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## **SECTION A**

### **Arrangements for Concern over Health and Safety Issues**

If any employee has any concern over health and safety issues they should tell their immediate superior or health and safety manager / advisor. If neither is available then they should tell the director to whom they report.

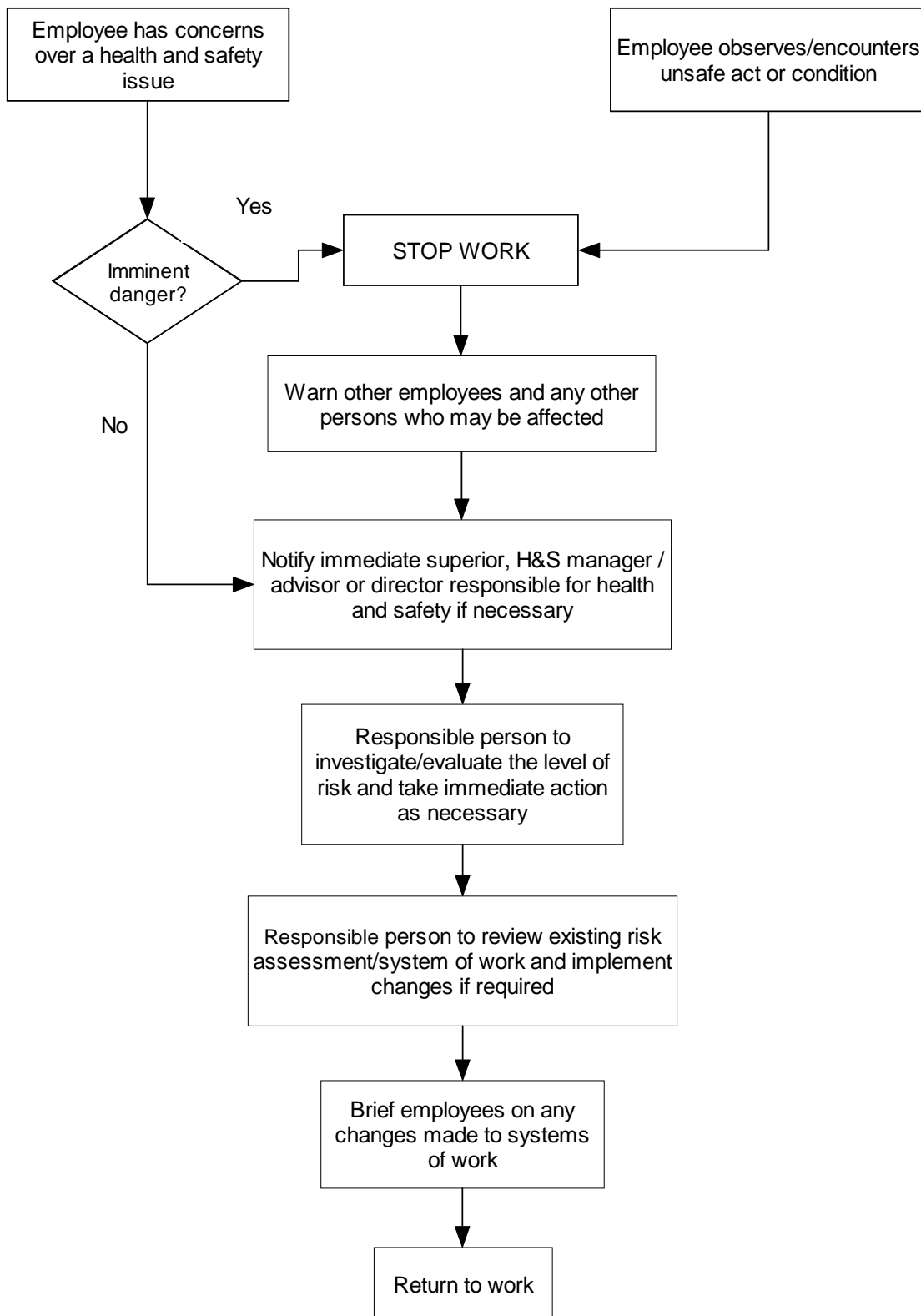
Concerns must be addressed quickly and no employee shall continue work until the working environment is safe.

THSP have been retained by this organisation for the purpose of assisting us in keeping up-to-date with changes in the law in relation to their employees' working practices and to provide advice on all matters relating to health and safety at work.

Their call out service and telephone advisory service is available. A director should be notified when they have been used by whoever has made the contact. The telephone number available for the advice service is shown below. Should a call be answered by an answer phone the caller must record their name, their organisation name and the number on which that person may be contacted.

**THSP: 08456 122 144**

## Procedure for Concern over Health and Safety Issues



## Concerns over Health and Safety Issues

### PREVENTION OF ACCIDENTS IN THE WORKPLACE

All employees are responsible for ensuring that any act or condition identified as unsafe, or any situation that introduces imminent danger into the workplace, is dealt with in the correct manner.

#### IMMINENT DANGER

Guidance on dealing with outbreaks of fire and or bomb threats can be found in section M of this manual.

Other categories of imminent danger may include:

- Development of a fault condition in machinery.
- Situations where machinery is likely to begin operating without warning to passers-by.

There are two direct causes of accidents - **unsafe acts** and **unsafe conditions**.

**Unsafe acts** may include:

- Using defective equipment.
- Using equipment incorrectly.
- Failing to use or incorrectly using personal protective equipment (PPE).
- Leaving equipment in a dangerous state.

Upon identifying an unsafe act it is the duty of every member of the workforce to **stop** the work being carried out, **warn** anyone who may be affected by the unsafe act and **report** the circumstances of the unsafe act to their immediate superior for action.

**Unsafe conditions** include:

- Poor underfoot conditions.
- Defective equipment.
- Excessive noise.
- Exposure to radiation or other pollutants.
- Fire hazards.
- Inadequate fire warning systems.
- Lack of or inadequate guarding.
- Poor housekeeping.
- Poor lighting or ventilation.

These lists are not exhaustive.

Upon identifying an unsafe condition it is the duty of every member of the workforce to **stop** the work in that area, **warn** anyone who may be affected by the unsafe condition and **report** the circumstances of the unsafe condition to their immediate superior for action.

Safety in the office requires that each person co-operates and that common sense prevails.

The main categories of serious injury to office workers are:

- Falls from a height, e.g. down a staircase or from overreaching.
- Contact with electricity, e.g. from damaged cables or badly wired repairs.
- Being struck by falling objects, e.g. goods from a shelf.
- Repetitive strain injuries.
- Contact with moving parts of office machinery, e.g. shredders, guillotines.

**IF IN DOUBT - CHECK!**



## SECTION B

### Arrangements for Managing Risks arising from Work Activities

**Alan Mannings** shall ensure that risk assessments are carried out and the control measures are implemented and communicated to employees through their designated line manager.

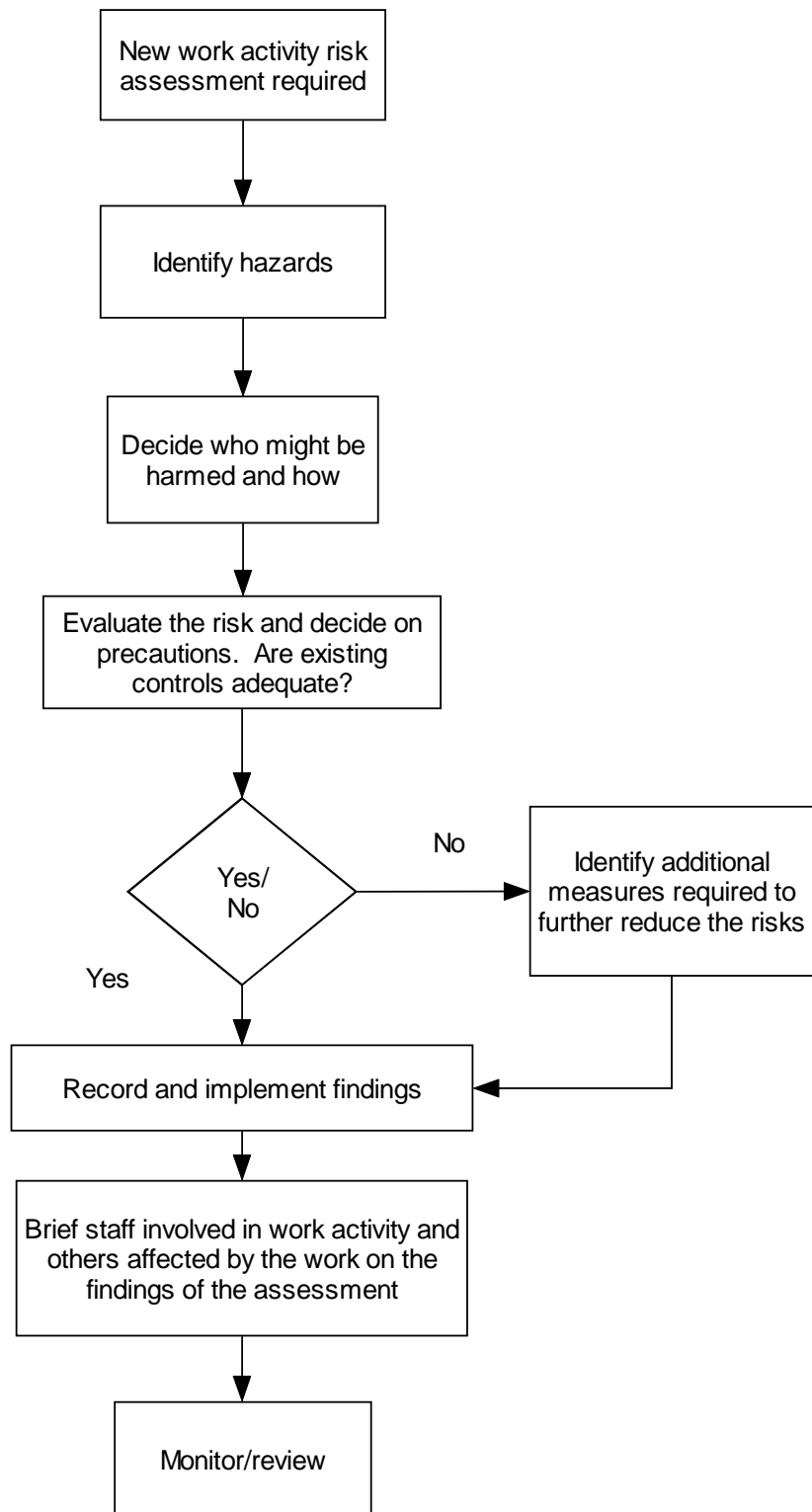
Risk assessments will be undertaken by **Alan Mannings** with the advice and assistance of THSP, should it be requested. Any significant findings of risk assessments will be reported to the management team.

**Alan Mannings** will be responsible for ensuring special risk assessments are carried out for works to be undertaken by vulnerable groups, including those under the age of 18 years. Copies of written risk assessments are to be sent to the parents or guardians of young persons.

**Alan Mannings** shall ensure that a regular review of the effectiveness of control measures introduced through the risk assessment process is carried out. In any case, **Alan Mannings** shall ensure that all risk assessments are reviewed at least annually or when the work activity changes, whichever is sooner.

Mannings Harlequin Limited carries out a set of tasks which are frequently similar. To help control the risks of these tasks Mannings Harlequin Limited have produced a set of generic risk assessments, which are kept in a separate file. These are only to be considered valid if the reverse side, detailing specific site conditions, are completed by **Alan Mannings** (or in their absence by a nominated competent person) and any significant changes to the risk control procedure have been implemented and communicated to the management team and the employees who will carry out the task.

## Procedure for Managing Risks



## Managing Risks Arising From Work Activities

### INTRODUCTION

Employers have a duty to assess the risks to the health and safety of their employees at work and of persons not in their employment who may be affected by their work and to eliminate those risks or control them to a level that is acceptable.

This duty is qualified by the legal term "so far as is reasonably practicable", which can be interpreted as meaning that the cost of measures necessary to avert a risk (whether in time, money or trouble) may be assessed against the degree of risk. In other words, an employer does not need to take a measure that is technically impossible or if the time, trouble or cost of the measure would be grossly disproportionate to the risk.

### RISK ASSESSMENT

In itself is not complicated but must be carried out and recorded to ensure that work being done does not impose an unacceptable risk. The purpose and function of risk assessment may be expressed as follows:

- To identify operations, tasks and processes which may foreseeably cause harm to employees or others, including members of the public (hazard).
- To identify the potential of the hazard being realised and the potential consequences of that realisation (risk).
- To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the population to the risk.

When an evaluation of the risk has been considered the principles of prevention, control and protection should be applied. The hierarchy of risk control is as follows:

1. Avoid risks if possible.
2. Combat risks at source.
3. Change the method of work to suit the individual.
4. Make use of technological developments.
5. Incorporate control measures into procedures within an overall planned structure to reduce risks.
6. Give precedence to controls which cover the whole workforce or activity.
7. Provide information and training to employees and self-employed persons.
8. Confirm that the control measures indicated by the risk assessment have been put in place and are effective.

The regulations make the following definitions, which must be clearly understood:

A "**hazard**" is defined as something with the potential to cause harm. This includes injury and ill health, loss of production and damage to plant, goods, property or the environment.

"**Risk**" is the likelihood that the harm from a particular hazard is realised.

**Risk** is expressed as: **severity of the hazard x likelihood of occurrence**

## RANKING RISKS

In order to ensure that the greatest risks are addressed first it is necessary to be able to rank those risks.

To do this takes a subjective judgment of both the likelihood of damage occurring (the likelihood) and the potential damage that would occur if the worst were to happen (the severity). By assigning a value to each task's likelihood and severity and multiplying those together a risk value for that task is established.

