the fire precautions in the workplace.
- If there are any significant changes in your workplace remember to review your assessment in the light of any new hazard or risk.

For further information:

1. Fire and Explosion - How Safe is your Workplace? - ISBN 0 7176 25893



Gas Safety (Installation and Use) Regulations 1998



This regulation deals with the safe installation, maintenance and use of gas systems. This includes gas fittings, pipework, appliances and flues.

Only competent gas fitters may carry out work to any part of the gas system. At the moment only those individuals who are registered with CORGI (Council for Registered Gas Installers) are deemed to be competent. Ensure all fittings are of appropriate materials and are maintained, that flues are kept free from obstructions and that the use of bottled gas is subject to a thorough risk assessment.

Checklist

- Complete a risk assessment in relation to all gas fittings including bottled gas.
- All gas work is carried out by CORGI registered personnel.
- Staff are aware of procedures for reporting defects and for dealing with emergencies.
- All fittings are suitable for their purpose and are protected against mechanical damage and corrosion.
- Storage of gas cylinders is safe and are stored in accordance with the guidance from the LP Gas Association Code of Practice.

For further information:

1. Safety in the Installation and use of Gas Systems and Appliances - L56
2. Gas Appliances - Get Them Checked. Keep

Them Safe - INDG238(REV 2)

3. Small Scale Use of LPG in Cylinders
Chemical Sheet No. 5
4. LP Gas Association, Pavilion 16, Headlands
Business Park, Salsbury Road, Ringwood,
Hampshire, BH24 3PB

Liquefied Petroleum Gas (LPG)

LPG consists of commercial Butane, Propane or any mixture of the two. The main hazards associated with its use are fire and explosion. Asphyxiation can also be a danger in low lying storage areas as LPG is heavier than air and so sinks replacing the available air.

The safety requirements for the use and storage of LPG depends upon the amount kept at any one premises, although basic precautions are required for even small quantities.

The main factors that must be taken into consideration are separation distances, ventilation, security, warning signs and the control of ignition sources. Empty cylinders are considered to be the same as full, because of their residual content.

Further information

1. COP1 Park 1: Bulk Storage at Fixed Installations: installation and operation of vessels located above ground.
2. COP7: Storage of full and empty LPG Cylinders and Cartridges (obtain copies from LP Gas Association Tel: 01425 4616122).
3. The Storage of LPG at Fixed Installations HSG 34 ISBN 07176 05949.



Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR)



These regulations are concerned with protection against risks from fire, explosion and similar events arising from dangerous substances used or present in the workplace.

A dangerous substance includes any substance or preparation, which because of its properties or the way it is used could cause harm to people from fires or explosions. It includes petrol, liquefied petroleum gas (LPG), paints, varnishes, solvents and dusts which when mixed with air could cause an explosive atmosphere (e.g. dusts from milling).

An explosive atmosphere is an accumulation of gas, mist, dust or vapour, mixed with air, which has the potential to catch fire or explode.

Checklist

- Carry out a risk assessment of any work activities involving dangerous substances.
- Provide measures to eliminate or reduce risks as far as is reasonably practicable.
- Provide equipment and procedures to deal with accidents and emergencies.
- Provide information and warning to employees.
- Classify places where explosive atmosphere may occur into zones and mark these zones where appropriate.

For further information:

1. Fire & Explosion - How Safe Is Your Workplace? A short guide to DSEAR HSE
2. Small-scale use of LPG in cylinders - Chemical information sheet No. 5
3. Seven steps to successful substitution of hazardous substances - HSG110
4. Safe handling of combustible dusts: Precautions against explosions - HSG103
5. Safe use and handling of flammable liquid - HSG140
6. Storage of flammable liquids in containers - HSG51



Asbestos



Breathing in asbestos fibres can lead to asbestos-related lung diseases, mainly cancers. These kill more people than any other single work-related illness. The disease can take 15 to 60 years to develop.

Thousands of tonnes of asbestos were used in buildings in the past and much of it is in place today as:

- spray coating for fire protection and insulation on steel work and concrete,
- insulation lagging on pipework, boilers and ducts,
- insulating board in wall partitions, fire doors and ceiling tiles, and
- asbestos cement products as sheeting for sheds, garages, walls, roofs, tiles, gutters, pipes.