**Likelihood** - Probable frequency (taking into account whatever precautions are currently being taken):

Improbable occurrence	1
Remote occurrence	2
Possible occurrence	3
Probable occurrence	4
Likely occurrence	5

**Severity** of the hazard:

Nil - Trivial Injuries	1
Low - Minor Injuries	2
Medium - Major injuries to one person	3
Major - Major injuries to several people	4
High - Death	5

**Risk** - The expression of the risk is then the sum of multiplying likelihood by severity as in the grid below:

		LIKELIHOOD				
		5	4	3	2	1
SEVERITY	5	HIGH	HIGH	HIGH	MEDIUM	LOW
	4	HIGH	HIGH	MEDIUM	MEDIUM	LOW
	3	HIGH	MEDIUM	MEDIUM	LOW	LOW
	2	MEDIUM	MEDIUM	LOW	LOW	LOW
	1	LOW	LOW	LOW	LOW	LOW

The following issues should be considered in addition to the work activity information:

- Number of personnel exposed.
- Frequency and duration of exposure to the hazard.
- Failure of services, failure of plant and machinery components and safety devices.
- Exposure to the elements.
- Protection afforded by personal protective equipment.
- Unsafe acts (unintended errors or intentional violations of procedures).

These subjective risk estimations should normally take into account all the people exposed to the hazard. Thus any given hazard is more serious if it affects a greater number of people. But some of the larger risks may be associated with an occasional task carried out by just one person.

A simple risk-based control plan:

RESIDUAL RISK LEVEL	ACTION AND TIMESCALE
LOW (1 - 6)	No action is required and no documentary records need be kept. Monitoring is required to ensure that the controls remain effective.
MEDIUM (8 - 12)	Efforts must be made to reduce the risk but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
HIGH (15 - 25)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action should be taken. <b>If it is not possible to reduce the risk even with unlimited resources work has to remain prohibited.</b>

### The Risk Assessment Form

There is a need to assemble in one place all the pertinent information regarding the risks and hazards of the task being assessed. The risk assessment form is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes. Do not go into vast detail. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear.

Each hazard will then require a corresponding control measure that will realistically reduce the likelihood of that hazard causing harm.

Once each hazard has been controlled and the likelihood reduced then you may assess that the risk is acceptable.

Risk assessment is not an end in itself. It is simply a tool that allows the organisation to evaluate dangers to the workforce and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.

## **YOUNG PERSONS**

Special risk assessments need to be carried out on any risks to young persons (under the age of 18 years) before they start work. Existing assessments will be reviewed where young persons are already in employment. The young person's risk assessments will follow the same procedure as that for other risk assessments but will specifically take the following into account:

- The young person's inexperience, lack of perception of danger and immaturity.
- Their workplace and workstation.
- Any exposures to physical, chemical and/or biological agents.
- Any work equipment used.
- The work activities and processes to be undertaken.
- Any training provided and any risks from specified agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration, and processes.

Following the risk assessment a copy of the form should be forwarded to the guardians of the young person and a detailed briefing on the detail of the risk assessment given to the young person by their manager.

RISK ASSESSMENT		THSP™										
				Description of Activity								
Location:				Ref:								
Assessed By:				Review:								
Hazard	Likely Harm	Party Affected	Risk Rating		Existing Controls	Additional Control Measures Required / Comment	By Whom	By When	Residual Risk Rating			
			S	L					R	S	L	R

<b>Party</b>	<b>S - Severity</b>	<b>L - Likelihood</b>	<b>R - Risk = S x L</b>
M = Management S = Supervisor O = Operative T = Third Party C = Client	1 = Trivial Injury/ies 2 = Minor Injury/ies 3 = Major Injury/ies to one person 4 = Major Injury/ies to several people 5 = Death	1 = Improbable Occurrence 2 = Remote Occurrence 3 = Possible Occurrence 4 = Probable Occurrence 5 = Likely Occurrence	15 - 25 High Risk 8 - 12 Medium Risk 1 - 6 Low Risk
Key:			

## Display Screen Equipment

The introduction of VDUs and other display screen equipment has been associated with a range of symptoms relating to the visual system and working posture, e.g. fatigue and stress, upper limb pains and discomfort, etc. The workstation assessment form attached seeks to identify any potential problems relating to a person's workstation before harm to health and safety is realised.

The provision of good ergonomic and environmental conditions must be considered in the planning of the work station for VDUs.

Posture and good practice:

- Since each user is an individual size and shape they must personally participate in the organisation of their workstation.
- To find the best working position sit on your chair, then sit rigidly upright and then relax a little. Now adjust your chair to support your back in this position.
- Use a foot rest if that helps.
- Adjust the height of the chair such that when your fingers are resting comfortably on the keyboard's "home keys" the elbow is at an angle of approximately 90 degrees.
- It is often more comfortable to have 100mm of workbench in front of the keyboard to rest the hands upon.
- Arrange the VDU in such a manner that you do not face a window or have a window as a background and so that light sources do not reflect glare into your eyes.
- Adjust the screen height such that the top row of the characters on the screen is level with or just below your eye level.
- When copy typing use a copy holder or some other device which allows you to look from copy to screen without excessive head or neck movement. If the copy and screen are the same distance from your eyes then your eyes will not have to constantly change focus.
- Leave sufficient space to gain access to the VDU for any maintenance that may be needed.
- Cables must be kept tidy at all times and not cause an obstruction to the operator or others who may have cause to enter the work area.

### WORK PATTERNS

VDUs should not be used continually. It is not the length of break taken away from the VDU that is important but the frequency. Break up work patterns with other tasks so that you get a regular rest from the VDU.

### RADIATION

There is no medical evidence of any risk to unborn children from the radiation emitted by VDUs.



## **EYE AND EYESIGHT TESTS**

According to the guidance to the regulations, there is no reliable evidence that work with display screen equipment causes any permanent damage to the eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. This (and/or poor working conditions) may give some users temporary visual fatigue or headaches. It is recognised that uncorrected vision defects can make work at display screens more tiring or stressful than it should be and that correcting defects can improve comfort, job satisfaction and performance.

In accordance with the Health and Safety (Display Screen Equipment) Regulations and the Health and Safety (Miscellaneous Amendments) Regulations this organisation will arrange for sight testing for users, or those who are to become users, of display screen equipment as defined in the regulations who request such testing. For a person who is to become a user, testing should be carried out before that person becomes a user. This organisation will also ensure that, at regular intervals, further sight testing for users is arranged as soon as is practicable after any such request.

## **PROVISION OF TRAINING**

In accordance with the Health and Safety (Display Screen Equipment) Regulations and the Health and Safety (Miscellaneous Amendments) Regulations this organisation will ensure that new employees are provided with adequate health and safety training in the use of a workstation before they are required to start work in such an undertaking or where the duties of existing employees are changing in such a way that will make them become users of display screen equipment.

**WORKSTATION ASSESSMENT CHECKLIST****Name:****Date:**

The following is a self-assessment of your own workstation. Your views enable us to ensure your comfort and safety at work. Please tick the box that best describes your opinion, for each of the questions listed.

**1. LIGHTING**

Is the lighting at your usual workstation adequate?	Yes	
	No	

Are there distracting reflections on your screen?	Yes	
	No	
	Occasionally	

Do you have control over local lighting?	Yes	
	No	

**2. TEMPERATURE AND HUMIDITY**

Are you usually comfortable at your workstation?	Yes	
	No	

Is the air around your workstation:	Comfortable	
	Too Dry	
	Too Humid	

**3. NOISE**

Do you find the noise from work equipment distracting?	Yes	
	No	

**4. SPACE**

Is there enough space around your workstation?	Yes	
	No	

**5. CHAIR**

Is the seat height adjustable?	Yes	
	No	

Is the angle and height of the backrest adjustable?	Yes	
	No	

Is the chair stable?	Yes	
	No	

Is the chair in a good state of repair?	Yes	
	No	

If your chair has arms, do they get in the way?	Yes	
	No	

Is the chair comfortable?	Yes	
	No	

**6. DESK**

Is the desk surface large enough?	Yes	
	No	

Is the height of the desk suitable?	Yes	
	No -Too High	
	No -Too Low	

Do you need a footrest?	Yes	
	No	

Has one been supplied?	Yes	
	No	

**7. DOCUMENT HOLDER**

Do you need a document holder?	Yes	
	No	

Has one been supplied?	Yes	
	No	

Can you adjust your document holder to the right angle?	Yes	
	No	

**8. DISPLAY SCREEN**

Is there a brightness control on your screen?	Yes	
	No	

Is there sufficient difference between characters and background?	Yes	
	No	

Does your screen move freely?	Yes	
	No	

Is the screen image stable and free from flicker?	Yes	
	No	

Is the screen at a comfortable height for you?	Yes	
	No	

**9. KEYBOARD**

Is the keyboard separate from the screen?	Yes	
	No	

Is the keyboard height adjustable?	Yes	
	No	

Are the symbols on the keys easily visible?	Yes	
	No	

Is the space in front of the keyboard sufficient to rest your hands?	Yes	
	No	

Are your forearms parallel to the work surface and your wrists comfortable?	Yes	
	No	

Do you understand how to use the software?	Yes	
	No	

**10. OTHER EQUIPMENT**

Is your phone conveniently situated?	Yes	
	No	

Is there enough space to load paper into printers and copiers?	Yes	
	No	

Can you easily get to shelves above and below the workstation?	Yes	
	No	

Do you have other equipment problems?	Yes	
	No	

If yes please give details:

**11. TRAINING**

Have you been trained to make your workstation comfortable?	Yes	
	No	

Have you been trained in the use of software?	Yes	
	No	

If you were to have a problem relating to display screen work, do you know who to ask for help?	Yes	
	No	

Do you understand the arrangements for eyesight tests?	Yes	
	No	

Your comments please

Assessor Name / Position:

Assessor Signature:

Date Assessed:

## Noise at Work

### INTRODUCTION

Permanent hearing damage can be caused instantly by sudden, extremely loud, explosive noises. However, hearing loss is usually gradual, caused by prolonged exposure to noise.

Some people may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

### IS THERE A NOISE PROBLEM IN YOUR WORKPLACE?

There is likely to be a noise problem if any of the following apply:

- Noise levels are intrusive for most of the working day.
- Employees have to raise their voices to carry out a normal conversation when about 2 metres apart for at least part of the day.
- Employees use noisy powered tools or machinery for more than half-an-hour each day.
- There are impact noises due to hammering, drop forging, pneumatic impact tools, etc.

### NOISE ASSESSMENTS

In accordance with the Control of Noise at Work Regulations we shall ensure that the risk to our employees from exposure to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable. The levels of exposure averaged over a working day or week, and the maximum noise (peak sound pressure) to which employees are exposed in a working day shall determine the actions we will take as an employer. The values are:

- Lower exposure action values
  - ▶ Daily or weekly exposure of 80dB
  - ▶ Peak sound pressure of 135dB.
- Upper exposure action values:
  - ▶ Daily or weekly exposure of 85dB
  - ▶ Peak sound pressure of 137dB.

There are also levels of noise exposure which must not be exceeded:

- Exposure limit values
  - ▶ Daily or weekly exposure of 87dB;
  - ▶ Peak sound pressure of 140dB.

**Exposure limit values take account of any reduction in exposure provided by hearing protection.**

## **EXPOSURE ASSESSMENT**

If it is perceived that there may be a noise problem in our workplace we will assess the risks and put in place a programme of noise controls as necessary. The risk assessment should help us to:

- Identify where there may be a risk from noise and who is likely to be affected.
- Estimate our employees' exposure levels for comparison with the exposure action values and limit values (see above).
- Identify what we need to do to comply with the law, e.g. whether noise control measures and/or hearing protection are needed, and, if so, where and what type.
- Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

Our estimate of employees' exposure shall be based on reliable information, e.g. measurements in our workplaces, information from other workplaces similar to ours (where available), and/or data from suppliers of machinery. It shall specifically take account of:

- The work they do or are likely to do.
- The ways in which they do the work.
- How it might vary from one day to the next.

## **ASSESSMENT RECORDS AND REVIEW**

Risk assessments shall be recorded (see the noise assessment form overleaf) along with any recommendations in an action plan. The plan shall set out what we have done and what we are going to do, with appropriate timescales, and who will be responsible for ensuring that those actions are carried out.

We shall review our risk assessment if circumstances in the workplace change which might affect noise exposures. We shall also regularly monitor and review the effectiveness of our actions to reduce our employees' exposure risk.

## **COMPETENCE TO ASSESS**

It is this organisation's policy to ensure that any risk assessment is carried out by a competent person. We may choose or need to seek advice and/or assistance from other competent sources, such as our health and safety advisors, in order to fulfil our noise assessment procedures.

## **ACTIONS AND CONTROL MEASURES**

Where assessment shows that our employees' noise exposure level is between the lower and upper exposure action values we shall, as a minimum:

- Provide them with suitable hearing protection equipment if they ask for it.
- Provide employees with adequate information, instruction and training, such that they understand the associated risks and the duties placed on employers and employees by the regulations.
- Consider taking additional, reasonably practicable actions to further reduce risks in line with good practice and recognised standards within our industry.

Where assessment shows that exposure level is likely to be at or above the upper exposure action values we shall:

- Provide employees with suitable hearing protection equipment and enforce the wearing of it to immediately reduce the exposure risk.
- Identify if any areas of the workplace need to be designated as “Hearing Protection Zones (HPZs)”.
- Demarcate and identify HPZs by means of appropriate safety signage and restrict access where it is practicable to do so.
- Implement a suitable health surveillance programme.
- Establish and implement a programme of organisational and technical measures to reduce exposure to as low a level as is reasonably practicable, such that in the longer term it may be possible to eliminate or reduce the need for hearing protection equipment and HPZs. These measures may include the:
  - ▶ Reduction of noise at source by use of quieter processes or equipment and through a low-noise purchasing policy for new equipment;
  - ▶ Isolation of the noise at source by use of engineering controls and/or changes to the design or layout of the workplace;
  - ▶ Reduction of time to which personnel are exposed to noise.

## **EMPLOYEE RESPONSIBILITIES**

We shall endeavour to ensure that employees are made fully aware of their responsibilities under the Control of Noise at Work Regulations through our policy of providing adequate information, instruction and training. In order to help us control their exposure to noise employees must:

- Co-operate with any proposed actions we take in order to protect their hearing.
- Use any noise control devices, e.g. noise enclosures, and follow any working methods that are put in place.
- Use any hearing protection they are given, wear it properly and make sure they wear it all the time when doing noisy work within HPZs.
- Look after their hearing protection, check it remains in good condition and store it in designated areas where appropriate.
- Report any problems with their hearing protection or noise control devices to their supervisor straight away.
- Let their supervisor or line manager know immediately if they have any kind of ear trouble or hearing problems.

## **HEALTH SURVEILLANCE**

Where assessment shows that our employees are, or are likely to be, regularly exposed to noise levels at or above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage, we shall provide suitable health surveillance programmes for individuals as required. Further information regarding noise exposure is contained in section O of this manual.



## **HEARING PROTECTION EQUIPMENT**

Hearing protection should be issued to employees:

- Where extra protection is needed above that which can be achieved using other noise controls as described above.
- As a short-term measure, while other methods of controlling noise are being developed.

Hearing protection equipment must:

- Give enough protection - aim at least to get below 85dB at the ear.
- Be suitable for the working environment, e.g. consider if it will need to be worn with other protective equipment such as hard hats, dust masks and eye protection.
- Be comfortable and hygienic.

Hearing protection equipment must not:

- Overprotect, i.e. cut out too much noise, as this can cause isolation which may present other hazards. It may also lead to unwillingness by employees to wear it.

<b>Noise Assessment Sheet Number</b>		<b>Date:</b>	
OPERATIVE/BYSTANDER			
OPERATION/PROCESS			
LOCATION			
	<b>MAIN NOISE SOURCE</b>	<b>BACKGROUND NOISE SOURCES</b>	
DURATION			
CONTINUOUS/ INTERMITTENT			
SILENCED/ MUFFLED			
OPEN, SEMI OR REVERBERANT			
MONITORING RESULTS			
EXPOSURE ASSESSMENT			
HEARING PROTECTION RECOMMENDATIONS			
CONTROL ACTION REQUIRED			
ASSESSOR		POSITION	
SIGNED		DATE	

**SITE SPECIFIC ASSESSMENT**

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.

Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity:  Additional specific hazards identified:   Additional control measures required:    Assessment of remaining risks: insignificant/low/medium/high		
Is residual risk level acceptable?		
Serious and imminent danger risks identified: Yes/No Emergency action required:    Name(s) of competent person(s) appointed to take action:		
Circumstances which will require additional assessment:		
Circulation of Risk Assessment (tick)		
Contractor	Site	Employees
Subcontractor	Other	Client
On-Site Assessment Signed	Print Name	Date

### Noise Generating Tools/Plant Register

Manufacturer	Model/Common Name	Average noise level (dB)	Maximum exposure time (hh:mm) to reach <u>lower</u> exposure action value (80dB(A))	Maximum exposure time (hh:mm) to reach <u>upper</u> exposure action value (85dB(A))

The exposure times are only an indication of the time it would take to reach the stated exposure action levels where the equipment is used in isolation from other noise sources throughout the working day.

To calculate the overall daily personal noise exposure (L<sub>EP,d</sub>) the average noise level and exposure duration for each tool/plant operated should be entered into the HSE Noise Calculator ([www.hse.gov.uk/noise/dailycalc.xls](http://www.hse.gov.uk/noise/dailycalc.xls)).

**NOISE ASSESSMENT CHECKLIST**

The table below shows what you should or could expect to see in three different standards of noise assessment. To meet the minimum legal requirements the assessment should contain at least the information indicated in the “adequate” column below.

<b>Content:</b>		<b>Adequate</b>	<b>Good</b>	<b>Excellent</b>
Purpose of assessment (legal basis)			√	√
Identification of those employees likely to be at risk of hearing damage (either names of employees, named groups of employees or named tasks)		√	√	√
Daily personal noise exposure ( $L_{EP,d}$ ) of those likely to be exposed at or above the <u>lower exposure action values</u> (calculated from levels of noise and times of exposure during working day)		√	√	√
Levels of noise and times of exposure during working day used to calculate $L_{EP,d}$			√	√
Peak noise exposure of those likely to be exposed at or above the <u>peak sound pressure levels</u>		√	√	√
Indication of employer's and employees' legal duties relevant to levels of exposure		√	√	√
Identification of sources of noise giving rise to the risk		√	√	√
Summary of existing noise control measures			√	√
Comment on effectiveness of existing noise control measures				√
Suggestions for priorities for control of noise (where necessary)			√	√
Hearing protection	State whether what is currently in use is adequate	√	√	√
	Suggestions for suitable alternatives	√	√	√
	Which areas require marking as <u>hearing protection zones</u> (and correct sign to use)	√	√	√
	Reference to criteria (BS EN 458) for selection of “suitable” hearing protectors			√
Name of person responsible for the assessment		√	√	√
List of equipment used			√	√
Description of work activities assessed		√	√	√

<b>Content:</b>	<b>Adequate</b>	<b>Good</b>	<b>Excellent</b>
Photographs		√	√
Annotated sketch plans of work areas		√	√
Health surveillance (hearing checks) information (required where employees are likely to be regularly exposed above the <u>upper exposure action values</u> or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage)		√	√
Suggested noise control solutions			√
Reference to and/or copies of relevant published noise control solutions, e.g. HSE industry-specific guidance		√	√
Reference to and/or copies of general published guidance and information on noise, i.e. to facilitate training of employees	√	√	√
Employee training materials, e.g. a handout			√
Advice on low-noise purchasing policy			√
Glossary of terms		√	√

**REFERENCES**

HSE guidance on how to carry out a noise assessment: L108 - “Reducing Noise at Work”  
HSE guidance for employers: INDG362 - “Noise at Work”  
HSE guidance for employees: INDG363 - “Protect Your Hearing or Lose It”  
HSE website: [www.hse.gov.uk/noise](http://www.hse.gov.uk/noise)

## **Work Related Stress**

### **INTRODUCTION**

This organisation has a legal responsibility under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 to ensure the health safety and welfare at work of their employees. This includes minimising the risk of stress-related illness or injury to employees.

#### **What is work related stress?**

Stress is defined by the HSE as “an adverse reaction people have to excessive pressures or other types of demands placed on them”.

It must be clear that “stress” is not the same as “pressure”. Pressure can be motivating and challenging, and improve performance. By “stress” it is meant something that is a negative; a response to too much pressure or too many demands, which the person finds difficulty in coping with.

There are some clear signs that people are experiencing stress at work. If they are detected early, action can be taken before the pressure becomes a problem, and it will be easier to reduce and eliminate the causes.

#### **What are the signs of stress in individuals and groups?**

Some individuals may show the following signs of suffering from stress:

##### **Emotional symptoms**

- Negative or depressive feeling
- Disappointment with yourself
- Increased emotional reactions - more tearful or sensitive or aggressive
- Loss of motivation commitment and confidence

##### **Mental**

- Confusion, indecision
- Can't concentrate
- Poor memory

##### **Changes from your normal behaviour**

- Increased smoking, drinking or drug taking ‘to cope’
- Mood swings affecting your behaviour
- Twitchy, nervous behaviour
- Changes in attendance such as arriving later or taking more time off.
- Please note these are indicators of behaviour of those experiencing stress. They may also be indicative of other conditions. If you are concerned about yourself please seek advice from your GP. If you are concerned about a colleague try to convince them to see their GP.

## **Signs of stress in a group**

- Disputes and disaffection within the group
- Increase in staff turnover
- Increase in complaints and grievances
- Increased sickness absence
- Increased reports of stress
- Difficulty in attracting new staff
- Poor Performance
- Customer dissatisfaction or complaints

## **POLICY STATEMENT AND COMMITMENT**

We recognise that stress can be a considerable risk to both physical and mental health. This policy explains the action we are taking as an employer with regard to stress-related problems in the workplace. The aim is to prevent stress-related problems from occurring if possible but also to state what will be done in the event that employees experience problems.

We are committed to promoting a good, supportive climate and working culture, and a culture of openness, where stress is not seen as a personal weakness and where employees under stress can access appropriate support.

We anticipate the following **benefits from implementing the stress policy**:

- Improved working climate and culture.
- Greater openness about sources of pressure at work, at all levels.
- Better awareness in all employees of stress-related issues.
- Greater consistency of approach from managers in dealing with stress.
- Earlier identification of stress-related problems.
- Improved skills in managers.
- Overall reduction in key stress indicators.
- Improved and better-utilised support services.

## **RISK ASSESSMENT AND MANAGEMENT**

Stress indicators, e.g. stress-related absence and staff turnover, will be monitored and risk assessments will be carried out as necessary. Key staff will be trained in carrying out risk assessments and we will adopt a team approach, e.g. where hazards have been identified a working group will be formed with representatives from human resources, health and safety, management and employees. The group will gather data, analyse and interpret results, and make recommendations on reducing stress risk.

Managers will have a key risk management role, especially at the level of individual employees. They will be trained for this role (see below).



## The Role of Managers

- Managers have a critical role in minimising and managing stress risks, and will receive relevant training to give them the skills and knowledge to be able to implement the policy. Part of this training will include input on identifying the signs and symptoms of stress. Once problems are identified managers should be prepared to discuss stress-related issues, especially work-related stressors, with employees and seek to develop individual action plans where reasonable and appropriate. These plans should not be open-ended but be time-limited and reviewed at agreed stages.
- Managers have a critical role in offering support to employees and in facilitating support from elsewhere as necessary. Managers are not expected to take on the role of counsellors. However, managers will be expected to use good communication skills in their tackling of stress-related issues. Managers are expected to be consistent in their approach to stress-related absence and to refer employees to relevant support services.
- Managers are encouraged to maintain good communication at all times. This should be face-to-face communication whenever possible. Good communication reduces unnecessary uncertainty and prevents stress. Positive feedback is encouraged and any criticism should be constructive. Managers should seek to consult and involve staff at the earliest appropriate stage in decisions that affect them.
- Managers should be aware of employees` training and development needs, especially when an employee is taking on a new job or their role has changed.
- Managers should monitor and review workloads to ensure that they do not become excessive.
- Managers should manage poor performance and attendance effectively in order to prevent unnecessary pressures on colleagues.
- Managers should not regard stress as a weakness and should encourage open discussion about sources of pressure at team meetings. Treating employees who have stress-related conditions less favourably may be discriminatory.
- Managers should adopt an “open door” policy. This enables managers to be more approachable and will assist them in identifying stress-related problems at an early stage, allowing early intervention.
- Managers should be clear about the roles and responsibilities of staff.
- Managers should regularly monitor and review stress indicators, e.g. patterns of absence.
- Managers should be consistent in their approach to stress-related absence. In particular, managers should be aware that increased absence might indicate underlying stress problems. Managers should use the opportunity of return-to-work interviews to discuss stress-related problems when appropriate. Where an absence is stress-related an early referral to occupational health is recommended. Managers should seek advice from human resources if in any doubt.

## **Support for Managers**

- All managers will receive appropriate training in order to implement this policy. Its main aim will be to assist managers in identifying stress-related problems and to minimise associated risks.
- Managers should not hesitate to seek advice and/or support if they feel they need it.
- Managers need also to be aware of support-services available to employees, of how to refer employees and of how employees can self-refer.
- The role of support services will be discussed as part of managers' training.

## **EMPLOYEES' RESPONSIBILITIES**

Managers have a responsibility for managing excessive workplace pressures. However, individual employees also have a clear responsibility to themselves and others to minimise excessive pressures and demands by behaving responsibly, acting reasonably and reporting any concerns regarding stress to managers. Managers cannot be expected to act on stress-related problems they are unaware of.

Employees should avoid unnecessary absence. Excessive absence puts additional pressure on colleagues that may lead to stress in others. Employees should refer to the absence management policy if in any doubt.

## **Support for Employees**

Lack of skills in a new role, for example, can cause stress and employees should not hesitate to approach managers to discuss training and development needs at any time.

Employees can also approach HR for advice on stress-related problems or any health matter.

Employers may also use the expertise of an occupational health specialist in support of the employee.

## **Working Relationships**

Good, supportive working relationships have a buffering effect against stress. Managers should be supportive and all employees are encouraged to be supportive of each other.

Poor working relationships have the opposite effect and can be a cause of stress. Bullying and harassment, in particular, can cause stress. Employees should report cases of bullying or harassment to line management or to a director. Details of where employees can access support if they feel they are being bullied or harassed are posted on all notice boards.

## **EVALUATION AND REVIEW**

This policy shall be regularly reviewed. Stress indicators will be monitored, as will the numbers of employees accessing support services. In addition, both quantitative and qualitative data can be gathered for evaluation purposes. The policy will be reviewed once the evaluation process is complete. Any comments or suggestions that employees have with regard to this policy are strongly encouraged. Employees can make use of suggestion boxes, email or any other communication channel.

### Stress Awareness Questionnaire

Complete the questionnaire below, circling the rating for each question that is the closest to your normal behaviour. When you have completed this, total your score and read the summary for that score.

Ratings	1 = Never	2 = Sometimes	3 = Often	4 = Always
---------	-----------	---------------	-----------	------------

1	I will often act before thinking	1	2	3	4
2	I don't like taking advice	1	2	3	4
3	I will cancel social engagements because of work	1	2	3	4
4	I often miss lunch because of work commitments	1	2	3	4
5	I sometimes push myself physically too hard	1	2	3	4
6	I put off dealing with difficult situations	1	2	3	4
7	I find it difficult to refuse a request	1	2	3	4
8	I often get impatient	1	2	3	4
9	My family sometimes comes second to work	1	2	3	4
10	I am often late	1	2	3	4
11	I react badly to criticism	1	2	3	4
12	I often feel that there is not enough time	1	2	3	4
13	I do not like to be kept waiting	1	2	3	4
14	I have little time to relax	1	2	3	4
15	I find it difficult in a new environment	1	2	3	4
16	I get angry easily	1	2	3	4
17	I sometimes take on too much	1	2	3	4
18	I find it difficult to delegate	1	2	3	4
19	I feel guilty if I am not busy at work	1	2	3	4
20	I take on too many jobs at once	1	2	3	4
21	Sometimes I find it difficult to cope	1	2	3	4
22	I often feel emotional at work	1	2	3	4
23	I feel frustrated when stuck in traffic	1	2	3	4
24	I tend to bottle up my emotions	1	2	3	4
25	I know when I am stressed	1	2	3	4
	<b>TOTAL</b>				

Score between 1 - 25 = OK

Score between 26 - 50 = mildly stressed - observe

Score between 51 - 75 = Cause for concern management action required

Score between 76 - 100 = Immediate action required refer to medical practitioner

## SECTION C

### Arrangements for Managing Health and Safety in Construction

Mannings Harlequin Limited may, during the course of its activities, assume roles and responsibilities under the Construction (Design and Management) Regulations (CDM).