Most of these products are safe, as long as they are not dismantled, as asbestos only poses a risk to health if the fibres are released into the air. They then form a very fine dust, which is often invisible to the naked eye. The more asbestos dust that is inhaled, the greater the risk to health. That is why it is important that everyone who works with asbestos, or who may be exposed to it, takes the strictest precautions.

The Control of Asbestos Regulations 2006, introduced important new requirements to manage the risk from asbestos in all non-domestic premises.

Main requirements:

Workplace owners, tenants or anyone else with legal responsibilities for non-domestic premises have the following duties:

- Prepare and put into effect a plan to manage the risk of asbestos
- Take reasonable steps to find asbestos-containing materials in premises and check their condition.
- Presume that materials contain asbestos unless there is strong evidence to suppose that they do not.
- Keep an up-to-date written record of the location and condition of asbestos-containing materials (ACMs) or presumed ACMs.
- Assess the risk of exposure to ACMs.
- Provide information to every person liable to disturb it (e.g. decorators, builders, electricians, telephone engineers, emergency services etc.)
- Routinely inspect and maintain the condition of any substance containing, or suspected of containing, asbestos.

Note that there are additional requirements for those that actually work with asbestos products, either occasionally or more frequently. Any work, other than the most minor, needs a licence from the HSE. If you are engaging anyone to work on asbestos removal or maintenance, you must check their status and make sure





that they have carried out the necessary risk assessments. You must not expose your employees to asbestos.

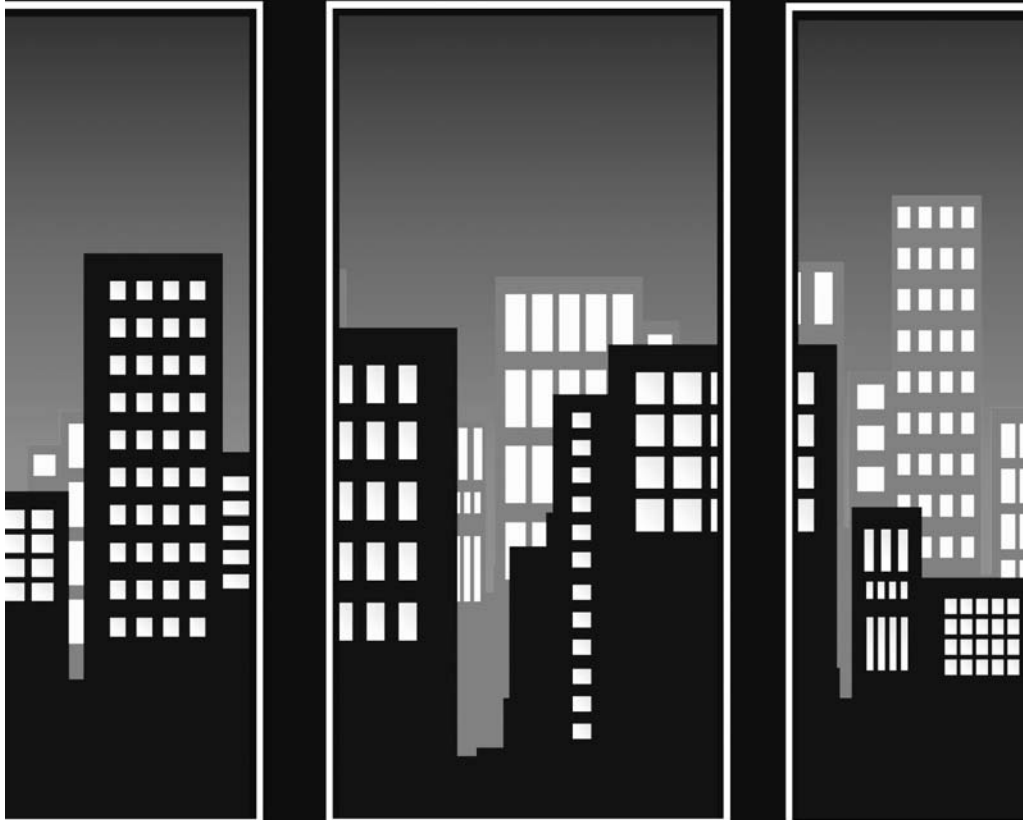
For further information:

1. For advice on asbestos disposal and a list of licensed disposal sites contact the Environment Agency 01473 727712
2. A short guide to managing asbestos in premises HSE books INDG 223 (rev3) free
3. The management of asbestos in non-domestic premises Regulation 4 of the CAR 2006 L127 ISBN 07176 62098
4. Working with asbestos in buildings INDG 289
5. Work with materials containing asbestos. Control of Asbestos Regulations 2006. L143 ISBN 07176 62063



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Legionnaires' Disease



Notification

East Herts Council maintains a register of buildings housing cooling towers and evaporative condensers within its area. This register is maintained under the "Notification of Cooling Towers and Evaporative Condensers Regulations 1992". These regulations exist because of the risk of Legionnaires' disease.

Please use the form overleaf if you wish to notify us of a cooling tower or evaporative condenser tower in your premises.

What is Legionnaires' disease?

It is a disease caused by a bacterium called *Legionella pneumophila*. Infection is caused by breathing in a fine spray of airborne water, which carries the bacterium. There is no evidence to show that you can get the disease from someone who has already been infected or from drinking water carrying the bacterium.

Between 100 and 200 cases of Legionnaires' disease are reported each year in England and Wales. The disease starts with high fever, chills, headache or muscle pain. A dry cough and pneumonia soon develop and although most people recover this can be a serious disease and in some cases is fatal.

Who is most at risk?

Those most at risk include smokers, alcoholics and patients with cancer, diabetes, chronic respiratory or kidney

disease. However, you could be infected even if you are healthy.

Most cases have been in people aged between 40 and 70 years; men are more likely to be affected than women.

Where is Legionella found?

The *Legionella* bacterium is found in natural water supplies and in soil. It is also found in many recirculating and hot water systems. Outbreaks have occurred in or near large building complexes such as hotels, hospitals, offices and factories. There is no evidence that water systems in domestic homes present any risk.

If Legionella is so widespread why aren't there more outbreaks?

All infections are caused by people breathing contaminated water sprays from equipment such as air conditioning plant, cooling towers, industrial sprays and showers.

Special conditions are needed in water systems before the bacterium multiplies. These include:

- The presence of sludge, scale, rust, algae or organic matter;
- A water temperature in the range of 20°C to 45°C.

Fortunately the combination of circumstances required to result in an outbreak does not occur very often.

How can the risk be reduced?

Since the *Legionella* bacterium is





widespread, you cannot prevent it from entering water systems. However, the risk of an outbreak developing can be reduced by taking the following precautions:

(i) **Hot and cold water services**

- Tanks and pipe work should be designed so that water is not allowed to stand undisturbed for long periods.
- Tanks should be well covered to prevent the entry of dirt, debris and vermin, and should be periodically inspected, cleaned and disinfected.
- Water temperatures between 20°C to 45°C should be avoided; e.g. by storing hot water at 60°C and circulating it at 50°C (beware of scalding);
- Water system fittings and materials complying with the water authority by-laws should be used (certain materials, e.g. leather, some rubbers and plastics, support the growth of

bacteria and should not be used).

(ii) **Cooling towers and their associated water systems need to be well designed, maintained and operated; the fitting of drift eliminators, which reduce the escape of spray, is especially important;**

- Systems should be cleaned and disinfected at least every six months;
- Water should be cleaned and disinfected at least every six months;
- Water should be treated to prevent corrosion and microbiological growth, including the multiplication of bacteria;
- It may sometimes be possible to replace cooling towers with dry cooling systems.

(iii) **Other water systems**

- Precautions are necessary wherever conditions are ideal to support the

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growth of the bacterium and there is a means of dispersing droplets, e.g. commercial spa baths and humidifiers.

If there is an outbreak what action is taken?

Hospitals and the Health Protection Agency monitor the incidence of Legionnaires' Disease so that outbreaks can be quickly identified and not confused with isolated cases, many of which result from holidays or visits aboard.

As soon as an outbreak is suspected a team of specialists mount an investigation to:

- Identify the source;
- Identify the people likely to be affected;
- Ensure the contaminated water system is treated as quickly as possible.

For further information

1. Legionnaires' Disease; A guide for Employers IAC 27 (Rev.2)

TO PHOTOCOPY

THE NOTIFICATION OF COOLING TOWERS AND EVAPORATIVE
CONDENSERS REGULATIONS 1992

Please return the completed form to: Environmental Health Service
Wallfields, Pegs Lane
Hertford, SG13 8EQ

1. Address where cooling tower/evaporative condenser is to be situated:

Please continue overleaf if necessary

Name of Premises:
Address:
.....