In so doing, Mannings Harlequin Limited shall comply with its duties under the requirements of these regulations insofar as they relate to our work activities and our relations with other duty holders during the course of the works.

**Alan Mannings** shall ensure that procedures are implemented and monitored in compliance with the Construction (Design and Management) Regulations.

Mannings Harlequin Limited's assumed roles under CDM are:

#### **Contractor**

## Construction Design and Management

### INTRODUCTION

The Construction (Design and Management) Regulations (CDM) aims to focus attention on planning and management throughout all construction projects, from design concept onwards.

CDM is divided into five parts:

**Part 1** deals with matters of interpretation and application. The regulations apply to **all** construction work and to both employers and the self-employed.

**Part 2** covers general management duties which apply to **all** construction projects, including those which are non-notifiable.

**Part 3** sets out **additional** management duties which apply to projects above the notification threshold (projects lasting more than 30 days, or involving more than 500 person days of construction work). These additional duties require particular appointments or particular documents which will assist with the management of health and safety from concept to completion.

**Part 4** applies to **all** construction work carried out on construction sites and covers physical safeguards which need to be provided to prevent danger. Duties to achieve these standards are held by contractors who actually carry out the work, irrespective of whether they are employers or are self-employed.

**Part 5** covers issues of civil liability; transitional provisions which applied during the period when the regulations came into force, and amendments and revocations of other legislation.

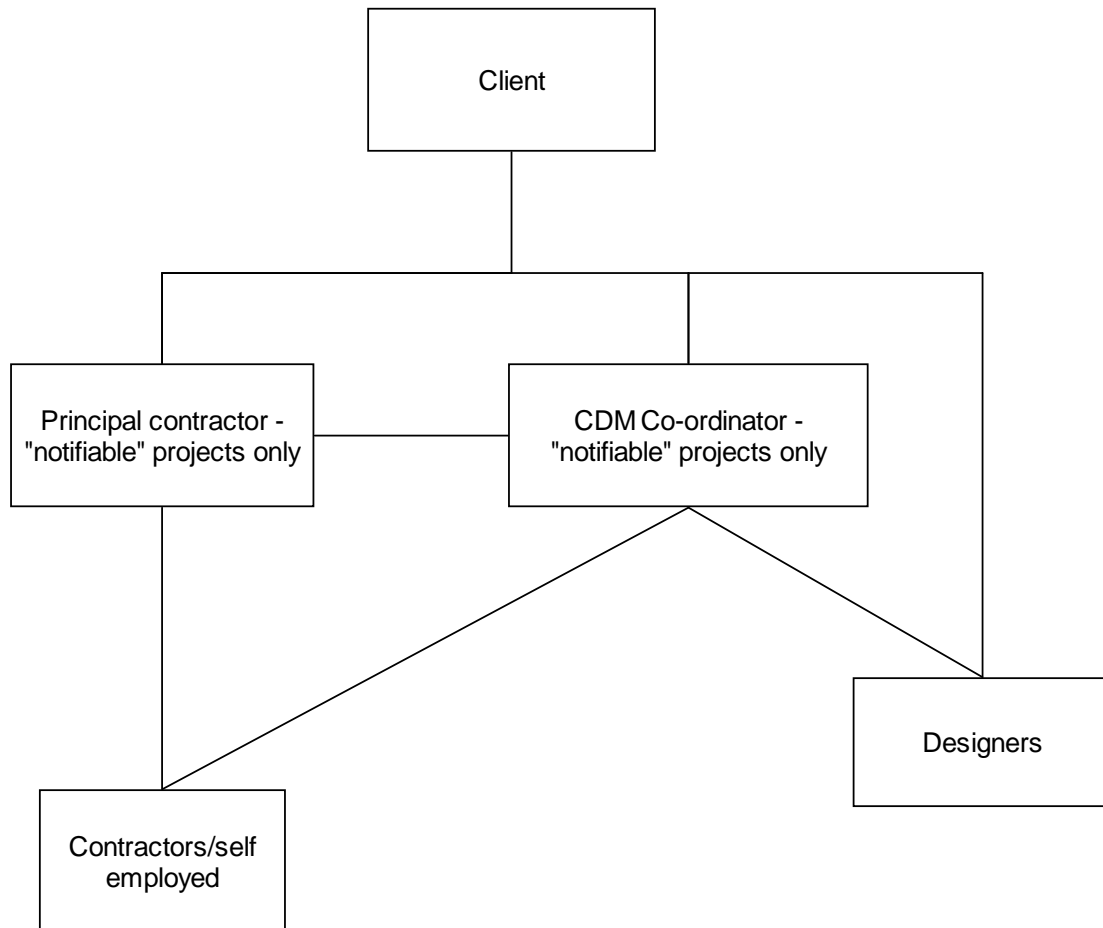
Construction work under CDM includes:

- The construction, alteration, conversion, fitting-out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which, immediately before such disassembly, formed such a structure.
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

Construction work under CDM does not include:

- Putting up and taking down marquees and similar tents designed to be re-erected at various locations.
- General maintenance of fixed plant, except when this is done as part of other construction work, or it involves substantial dismantling or alteration of fixed plant which is large enough to be a structure in its own right, e.g. structural alteration of a large silo; complex chemical plant; power station generator or large boiler.
- Tree planting and general horticultural work.
- Positioning and removal of lightweight movable partitions, such as those used to divide open-plan offices or to create exhibition stands and displays.
- Surveying, this includes taking levels, making measurements and examining a structure for faults.
- Work to or on vessels such as ships and mobile offshore installations.
- Off-site manufacture of items for later use in construction work, e.g. roof trusses, precast concrete panels, bathroom pods and similar prefabricated elements and components.
- Fabrication of elements which will form parts of offshore installations.
- The construction of fixed offshore oil and gas installations at the place where they will be used.

### CONSTRUCTION PROJECT MANAGEMENT STRUCTURE



## **NOTIFICATION**

Except where the project is for a domestic client, the HSE must be notified of projects where construction work is expected to last more than 30 working days or involve more than 500 person days, e.g. 50 people working for over 10 days.

All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

Where a small project that is not notifiable requires a short extension or short-term increase in the number of people there is no need to notify the HSE. However, if the work or the scope changes significantly, so that it becomes notifiable, the HSE should be informed.

## **THE CLIENT**

A client is an organisation or individual for whom a construction project is carried out. Clients only have duties when the project is associated with a business or other undertaking, whether for profit or not. This can include, for example, local authorities, school governors, insurance companies and project originators on Private Finance Initiative (PFI) projects.

Domestic clients are people who have work done on their own home or the home of a family member that does not relate to a trade or business, whether for profit or not. It is the type of client that matters, not the type of property. Local authorities, housing associations, charities, landlords and other businesses may own domestic property but they are not domestic clients. If the work is in connection with the furtherance of a business attached to domestic premises, such as a shop, the client is not a domestic client.

Domestic clients have no client duties under CDM, which means that there is no legal requirement for the appointment of a CDM co-ordinator or principal contractor when such projects reach the notification threshold.

Builder-developers are often both client and Principal Contractor, although they may appoint another Contractor as Principal Contractor. They may also be a designer or CDM Co-ordinator. They must comply with CDM in all their roles.

## **THE CDM CO-ORDINATOR (CDM-C) - NOTIFIABLE PROJECTS ONLY**

The role of the CDM-C is to provide the client with a key project advisor in respect of construction health and safety risk management matters. The regulations require the appointment to take place as soon as is practicable after initial design work or other preparation for construction work has begun.

## **DESIGNERS**

Designers' responsibilities extend beyond the construction phase of a project. They also need to consider the health and safety of those who will repair, maintain, clean, refurbish and eventually remove or demolish all or part of a structure, as well as the health and safety of the users of workplaces.

Where significant risks remain, when they have done what they can, designers should provide information with the design to ensure that the CDM co-ordinator, other designers and contractors are aware of these risks and can take account of them.

## **THE PRINCIPAL CONTRACTOR (PC) - NOTIFIABLE PROJECTS ONLY**

The key duty of the PC is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that the risks are properly controlled. Principal contractors must also comply with the duties placed on all contractors under the regulations.

PCs are usually the main or managing contractor. This allows the management of health and safety to be incorporated into the wider management of project delivery. This is good business practice as well as being helpful for health and safety purposes.

Although Construction Phase Plans are only legally required for notifiable projects, all projects must be properly planned and managed and the principles set out in this section may be relevant to those who plan for non-notifiable projects.

## **CONTRACTORS**

All contractors, including utilities, specialist contractors, contractors nominated by the client and the self-employed, have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper co-ordination of the work, underpinned by good communication and co-operation between all those involved.

Anyone who directly engages construction workers or manages construction work is a contractor under CDM Regulations. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether the workers are employees or self-employed and to agency workers.

## **COMPETENCE AND TRAINING**

Competence is a key component of the CDM Regulations. Having the right people with the right skills, knowledge and experience is essential to any project. The client must ensure that designers, CDM coordinators, contractors and other members appointed to the project team are competent and adequately resourced to carry out their responsibilities.

Every other person involved in a project must also be able to demonstrate an adequate level of competence for working on or visiting a construction site. This ranges from Site Managers and supervisory staff, individuals from the client, designers or CDM Co-ordinator, organisations, contractors, professional trades, cleaners, security staff etc. Indeed, anyone who enters a construction site is expected to be able to demonstrate that they have essential underpinning knowledge. Schemes such as the CITB Construction skills tests and the Client Contractor National Safety Scheme are recognised by the HSE as being some of the accepted standards. Skills cards are now available for all types of trades and skills. Whenever checks are carried out on individuals it is essential that the correct type of card and the category on the card is checked to ensure the individual has the right level of competence for the work they are to undertake.



## **RESOURCES**

The timely allocation of sufficient resources to any project is essential. A failure to allocate sufficient resources is likely to have an adverse impact on health and safety during the construction phase and could well result in an increase in accident rates, delays and possibly poor execution of the work. Whichever is the case, it is likely that any handover or completion targets will not be met on time if the project is badly resourced.

- Sufficient time should be allowed between appointing the Contractors and the commencement of works
- Allow sufficient time for planning and preparation. Surveys, construction phase plans, design drawings, setting up the site, assembling the workforce all take time to get in place
- Ensure adequate arrangements are in place for the provision of welfare facilities before work commences
- Make sure that a detailed project programme has been drawn up using realistic timescales for all project phases.

## **CO-OPERATION AND CO-ORDINATION**

All duty holders should take a positive approach toward and encourage good co-operation and co-ordination between all parties. A “team spirit” approach toward a project will encourage parties to engage more easily and will go some way in making co-ordination issues easier to foresee.. There may need to convene special meetings if there is insufficient co-operation between designers or with other team members, or if adequate regard is not being given to health and safety. It is, however, better for these issues to be addressed in routine project meetings

The Principal/Main Contractor should take a positive lead in encouraging co-operation and co-ordination between contractors from the outset of the job. Other parties involved in the work should be positive and constructive toward the Principal/Main Contractors initiatives.

In some circumstances, such as two neighbouring construction sites, the need to co-operate and co-ordinate may also be necessary. It could be over something as simple as coordinating delivery times so that the local roads do not become blocked through to more complex issues such as the co-ordination of the use of tower cranes.

Timely communication, good co-operation and co-ordination of site activities will ensure that information about risks and precautions are shared. Tools such as site meetings, site inductions, method statement and risk assessment briefings, poster campaigns toolbox talks etc can be utilised to communicate, co-ordinate and encourage co-operation. These methods should be set out at the planning stage i.e. contained within the Construction Phase Plan and should be regularly reviewed and updated. It is also important that accurate and detailed records are maintained i.e. minutes of meetings, registers to record toolbox talk, site inductions etc. These arrangements must be monitored and review to ensure their effectiveness.

## **INFORMATION**

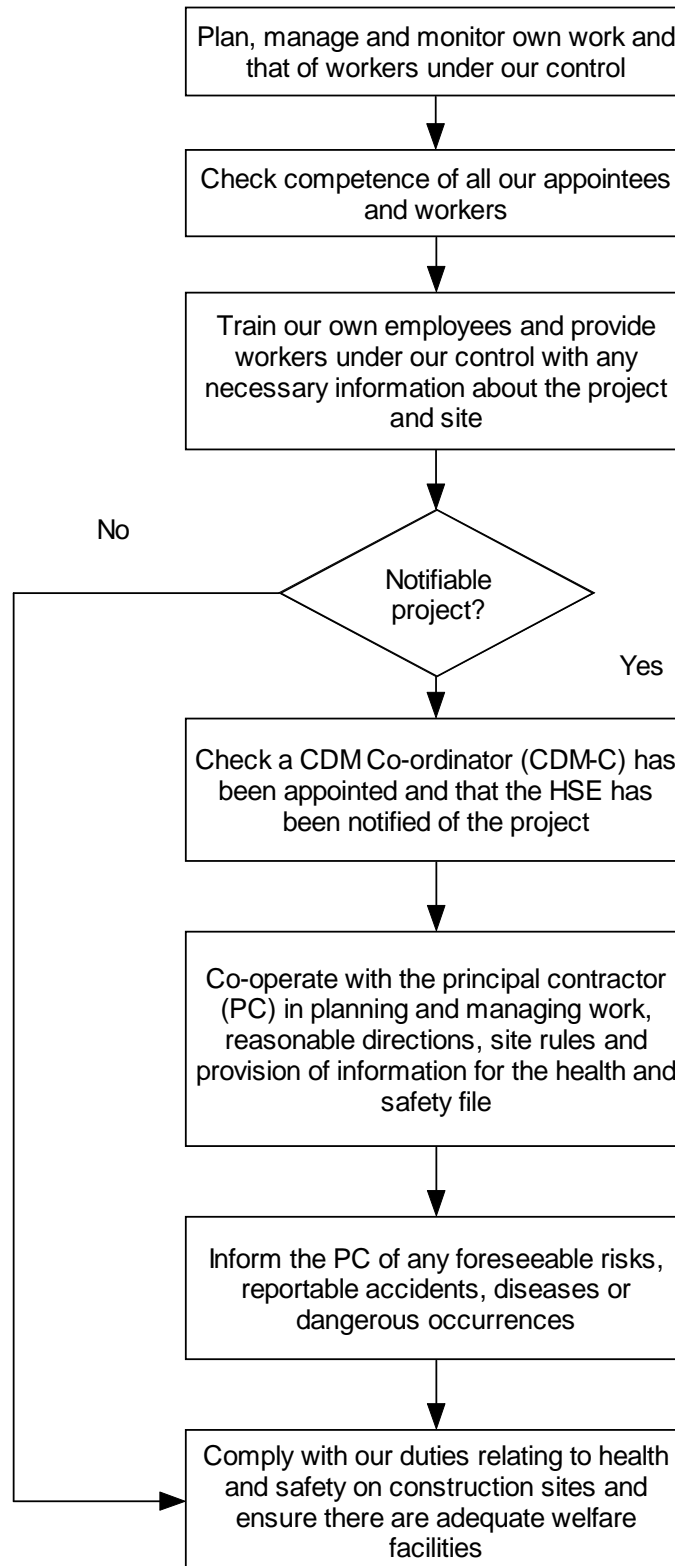
Provision of information is a vital part of any CDM project. Three documents are vital sources of information which should be use during project planning, design, construction and by end users.

These documents are:

- Pre-Construction Information
- Construction phase plan
- The Health and Safety File

Refer to specific guidance notes for further detailed information.

### Procedure for the Role of Contractor



## **Contractor**

### **CONTRACTORS**

All contractors, including utilities, specialist contractors, contractors nominated by the Client and the self-employed, have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper co-ordination of the work, underpinned by good communication and co-operation between all those involved.

Anyone who directly engages construction workers or manages construction work is a Contractor under CDM Regulations. This includes companies that use their own workforce to do construction work on their own premises. The duties on Contractors apply whether the workers are employees or self-employed and to agency workers.

### **CONTRACTOR RESPONSIBILITIES**

Where this organisation is an appointed "Contractor" on a construction project we shall fulfil our role and responsibilities by:

- Checking our own competence
- Co-operating with others and co-ordinating work so as to ensure the health and safety of construction workers and others who may be affected by the work
- Reporting obvious risks
- Planning, managing and monitoring our own work and that of workers
- Checking the competence of all our appointees and workers
- Training our own employees
- Providing information to our workers
- Complying with the specific requirements in Part 4 of the CDM Regulations
- Ensuring that there are adequate welfare facilities for our workers

Additionally, where the construction work is notifiable we shall also:

- Check that the Client is aware of their duties, a CDM Co-ordinator has been appointed and HSE notified before starting work
- Co-operate with the Principal Contractor in planning and managing work, including reasonable directions and site rules
- Provide details to the Principal Contractor of any Contractor whom he engages in connection with carrying out the work
- Provide any information needed for the Health and Safety file
- Inform Principal Contractor of problems with the plan
- Inform Principal Contractor of reportable accidents, diseases and dangerous occurrences

## SECTION D

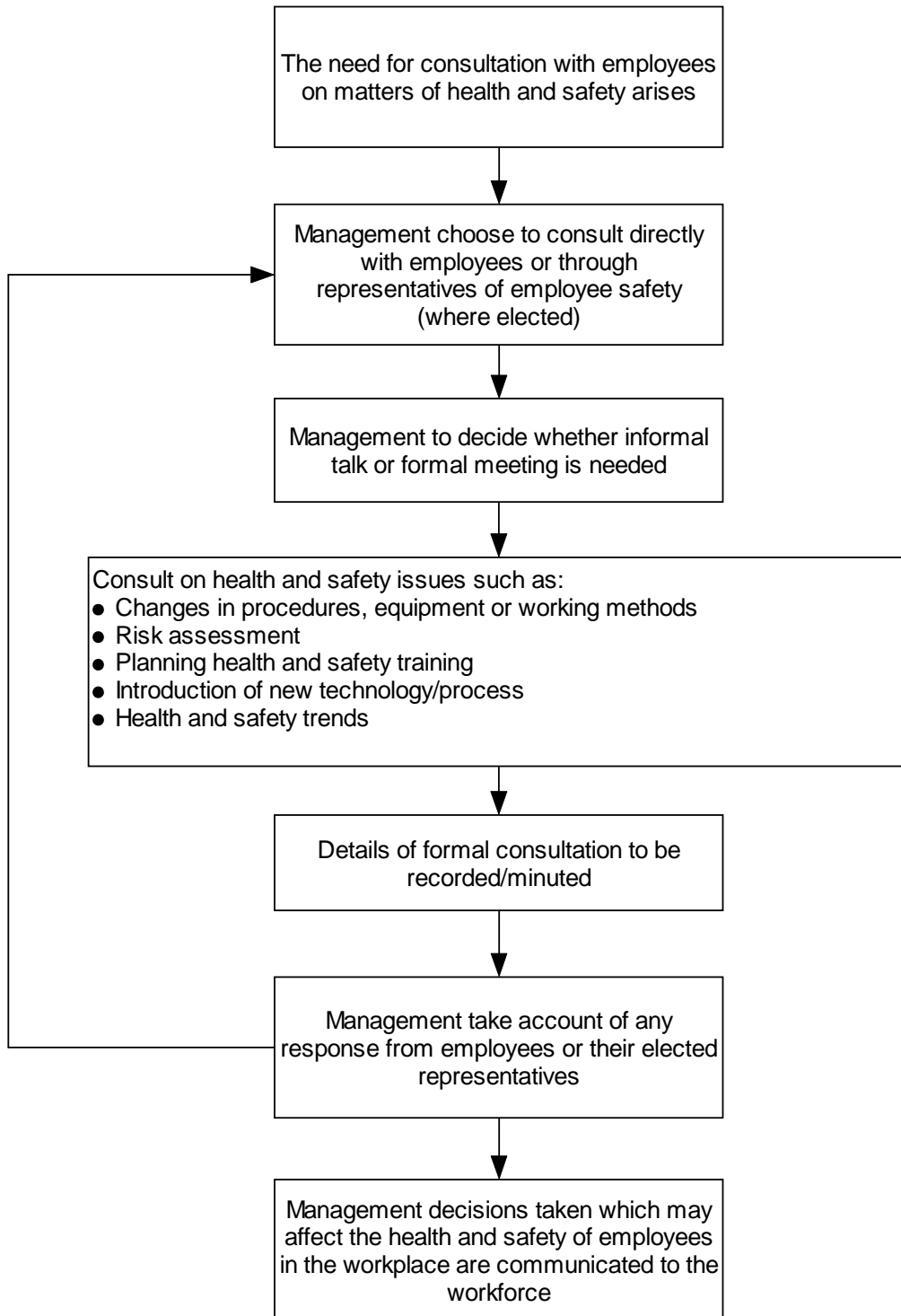
### **Arrangements for Consultation with Employees**

Consultation shall be carried out on all matters to do with the health and safety of our employees at work including:

- Any proposed change which may substantially affect their health and safety at work, e.g. changing a work procedure.
- Appointing a competent person to help Mannings Harlequin Limited to comply with health and safety laws.
- When introducing new technology, tools or working processes.
- When planning health and safety training.
- Informing employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger.

**Alan Mannings** will consult directly with individual employees or groups of employees.

## Procedure for Consultation with Employees



## **Consultation with Employees**

### **INTRODUCTION**

We will involve our employees in discussions regarding any of the following circumstances:

- Any change which may substantially affect their health and safety at work, e.g. in procedures, equipment or ways of working.
- The organisation's arrangements for appointing competent people to help it satisfy health and safety laws.
- The information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or eliminate these risks and what they should do if they have to deal with a risk or danger.
- The planning of health and safety training.
- The health and safety consequences of introducing new technology.

These discussions will be by the most convenient manner for both parties but will at least involve a letter delivered to all of our staff to ask if they have any input on these matters.

### **REPRESENTATIVES OF EMPLOYEE SAFETY**

Where elected, representatives of employee safety have the following functions:

- To make representations to the employer regarding possible risks and dangerous events in the workplace that may affect employees they represent.
- To make representations to the employer regarding general matters affecting the health and safety of the employees they represent.
- To represent the employees who elected them in consultation with an enforcing authority.

### **AVAILABILITY OF HEALTH AND SAFETY DOCUMENTATION AT THE WORKPLACE**

It is an organisation requirement that all necessary health and safety documentation be in place and made available to our employees prior to any works commencing. This will include, as the case may be, the organisation health and safety policy, relevant method statements, plans of work, safe systems of work and risk assessments, as well as any other health and safety documentation which it is reasonable for organisation management to obtain for those works and which have a bearing on health and safety issues for that place of work.

### **GENERAL COMMUNICATION MEDIA**

Health and safety information may also be transmitted by management to employees by way of memos, notice boards on organisation or site premises, minutes of meetings, site safety booklets and other media where deemed appropriate. It will be the responsibility of the senior staff, or their representative, to decide how to transmit health and safety information to the organisation's employees.

## SECTION E

### Arrangements for Induction Training

Mannings Harlequin Limited expects its employees to undergo specific induction training (which may be provided by ourselves or others) prior to works starting, in order that we may address the health and safety hazards associated with that particular area.

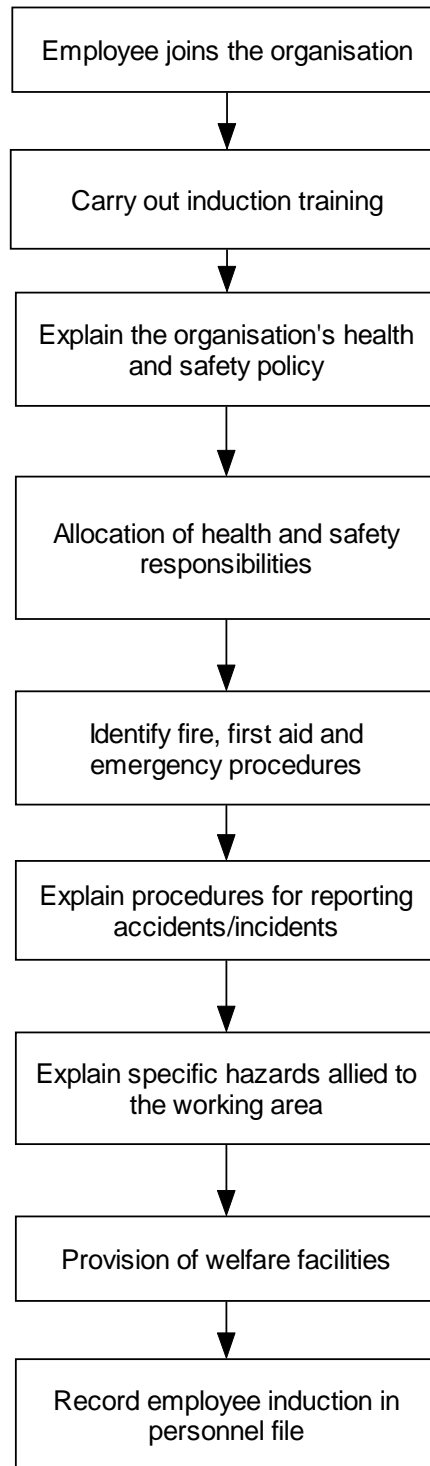
**Alan Mannings** will ensure that all employees undergo induction training.

**The Site Supervisors** shall ensure that employees working off site undergo induction training and that records of this training are kept at the workplace, together with any certificates from off-site courses attended by employees.

Records of induction training will be held at head office by **Alan Mannings and Sally Cook**.



## Procedure for Induction Training



## Induction Training

### INTRODUCTION

All new members of staff should receive health and safety induction training as part of their general induction to the organisation. This should take place as soon as possible after they start, ideally upon arrival. The objective of the training is to ensure that new members of staff are familiar with all fundamental aspects of health and safety which relate to their employment and the contribution that they can make to a safe working environment.

### SCOPE OF TRAINING

Areas to be covered:

- The individual's reporting lines, job title, duties and responsibilities.
- The organisation's health and safety policy including:
  - ▶ The organisation's commitment to health and safety in the workplace;
  - ▶ Legislative background to the health and safety policy;
  - ▶ The general statement of policy and its importance;
  - ▶ How to get access to the health and safety policy;
  - ▶ The organisational structure for managing health and safety;
  - ▶ The employee consultation process on health and safety issues;
  - ▶ Management and staff responsibilities and rules;
  - ▶ Arrangements and procedures;
  - ▶ Fire safety and emergency evacuation procedures, raising the alarm, escape routes and assembly points;
  - ▶ How the accident and incident reporting system works;
  - ▶ First aid arrangements;
  - ▶ Disciplinary procedures following breach of staff rules.
- Prohibited and hazardous areas, and smoking arrangements.
- Where to find individuals with special health and safety functions, e.g. health and safety advisers/co-ordinators, first aiders, fire wardens and safety and employee representatives.
- Details of any traffic controls and restrictions.
- Location of specific safety issues.
- Job-specific safety issues and access to relevant risk assessments, work procedures, control measures, etc.
- Details of any further training to be provided.
- The organisation's "smokefree" policy.

It can be helpful for any individuals with health and safety responsibilities to be present during induction training.

### REFERENCES

- Health and safety management system.
- Fire notices.
- First aid notices.
- Location and job-specific requirements.
- Guidance relevant to the individual's work.
- Relevant specific/detailed risk assessments.

## INDUCTION SHEET

**Site/area:**

**Organisation/person giving induction:**

**Date of induction:**

The following items have been explained to the inductee:

- The organisation's policy for health, safety and welfare.
- The allocation of safety responsibilities on site.
- Site-specific rules.
- Safe systems of work, where applicable.
- General hazards in and around their work area.
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task.
- Fire and emergency procedures, including the location and use of extinguishers.
- The names and locations of first aiders, introduction to them, position of first aid boxes and rules for their use.
- Use, availability and storage of protective clothing and equipment.
- Procedures for reporting accidents, injuries and property damage.
- The location of canteens, toilets, etc. and other welfare matters.
- The importance of hygiene and health.

I have received the site safety induction and understand the safety requirements and obligations placed upon me.