2. Person(s) in control of premises:

Please continue overleaf if necessary

Name of Person:
Company Name:
Address:
.....
Telephone number:

NB: This information is required to enable access to be gained at all times to the notifiable device.

3. How many cooling towers or evaporative condensers are at the address shown in box 1?

4. Please give brief location of each piece of equipment being registered at this time - (North Works, Main Building, South East Corner of 3rd floor roof)

Declarations:
Signed By:
Position:
Date:

Acknowledgement tear off: for local Authority use

THE NOTIFICATION OF COOLING TOWERS AND EVAPORATIVE CONDENSERS REGULATIONS 1992

To:
Name of Person(s) in Control:
Address:
Date of Registration:
Number of cooling towers registered:
Reference number in case of query:



Safety Auditing



The following pages are designed to help you carry out safety audits in your workplace.

What is a Safety Audit?

It is a full health and safety inspection of the workplace in order to identify any problems and ensure that they are put right before it is too late. An audit could be held once a year or as often as once a month - it depends on circumstances. If possible do not give advance warning - you will get a clearer picture of the true conditions.

Compare the audit to a full service on your car. How regularly it is needed and what work needs to be done depends on your car and how much you drive it. Of course it will still need routine maintenance in between each service - possibly even new tyres, etc - liken these to the routine safety checks and hazard reporting procedures in your workplace.

Who should be involved?

Certainly management as they have the means to put right any problems. Involving supervisory and shop floor staff as well could mean greater coverage and commitment. Union appointed safety representatives should also be involved.

What do we look for?

Again, this depends on the type of business and the premises. Use of basic list, but be prepared to be flexible and add (or delete) items as appropriate, for instance as you upgrade machinery or introduce new systems.

Of importance in the sample checklist overleaf are the column headings with the choice of "urgent" and "needs attention". The most crucial work on the list however is "responsible" - here a person is identified and charged with the task of putting things right.

SAMPLE CHECK LIST FOR OFFICES: SAFETY AUDIT

Ensure a safe work place	Satisfactory	Unsatisfactory	Needs urgent attention	Responsible Person	Date when completed
<p>Condition of floors & stairs Worn stair trends? Missing or damaged handrails? Slippery surface? Broken glass, etc?</p> <p>Obstruction in Corridors Furniture, cartons, trolley, etc?</p> <p>Swing Doors Obstructed vision panels?</p> <p>Badly Sited Furniture & Equipment Sharp corners of desks and cabinets? Trailing telephone and electrical leads?</p> <p>Protruding Drawers of Filing Cabinets & Desks Open drawers can cause accidents; opening more than one drawer of a cabinet at a time can make it tip.</p> <p>Insecure means of reaching up? Insecure stepladders? Standing on swivel chairs?</p> <p>Electricity Loose connections? Unearthed equipment? Damaged cables? Defective insulation? Overload circuits? Broken switches? Worn or damaged appliances? Trailing leads? Liquids which if spilt could cause short circuits?</p>					

SAMPLE CHECK LIST FOR OFFICES: SAFETY AUDIT

Ensure a safe work place	Satisfactory	Unsatisfactory	Needs urgent attention	Responsible Person	Date when completed
<p>Portable appliance testing evidence machinery Protective guards satisfactory and in place? Operators properly trained? Staff aware of any potential danger? Can everyone stop emergency supply in the event of an emergency? Guillotines used with care? Anything, which might detract from the safe operation of lifts?</p> <p>Manual Handling Lifting and carrying Legs bent, back straight? Heavy loads shared? Two journeys rather than one? Visibility over the top? Opening of doors?</p> <p>Signage Missing? Suitability? Condition?</p> <p>VDU's Suitability of workstations? Seating Lighting?</p> <p>First Aid Identity of First Aiders? Sufficient boxes? Contents of boxes correct?</p> <p>Fire Safety Correct type of extinguishers? Properly sited? In date? Escape routes?</p>					

Health & Safety Award



Objectives

East Herts Council Environmental Health service introduced a Health and Safety Award Scheme in March 1998. The objective of this Award Scheme is to give recognition and publicity to those businesses who consistently achieve high standards of Health and Safety. The standards achieved being often higher than those required by the minimum set down by legislation.