**Signed by:**

(Upon completion of safety induction)

**Print name:**

**Company:**

This form is to be held in the site records and then transferred to head office on the completion of the task.

### INDUCTION REGISTER

NAME	SIGNATURE	DATE OF INDUCTION	INDUCTED BY

## SECTION F

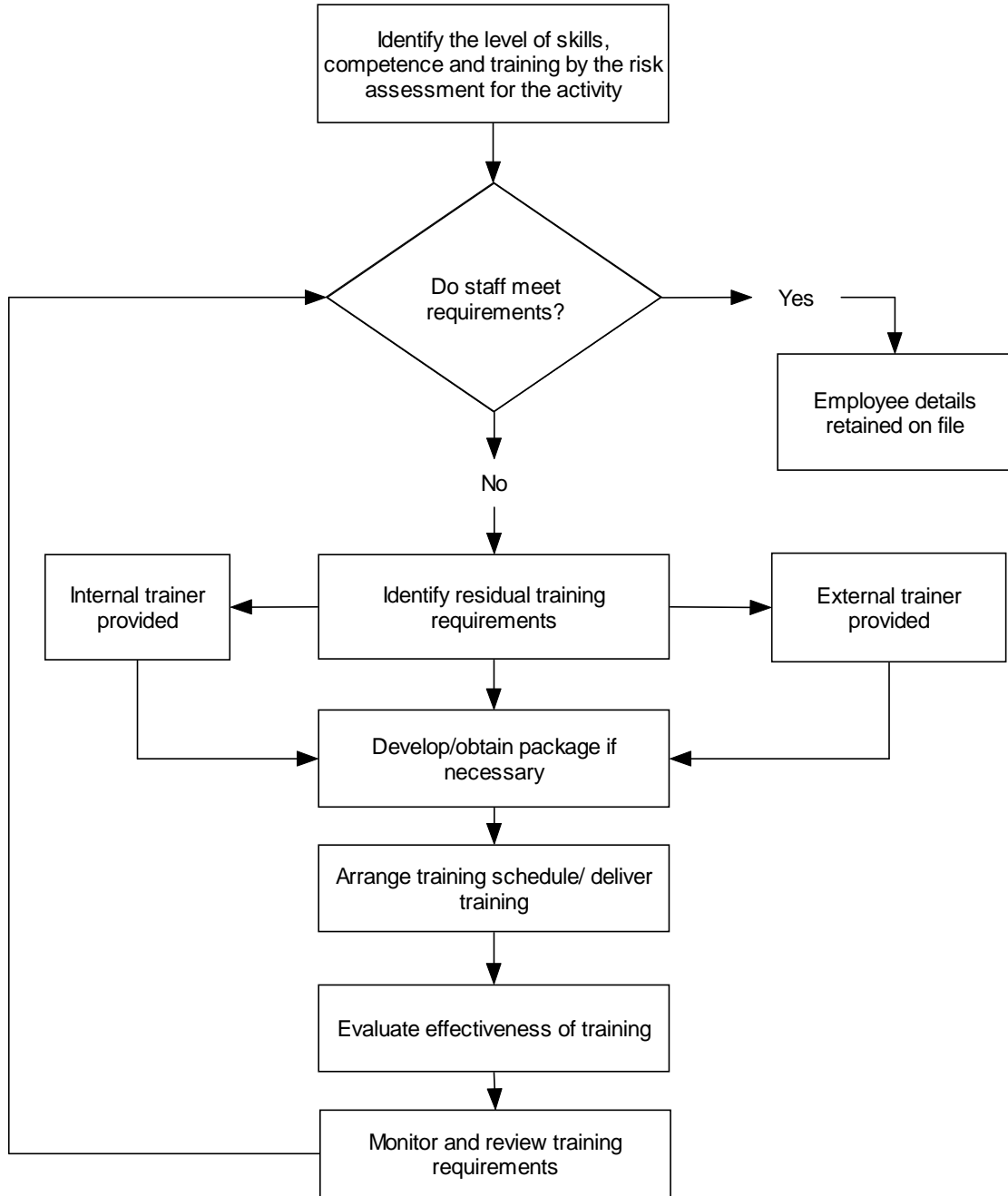
### Arrangements for Training

**Alan Mannings** will ensure that all members of staff receive training on health and safety to assist them in undertaking their tasks safely and efficiently. External courses on specific subjects may be utilised along with internal training.

Although **Alan Mannings** maintains a major role within Mannings Harlequin Limited's health and safety policy, each member of staff in a supervisory role is responsible for ensuring that their subordinates receive appropriate training and instruction and shall, therefore, liaise with **Alan Mannings** regarding training needs.

Copies of all training records will be held at head office by **Alan Mannings and Sally Cook**.

### Procedure for Training



## **Training**

### **INTRODUCTION**

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly and understand the need for them.

### **LEGAL REQUIREMENTS**

There is a general requirement on all employers under the Health and Safety at Work Act to provide employees with adequate information, instruction, training and supervision.

Under the Management of Health and Safety at Work Regulations training must take place during working hours. If this is not possible, the time taken for training must be regarded as an extension to the employee's time at work. This means that, if the employee normally gets paid overtime, the time they spend after hours on training courses for health and safety should be remunerated in the same way as if they were working.

### **EMPLOYEE COMPETENCE**

Employers must take account of employees' capabilities, level of training, knowledge and experience when allocating work.

Competence is a combination of the following:

- Training.
- Knowledge.
- Experience.
- Skill.

Employers must decide the level of competence, i.e. the combination of these four elements, needed to carry out a job safely. There are also specific legal requirements for competence in certain areas of work.

### **TRAINING NEEDS**

Before adequate training can be provided it is necessary to identify individual training needs. General induction training must be given to all employees but, in addition to this, each new and existing worker is likely to require more detailed training to meet the specific needs of their job. Training needs should be identified when a person first begins a job and should be reviewed regularly. In between reviews training needs may become apparent, e.g. if a manager or supervisor notices an employee using work equipment incorrectly.

Training needs may be influenced by:

- Previous experience and training.
- The individual's capability and capacity for learning.
- The level of expertise and competence required for the job.

The training requirements of each particular job should be identified by the risk assessment for the particular activity and should be included in the job specification. Employers must provide employees with adequate safety training if they change jobs or responsibilities and if new equipment or technology is introduced or existing equipment is modified significantly.

## **METHODS OF TRAINING**

There are a variety of different training methods including:

- Training courses - used for briefings, technical training, large audiences, covering new subject areas and general principles.
- Demonstrations - used for demonstrating how to carry out specific activities or methods.
- Toolbox talks - used for passing on information on working procedures to groups of employees.
- On-the-job training - used for teaching an individual how to carry out the tasks they are responsible for.
- Workshops - used for encouraging participation during training courses.

Training may be given by:

- In-house personnel, e.g. line managers or employees with specific competence.
- External trainers delivering a tailored in-house course in the workplace.
- External trainers at an external venue.

## **TRAINING REQUIREMENTS**

Management and supervisory staff should be trained in:

- The requirements of health and safety law in relation to their areas of responsibility.
- The health and safety policy.
- Safety rules, procedures, control measures, monitoring and checking arrangements, etc. relevant to their areas of responsibility.
- Communication with their staff and their managers.
- How to supervise staff in relation to safety procedures, etc.
- Incident investigation.
- Identification of problems or improvements in health and safety arrangements.
- How and when to take disciplinary action against staff breaching safety rules, etc.
- Effective recruitment.
- Recognition of personal limitations in relation to health and safety knowledge.
- How and when to seek specialist advice.

## **TOOLBOX TALKS**

Toolbox talks are an effective way of communicating health and safety information to employees on a regular basis. It is expected that such talks will be presented to employees by management or their authorised representatives at a frequency to be determined by this organisation. An example of the form used by this organisation to record toolbox talks is attached.



## **REFRESHER TRAINING**

Refresher training is necessary to help refresh employees' memories on a particular subject area and to update them on changes in legislation, practice and policy. Competence will generally decline if skills are not used regularly. Refresher training is usually specific to a topic and is particularly relevant to some groups of workers.

The frequency of refresher training will depend on the complexity of the subject, how rapidly it changes and the ability of the individual to retain the information. In order to remember when the individual is due for fixed frequency refresher training, a written reminder should be included in the individual's training records.

If there is a significant change in legislation or practice, refresher training may have to be provided ad hoc as well as on a regular basis,

Management staff will need retraining following amendments to the health and safety policy to ensure consistent implementation of any new measures.

**TRAINING REGISTER FOR EMPLOYEES**

**Name:**

**Start date:**

**Job title:**

**Date of birth:**

<b>DATE</b>	<b>TRAINING RECEIVED</b>	<b>TRAINING PROVIDER</b>	<b>RETRAIN DATE</b>

### INFORMATION REGISTER FOR EMPLOYEES

**Project:**

**Sheet Number:**

This register is to record the issuing of verbal instructions to members of staff (or sub-contractor labour). It is preferable, but not essential, that the person receiving the instructions signs to that effect.

Name	Date	Instructions Given	By Whom	Refers to Assessment	Signed

**TOOLBOX TALK REGISTER**

<b>DATE</b>	<b>TOPIC</b>	<b>NUMBER OF ATTENDEES</b>	<b>ATTENDEE LIST NUMBER</b>	<b>TRAINING PROVIDER</b>

### TOOLBOX TALK ATTENDANCE FORM

**TOPIC OF TALK:**

**LOCATION:**

**DATE:**

NAME OF ATTENDEE	SIGNATURE

**CONDUCTED BY:**

**POSITION:**

## SECTION G

### Arrangements for Safe Equipment and Plant

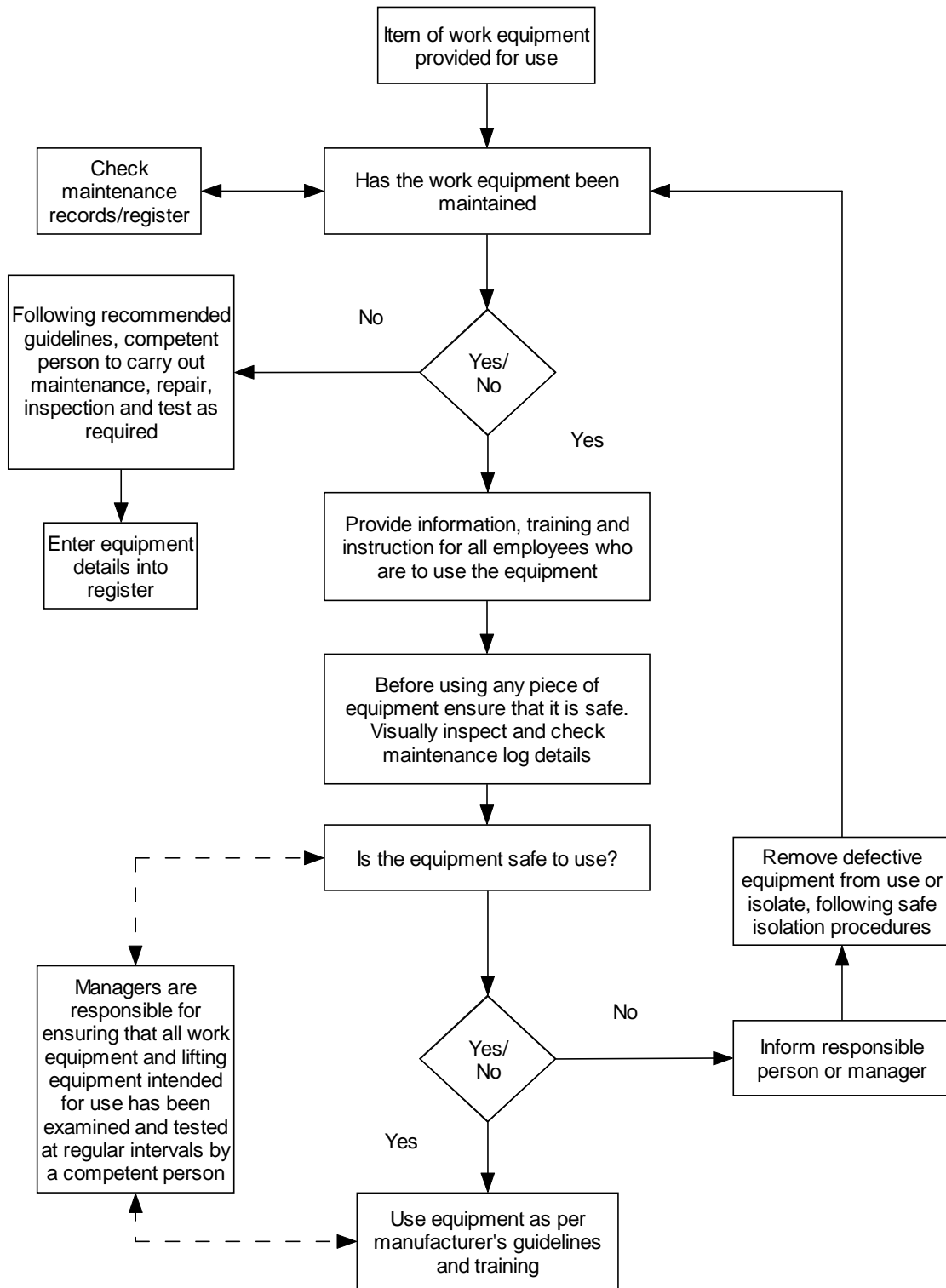
**Alan Mannings** will ensure that new plant and equipment is suitable for the intended use and meets the safety requirements as laid down in the Provision and Use of Work Equipment Regulations before it is purchased.

**Alan Mannings** will be responsible for appointing competent persons to check, inspect and examine all equipment and plant in accordance with the requirements of relevant legislation and industry best practice.

**Alan Mannings** will be responsible for ensuring that effective procedures for the maintenance of equipment and plant are drawn up and implemented (including testing of portable appliances, i.e. PAT testing).

Faulty plant and equipment should be reported to **Alan Mannings**.

## Procedure for Safe Equipment and Plant



## Hand Arm Vibration

### INTRODUCTION

The Control of Vibration at Work Regulations require employers to take action to prevent their employees from developing adverse health conditions caused by exposure to vibration at work.

### HAND-ARM VIBRATION

Most likely to affect those who use hand-held or hand-guided power tools and those workers holding materials that vibrate when fed into machines. Regular and frequent exposure can have permanent and disabling health effects often referred to as hand-arm vibration syndrome (HAVS). HAVS conditions include:

- Impaired blood circulation and blanching of affected fingers and parts of the hand, generally known as vibration white finger (VWF).
- Neurological and muscular damage leading to numbness and tingling in the fingers and hands, reduced grip strength and dexterity, and reduced sensitivity, both to touch and to temperature.
- Other kinds of damage leading to pain and stiffness in the hands and joints of the wrists, elbows and shoulders.

The main symptoms of HAVS are:

- Tingling and/or numbness in the fingers.
- Loss of sensation and manual dexterity.
- Finger blanching.
- Aching digits and limbs.

There is no treatment or recovery from the sensory symptoms (numbness, etc). However, vascular symptoms (blanching, etc.) can exhibit some long-term improvements for mild cases in younger people after removal from exposure.

### DUTIES ON THE EMPLOYER

This organisation recognises that, in accordance with the Control of Vibration at Work Regulations, it has a duty to protect employees, and any other person who may be affected by that work, against risks to their health and safety arising from exposure to vibration at work.



The following procedures shall be carried out in respect of the above:

- Assessment of the vibration risk to persons affected.
- Where the daily exposure action value (EAV) is likely to be exceeded:
  - ▶ A programme of controls to eliminate or reduce exposure to as low a level as is reasonably practicable shall be introduced;
  - ▶ Health surveillance shall be provided to those employees who continue to be regularly exposed to levels above the action value.
- Where the daily exposure limit value (ELV) is likely to be exceeded immediate action shall be taken to reduce their exposure below the limit value.
- Provide information and training on health risks and controls to employees at risk.
- Records of risk assessment and control actions shall be kept for future reference.
- Health records for employees under health surveillance shall also be kept.
- Regular reviews and updates of risk assessments shall be undertaken.

Note: The regulations allow a transitional period for the ELV until July 2010 (or until 2014 for agricultural or forestry sectors). This only applies to work equipment already supplied and in use before July 2007. The limit value may be exceeded during this period as long as this organisation complies with all the other requirements of the regulations and takes all reasonably practicable actions to reduce exposure levels.

### **EMPLOYEES' ROLE IN CONTROLLING THE RISKS**

Employees should:

- Ensure work tools are in good condition, adequately maintained and free from defect.
- Ensure that cutting tools are kept sharp.
- Report defects to supervisors and request an immediate suitable replacement.
- Refer to the task method statement to ensure that the right tool for the job is being used. "Making do" with the wrong tools can result in increased vibration levels.
- Keep warm at work, especially the hands. Wear warm gloves and extra clothing if working in cold conditions.
- Not smoke, or at least cut down, just before and while at work. Smoking adversely affects blood circulation.
- Exercise and massage hands and fingers during work breaks to improve the blood flow.
- Store tools correctly so that their handles are not very cold when next used.
- Refer to the operating instructions for tools to ensure that no more force than necessary is imposed when operating tools.
- Avoid gripping or forcing tools harder than necessary.
- Reduce continuous exposure time by doing other tasks between sessions of using vibrating tools.
- Not ignore symptoms - if there is a suspicion that fingers or hands could be affected by vibration, this should be reported to a supervisor who will arrange for a medical examination to be carried out.

## EXPOSURE ACTION VALUE

The exposure action value (EAV) is a daily amount of vibration above which employers are required to take action to control exposure:

- Hand-arm vibration EAV is a daily exposure of  $2.5\text{m/s}^2$  A(8).

## EXPOSURE LIMIT VALUE

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to in a single day:

- Hand-arm vibration the ELV is a daily exposure of  $5\text{m/s}^2$  A(8).

Note: A(8) is the exposure adjusted over a standard reference period of 8 hours.

## ESTIMATING HAND-ARM VIBRATION EXPOSURE

The damage caused by vibration depends on its frequency. Low frequency motion from 5-20Hz is potentially more damaging than higher frequency motion. Vibration at frequencies below 2Hz and above 1500Hz is not thought to cause damage. Therefore, a “weighting” system has been developed which adjusts vibration levels according to the frequency, taking more account of the more harmful frequencies and less account of the less harmful frequencies. Measurements of personal vibration exposure should therefore be taken and expressed as weighted values.

The following table indicates the vibration magnitudes and durations required for exposures to reach hand-arm vibration EAV and ELV of  $2.5\text{m/s}^2$  and  $5\text{m/s}^2$  respectively.

Average tool vibration ( $\text{m/s}^2$ )	1.8	2.5	3.5	5	7	10
Time to reach EAV (hours)	16	8	4	2	1	0.5
Time to reach ELV (hours)	>24	>24	16	8	4	2

Alternatively, daily exposure can be estimated by using the “exposure points” system in the following table. Multiply the points assigned to the tool vibration by the number of hours of daily “trigger time” for the tool(s) and then compare the total with the EAV and ELV points.

Average tool vibration ( $\text{m/s}^2$ )	3	4	5	6	7	10	12	15
Points per hour (approximate)	20	30	50	70	100	200	300	450

100 Points per day = Hand-arm vibration EAV.

400 Points per day = Hand-arm vibration ELV.

## **HEALTH SURVEILLANCE**

Potential employees to jobs which have been identified as involving significant risk of exposure to vibration shall be assessed by the use of an initial screening questionnaire, backed up by a basic medical examination by suitably qualified medical personnel.

Those employees in jobs which have been identified as involving significant risk of exposure to vibration shall be examined annually by suitably qualified medical personnel. In order to ensure that symptoms are effectively identified, examinations are to be carried out during the colder months - between October and April. New employees shall be examined 6 months after commencement of employment and annually thereafter.

Reference should be made to the arrangements and guidance regarding health surveillance/management of occupational illness in section O of this policy document.

## **PERSONAL PROTECTIVE EQUIPMENT**

Various types of gloves are available but they are not usually effective in reducing the amount of vibration reaching an operator's hands. They will usually provide little or no protection against hand-arm vibration at the most damaging frequencies and poorly selected gloves might even increase the vibration transmitted to the wearer's hands. However, gloves are useful for their ability to keep hands warm and provide physical protection; they will be provided as required.

## **EQUIPMENT MAINTENANCE**

The organisation considers it essential to ensure that all vibration-generating equipment is regularly inspected and serviced in order to minimise vibration levels. Measurements may need to be made to check that vibration levels are not increasing to an unacceptable level. Suitable records shall be kept of the maintenance and of the vibration measurements where possible.

Where equipment is hired from external suppliers, evidence of inspection, testing and servicing shall be obtained from the supplier before the equipment is accepted for use.



### Vibration Generating Tools Site Assessment Form

**Site address:**

**Activity/task:**

Tool make and model	Tool description	Vibration magnitude (m/s <sup>2</sup> )	**Time to reach EAV (2.5m/s <sup>2</sup> )	**Time to reach ELV (5m/s <sup>2</sup> )	Estimated usage (hh:mm)
<p><i>These are the tools that will be used to accomplish the task. (**Time to reach exposure action value (EAV) and exposure limit value (ELV) can be found by entering the tool vibration magnitude into the HSE Hand-Arm Vibration Exposure Calculator at <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>)</i></p>					
<b>ACTIONS</b>			<b>COMMENT</b>		
<b>Rotation of workforce</b> Is a system of rotation required?		Yes/No	If yes, include rotation as part of the method statement.		
<b>Toolbox talks/training</b> Required/completed? Date of training:		Yes/No	To include manufacturers' recommendations and advice on usage. Toolbox talk register or copy of certificate of training to be available on site.		
<b>Medical surveillance</b> Is the operative a regular user of vibratory tools?		Yes/No	Regular users of vibratory tools to be subject to medical surveillance.		
Does the operative show signs of or complain of vibration white finger?		Yes/No	If yes, refer to organisation safety officer. Do not allow operative to use vibratory tools. Any developing sensation experienced during the period of works is to be reported immediately by the operative to the site manager who is required to inform the organisation safety officer.		
<b>Operative</b> Name: N.I. Number:			The operative is to be reminded of the following: <ul style="list-style-type: none"> <li>● Not to smoke</li> <li>● To keep warm</li> <li>● To report as directed</li> <li>● To use the tools as directed</li> </ul>		
<b>Reassessment</b> If any tools are to be used other than those listed above a reassessment is required.					
<b>Records</b> Signature of assessor: Name:			<b>Copy to</b> Site safety file Archive (with site report)		
Signature of operative:			Date of assessment:		

**VIBRATORY TOOLS - CHECKSHEET FOR MONITORING AND CONTROL OF ACTIVITIES**

Site address:

Date:

Name of Operative	Task/Activity/Location	Tool (manufacturer/model)	Estimated Exposure time (hours/minutes)
<b>Comments:</b>			
<p><i>Any development sensation experienced during the period of works is to be reported immediately by operatives to the site manager who is required to inform the organisation safety officer. Operatives are to be reminded of the following: Not to smoke, to keep warm and to use the tools as directed.</i></p>			
<p><b>Records</b></p> <p>Signature of assessor:</p> <p>Name:</p>	<p><b>Copy to</b></p> <p>Site safety file</p> <p>Archive (with site report)</p>		

This document is to be used for both monitoring and controlling operations.  
 The intention is not to check all operatives every day but to check a percentage of the workforce on a regular basis, particularly those operatives who are frequently exposed.

## Working at Height

### INTRODUCTION

Each year approximately 50 to 60 workers are killed as a result of falling from height, and around 4,000 workers suffer serious injuries. In order to prevent deaths and injuries, the Work at Height Regulations have been introduced. These regulations impose requirements on employers, the self-employed and those who control persons at work.

Duties are also placed upon people who are working under the control of another person to report to that person any activity or defect relating to work at height which they know is likely to endanger the safety of themselves or another person and to use any work equipment or safety device provided to them for work at height by their employer (or by another person under whose control they work) in accordance with any training or instructions in its use that they may have received.

### DEFINITION OF TERMS

The following are definitions of some of the terms used in the Work at Height Regulations:

**“Access and egress”** includes ascent and descent.

**“Fragile surface”** means a surface which would be liable to fail if any reasonably foreseeable loading were to be applied to it.

**“Personal fall protection system”** means a fall prevention, work restraint, work positioning, fall arrest or rescue system, other than a system in which the only safeguards are collective safeguards. The term includes rope access and positioning techniques.

**“Work at height”** means work in any place where a person could fall a distance liable to cause personal injury, including a place at or below ground level, and obtaining access to or egress from such a place while at work, except by a staircase in a permanent workplace.

**“Working platform”** means any platform used as a place of work or as a means of access to or egress from a place of work and includes any scaffold, suspended scaffold, cradle, mobile platform, trestle, gangway, run, gantry and stairway which is so used.

### PLANNING AND HIERARCHY OF CONTROL MEASURES

A place is deemed “at height” if a person could be injured falling from it; even if it is at or below ground level. In order to identify the measures required to avoid the risks from working at height a site-specific risk assessment will always need to be carried out. Where it is reasonably practicable to carry out the work safely otherwise than at height then work at height must be avoided. Where work is carried out at height, suitable and sufficient measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

Risk assessment is key to the proper planning and organisation of all work at height, and should assist in ensuring the selection of appropriate equipment for the task and its correct use.

The hierarchy of control measures is as follows:

Where it is reasonably practicable to carry work out safely and under appropriate ergonomic conditions, then work should be carried out from an existing place of work or, in the case of obtaining access or egress, using an existing means. Where this is not reasonably practicable sufficient work equipment must be provided to prevent a fall occurring.

Where the risk of a fall occurring cannot be eliminated, sufficient work equipment must be provided to minimise both the distance and the consequences of a fall. Where it is not reasonably practicable to minimise the distance, sufficient work equipment must be provided to minimise the consequences of a fall.

Where the risk of a fall occurring cannot be eliminated, additional training and instruction or other additional measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

### **SELECTION OF WORK EQUIPMENT FOR WORK AT HEIGHT**

Work equipment for use at work at height must give priority to collective protection measures over personal protective measures and, additionally, take account of:

- The working conditions and the risks to the safety of persons at the place where the work equipment is to be used.
- In the case of work equipment for access and egress, the distance to be negotiated.
- The distance and consequences of a potential fall.
- The duration and frequency of use.
- The need for easy and timely evacuation and rescue in an emergency.
- Any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it.

Only work equipment which has characteristics, including dimensions, which are appropriate to the nature of the work to be performed and the foreseeable loadings, allow passage without risk and is in other respects the most suitable work equipment is to be selected for work at height.



## **FRAGILE SURFACES**

You must ensure that no one working under your control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment or working environment.

If anyone does work on or near a fragile surface you must:

- Ensure, as far as it is reasonably practicable, that suitable platforms, coverings, guardrails and the like are provided and used to minimise the risk.
- If any risk of a fall remains, do all that is reasonably practicable to minimise the distance and effect of a fall.

If anyone working under your control may go onto or near a fragile surface you must do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

## **FALLING OBJECTS**

Suitable and sufficient steps must be taken to prevent, so far as is reasonably practicable, materials or objects from falling and causing injury to any person. If it is not reasonably practicable to prevent materials falling precautions must be taken to prevent people being struck. Materials or objects must not be thrown from a height if they could injure someone.

## **DANGER AREAS**

Where a workplace contains an area in which there is a risk of any person at work being injured by falling a distance or being struck by a falling object (including members of the public) the workplace is, so far as is reasonably practicable, to be equipped with devices preventing unauthorised persons from entering that area and that area must be clearly indicated.

## **INSPECTION OF WORK EQUIPMENT**

In addition to any pre-use operator checks, equipment provided for work at height requires regular formal inspection to ensure that it is safe to use.

For most equipment, the nature, frequency and extent of any inspection will be determined by a competent person. However, the following specific requirements apply:

- Where the safety of work equipment depends on how it is installed or assembled it must not be used after installation or assembly in any position until it has been inspected in that position by a competent person.
- Where work equipment is exposed to conditions causing deterioration that is liable to result in dangerous situations it must be inspected by a competent person at suitable intervals and each time that exceptional circumstances that are liable to jeopardise the safety of the work equipment have occurred.
- A working platform that is used for access and from which a person could fall 2.0 metres or more must be inspected at least every 7 days (this includes a mobile working platform).
- With the exception of lifting equipment, which is covered by the requirements of the Lifting Operations and Lifting Equipment Regulations, all work equipment that leaves one organisation for use by another organisation must be accompanied by physical evidence that the last required inspection has been carried out.