Criteria

There are four essential criteria, which each business must meet in order to achieve the Award:

- Health and Safety Inspections - satisfactory standards must have been achieved on the previous inspection and the inspections associated with the application i.e. There are no legal requirements outstanding, or contraventions of health and safety legislation present.
- Health and Safety Risk Assessment - a documented Health and Safety Risk Assessment Scheme must be operated by the applicant.
- Training - 50% of the workforce involved in the business must have completed the basic (foundation level) health and safety course.

- Safety Audit - the business must carry out monthly health and safety audits of all their work environment

Award Details

There will be three benefits to businesses receiving the Award. These are as follows:

- The receipt of a window sticker, which may be placed in the business' window for advertising purposes.
- The receipt of a certificate awarded at a ceremony at East Herts Council premises. The award ceremony to be publicised in the local press.
- Each business receiving the award may use the award in its advertising and promotion activities.

The Health and Safety Award remains valid for period of 12 months. Businesses are invited to apply for the award and the award will be given to those businesses meeting the criteria who make applications. The award will not be given by default. The Award may be removed at any time by East Herts Council if the business slips below the standards required in the above criteria. All Certificates, stickers etc will remain the property of East Herts Council.



Useful Addresses



HSE Books
PO Box 1999
Sudbury
Suffolk
CO19 6FS
General Enquiries: 01742 892 345
Fax: 01742 8922333
www.hse.gov.uk

Dillons
The Book Store
22 Sidney Street
Cambridge
Telephone: 01223 351688

Harlow Occupational Health Service
Stephen Taylor House
Edinburgh Place
Templefields
Harlow, Essex
CM20 2DJ
Telephone: 01279 432158

The Red Cross
Baker Street
Hertford
SG13 7HT
Telephone: 01992 586609

Development Control
East Herts Council
Wallfields
Pegs Lane
Hertford
SG13 8EQ
Telephone: 01279 655261

St. John Ambulance
Hawthorne Close
Sele Farm Estate
Hertford
Telephone: 01992 587568

The Stationery Office
Telephone: 0870 600 5522
Fax: 0870 600 5533
www.tso.co.uk

WasteAware
Telephone: 08457 425000

Environmental Health, Neighbourhood Services
Pegs Lane, Hertford, SG13 8EQ
Telephone: 01279 655261 Fax: 01992 531433
Text phone: 07734 334 504



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712, St Albans Road, Watford,
Hertfordshire, WD25 9RN

Unique Training Solutions are a national organisation who specialise in training, development, consultancy and qualifications in Health & Safety, Healthcare and Management. Below is a selection of courses that we are able to offer currently either in-house or on one of our public course dates.

Health and Safety Training Courses

Moving and Handling Loads	Moving and Handling Instructors Course
Back Care	First Aid – 1 Day Appointed Person
First Aid – 4 Day First Aid at Work	Health and Safety in the Workplace
Risk Assessment	Fire Safety
Food Hygiene Awareness	CIEH 1 day Food Hygiene
CIEH 3 day Food Hygiene	Infection Control

Management Qualifications

ILM Level 3 Award, Certificate and Diploma
ILM Level 5 Award, Certificate and Diploma
NVQ 4 Management

We also have an extensive list of Management Development 1 and 2 day courses.

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CAPACITY

Production area 1 - pre treatment

All work is thoroughly pre treated in one of our three pre treatment plants. The newest addition to our factory is a three stage iron phosphating plant which takes work up to 2500 x 2400. A traditional vapour tank 1850 x 1220 and a small three stage iron phosphating tank for large batches of smaller items.

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Production area 3 - ovens

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 Box Oven 3200 x 2000
 Box Oven 5000 x 2200
 Camel back 2700 x 1300
 Line oven 1400 x 1500

Our staff are trained to inspect work all the way through our finishing processes. Our quality control inspector checks adhesion, thickness and packing on all jobs before they leave our premises. We provide a wide range of colours and special finishes held in stock. Non stock colours are available on request from our specialist suppliers.



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TRAINING FOR SAFETY



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offers a wide range of Health and Safety programmes from one day short courses to accredited programmes running throughout the year

- CIEH Level 2 Award in Food Safety in Catering
- CIEH Level 2 Award in Health and Safety in the Workplace
- NEBOSH Level 3 General Certificate in Occupational Health & Safety
- CSCS card revision days
- Bespoke H&S provision for motor vehicle and construction

For further information contact The Goldsmith Centre For Business • Broadway Letchworth Garden City • Hertfordshire • SG6 3GB • Tel: 01462 650250
www.goldsmith-management.co.uk • email: business@nhc.ac.uk

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