Any person who carries out an inspection under Regulation 12 of the Work at Height Regulations shall prepare a report before the end of the working period during which the inspection is completed. A copy of this report must be provided to the person requesting the inspection within 24 hours.

A copy of this report must also be held on site throughout the duration of the work and, after the work at that site is complete, at this organisations head office for at least 3 months after the work was completed.

The report must be made available, at reasonable times, for inspection by Her Majesty's Inspector of Health and Safety.

The report must incorporate the following particulars:

- The name and address of the person on whose behalf the inspection was carried out.
- The location of the work equipment inspected.
- A description of the work equipment inspected.
- The date and time of the inspection.
- Details of any matter identified that could give rise to a risk to the health and safety of any person.
- Details of any action taken as a result of any matter identified.
- Details of any further action considered necessary.
- The name and position of the person making the report.

## **INSPECTION OF PLACES OF WORK AT HEIGHT**

So far as is reasonably practicable, in order to identify any obvious defects a competent person must check the surface conditions and every parapet, permanent rail or other fall protection measure of every place of work at height on each occasion before work starts. These checks do not have to be recorded.

**WORK AT HEIGHT COMPLIANCE CHECKLIST**

1.	<p>Has a site-specific risk assessment been carried out for this site in order to identify the measures needed to prevent both falls of persons from height and materials falling from height? Is it still relevant to the work being undertaken? If no describe the steps being taken to correct this.</p>	YES/NO
2.	<p>Could any person work from, pass over or even come near to a fragile surface through which they could fall? If yes describe the steps being taken to prevent this.</p>	YES/NO
3.	<p>Is it possible for any person, vehicle, plant, equipment or any other material to fall into an excavation? If yes describe the steps being taken to prevent this.</p>	YES/NO
4.	<p>Is it possible that materials or objects could fall and cause injury? If yes describe the precautions to stop people from being struck.</p>	YES/NO
5.	<p>Are working platforms wide enough to permit the safe passage of persons and the safe use of plant and materials? Do they provide a safe working area? If no describe the steps being taken to correct this.</p>	YES/NO
6.	<p>Do working platforms have suitably non-slippery surfaces? If no describe the steps being taken to correct this.</p>	YES/NO

Work at Height Compliance Checklist Cont.

7.	Do working platforms have gaps through which a person or any object could fall? If yes describe the steps being taken to correct this.	YES/NO
8.	Are working platforms free from slipping or tripping hazards and areas where any person could be caught between the platform and any adjacent structure? If no describe the steps being taken to correct this.	YES/NO
9.	Are working platforms and supporting structures capable of carrying any load that will be placed on them? If no describe the steps being taken to correct this.	YES/NO
10.	Is the scaffold properly erected, with toe boards, intermediate rail and hand rail? Is there an inspection procedure in place? If no describe the steps being taken to correct this.	YES/NO
11.	Where fall arrest systems are in use, have site-specific risk assessments been carried out for their use on this site? Are they still relevant to the work being undertaken? If no describe the steps being taken to correct this.	YES/ NO/ N/A
12.	Where fall arrest systems are in use, have rescue procedures been published? Are there sufficient available persons who have been trained in those rescue procedures? If no describe the steps being taken to correct this.	YES/ NO/ N/A

Work at Height Compliance Checklist Cont.

13.	What system is in place to ensure that ladders will be in good condition, used properly, effectively tied or otherwise stabilized?	
14.	Who is the competent person who will inspect (and record) any working platforms, personal suspension equipment or scaffold?	

Inspection carried out by

.(Name)

(Signed)

Results of inspection passed to

(Name)

(Position)

For action

Date

## WORK AT HEIGHT INSPECTION REPORT

### Work at Height Regulations 2005

Report of results of every inspection made in pursuance of Regulation 12

Description of work equipment	Date and time inspected	Details of any risk to the health and safety of any persons	Details on any action taken	Details of any further action considered necessary	Name and position of person making reports	Date report handed over

## Provision and Use of Work Equipment (PUWER)

### INTRODUCTION

The Provision and Use of Work Equipment Regulations (PUWER) apply to all items of "**work equipment**" provided for "**use**" or "**used**", either by employees or the self-employed.

The following definitions are relevant:

- **Work equipment** covers any equipment which is used by an employee at work.
- **Use** includes its cleaning, repair, modification, maintenance and servicing.

### GENERAL REQUIREMENTS AND DUTIES

In general terms, the Regulations require 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, e.g. protective devices, markings and warnings.

Employers have a duty to ensure that equipment provided for employees and self-employed persons working for the employer complies with the regulations.

It is the duty of any self-employed person working for an organisation to ensure that any equipment they provide complies with the regulations.

Where employees are permitted to provide their own equipment this equipment must also comply with the regulations.

This organisation shall ensure that equipment selected shall be suitable for the particular work it is provided to do, both for the operation concerned and for the conditions under which it will be used, and that equipment shall be maintained in safe working order and in good repair.

The extent of maintenance required may vary with the complexity of the equipment but even the simplest equipment shall be subject to a daily visual check by the user for defects before use. Complex equipment, whilst subject to a pre-user check, is likely to require routine maintenance and planned preventative maintenance, which shall be carried out in accordance with manufacturers' recommendations.

A register or maintenance log may be required or be considered appropriate for some items of equipment or potentially hazardous equipment. All maintenance records are to be kept up-to-date.

## **INFORMATION AND INSTRUCTION**

All relevant health and safety information and written instructions on the use of work equipment shall be made available to employees at all levels.

The information and written instructions shall cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, together with any foreseeable difficulties that could arise, and the methods to deal with them.

Information may be verbal or in writing but, whichever method is chosen, this organisation shall ensure that the employee properly understand the instructions.

Adequate training in the use of work equipment shall be given, both to "users" and to their supervisors and managers. This organisation shall assess what training is adequate.

## **SPECIFIC REQUIREMENTS FOR DANGEROUS PARTS OF MACHINERY**

PUWER replaces most of the previous legal requirements for the guarding of equipment and requires effective measures to prevent contact with dangerous parts of such equipment. Such measures must prevent access to the dangerous part or stop the movement of the dangerous part before access is gained.

If the dangerous part of the equipment is in a place that cannot foreseeably be reached by anybody, no further measures are necessary as that part is said to be "safe by design or position". However, in such cases access may be needed for maintenance or repair and, if no guards or other devices are in place, a suitable system of work or permit-to-work system shall be implemented. Effective control measures may include:

1. Fixed, enclosing guards.
2. Other guards or protection devices (trip devices, isolation devices, etc).
3. In many cases a combination of measures will be needed.

Additionally, employers must provide such information, instruction and supervision as is necessary.

All guards and protection devices must:

- Be suitable for the purpose, i.e. for the nature and use of the machine and the severity of the risks presented. They should also conform to all recognised standards.
- Be of good construction, sound material and adequate strength.
- Be maintained in an efficient state, in efficient working order and in good repair.
- Not give rise to any increased risk to health or safety themselves.
- Not easily be disabled or by-passed.
- Not unduly restrict any necessary view of the operation concerned.
- Be constructed or adapted so that they permit necessary routine repair or maintenance work.



## **ISOLATION FROM SOURCES OF ENERGY**

Where appropriate, work equipment shall be provided with a clearly identifiable and readily accessible means of isolating the equipment from all its sources of energy. Reconnection of any energy source shall not expose a user to risk.

Isolation of equipment from its energy source is often necessary for maintenance or when an unsafe condition develops. Isolation means establishing a break in the energy supply in a secure manner, i.e. so that unintentional reconnection is not possible. The procedure will normally involve some form of permit-to-work system.

## **LIGHTING**

This organisation shall ensure that all places where work equipment is used are suitably and sufficiently lit. The need to provide additional or special lighting shall be assessed, taking due account of the circumstances and types of task to be performed.

## **MAINTENANCE OPERATIONS**

Where there is any risk to health or safety, measures shall be taken, as far as is reasonably practicable, to ensure that work equipment can be maintained whilst it is shut down. If this is not reasonably practicable precautions shall be taken to prevent risks to the health or safety of those carrying out maintenance work. In this context "maintenance" includes cleaning and repair.

## **MARKINGS AND WARNINGS**

This organisation shall ensure that, where necessary, all equipment is marked with the appropriate health and safety warning signs and notices. Examples of markings are:

- Voltage warning.
- Rotating or moving parts.
- Hazard symbols on dangerous substances.

Warnings are normally in the form of notices or signs. The latter shall conform to the Health and Safety (Safety Signs and Signals) Regulations.

**EQUIPMENT MAINTENANCE REGISTER**

**Description:**

**Serial no:**

**Chassis no:**

**Identification no:**

**Purchase date:**

**Manufacturer's recommended maintenance programme:**

<b>Due date:</b>			
<b>Actual date:</b>			
<b>Maintenance carried out:</b>			
<b>Defects rectified:</b>			
<b>Electrical Integrity:</b>			
<b>Visual Check:</b>			
<b>Competent Person:</b>			
<b>Signed:</b>			

**PROVISION AND USE OF WORK EQUIPMENT - REPORT OF INSPECTION**

Site Address:

---

Inspection carried out for: (Organisation)

---

Inspection carried out by:

---

(Position)

---

Date of inspection	Description of Equipment and means of Identification	Result of Inspection	Next Inspection Due	Signed

## **Inspection and Testing of Portable Electrical Equipment (Construction)**

### **INTRODUCTION**

Each year the Health and Safety Executive (HSE) statistics show there are around 1000 accidents at work involving electrical shock, with approximately 25 of these leading to a fatality.

Electrical injuries can be caused by a wide range of voltages. The risk of injury is generally greater with higher voltages but is dependent on individual circumstances.

Within the UK, The Provision and Use of Work Equipment Regulations (PUWER) states at Regulation 4(1):

“Every employer shall ensure that work equipment is so constructed or adopted as to be suitable for the purpose for which it is used or provided.”

The Electricity at Work Regulations states at Regulation 4(2):

“As may be necessary to prevent danger, all systems shall be maintained so as to prevent so far as reasonably practicable, such danger.”

This means that employers (and the self-employed) must ensure that all electrical work equipment is safe, suitable for the purpose and properly maintained in good order.

The scope of the legislation covers everything from small portable equipment e.g. hand drills to fixed 400 kV distribution systems.

The requirements apply to fixed and “hard-wired” electrical appliances (or equipment) in addition to portable and hand-held appliances which plug-in, such as drills or vacuum cleaners, both single and three phase. Different inspection and maintenance regimes are recommended for fixed electrical installations and portable electrical equipment.

Note that the term “portable equipment” encompasses the following categories of appliance: -

- S - Stationary equipment e.g. refrigerator or cooker.
- IT - Information technology equipment e.g. computer, printer, monitor, photocopier or telecommunications equipment.
- M - Movable equipment 18 kg or less in mass and not fixed e.g. electric heater or shredder.
- P - Portable equipment 18 kg or less intended to be moved while in operation e.g. toaster, microwave, kettle.
- H - Hand-held equipment intended to be held in the hand during normal use e.g. Hoover, soldering irons, heat guns etc.

### **HAZARDS**

One of the issues relating to electricity is that it has no smell, little to no noise or other visible signs that it is present, thus making it a high risk for injury or even death.

Hazards associated with electrocution are as follows:

### **Fatality**

Dependant on the severity of the shock received and the physical condition of the injured person, a fatality is possible due to muscle spasms occurring in the breathing system, interruption of the electrical supply to major organs such as the heart, brain etc.

### **Burns**

As electricity flows through the body, the tissue temperature rises which leads to burns. These burns are frequently full thickness burns leading to the requirement for hospital treatment.

### **Fire**

There is the potential for sparks caused by arcing or faulty electrical equipment to cause a fire if combustible materials are available. i.e. saw dust, off cuts of wood etc.

### **Explosion**

As with fire, arcing electrics can cause an explosive ignition source in areas where there is sufficient quantities of flammable gases. So care must be taken to ensure that electrical equipment is kept at a safe distance from activities involving gases. i.e. welding, space heaters, roof works involving LPG.

### **Muscle spasm**

Due to the nature of electricity a person receiving an electrical shock often gets severe muscle spasms which can be strong enough to break bones or dislocate joints. This loss of muscle control often means the person cannot "let go" of the tool/equipment concerned or escape the electric shock.

### **CONTROL MEASURES**

The routine inspection and testing of portable, and fixed, electrical appliances (or equipment), especially those used in severe environments such as building sites, is an important safety requirement.

- 'Portable': - Any item of electrical current using equipment that is plugged into a socket outlet.
- 'Fixed': - Any item of electrical current using equipment that is "hard-wired" into a fused connection unit or isolation device.

The HSE strategy suggests user checks, backed up by formal visual inspection and combined inspection and test.

There are no set statutory periods for formal visual inspection and test. The maintenance regime should be appropriate to the environment and duty for which the equipment is used. Electrical testing in a low-risk area would be less frequent than in, say, a harsh industrial environment.

Thus all employers, self employed persons must undertake a risk assessment to assess their requirements and carry out inspection and testing as deemed appropriate.

Guidance on inspection intervals for construction equipment can be found in the table below:

<b>Type of Equipment</b>	<b>User Checks</b>	<b>Formal Visual Inspection</b>	<b>Combined Inspection &amp; Test</b>
Hire Equipment	N/A	Before issue/after return	Before issue
Construction 110V	Weekly	Monthly	Before first use on site then 3 monthly
Construction 230V	Daily/Every shift	Weekly	Before first use on site then monthly
Construction 230V Office i.e. Computers etc	No	1 -2 Years	None if double insulated, otherwise up to 5 years
Construction 230V Welfare i.e. Kettle, microwave	Yes	6 months - 1 year	1 - 2 years

### **Records**

Although there is no mandatory requirement to produce and keep records on the condition of electrical equipment the HSE Memorandum of guidance on the Electricity at Work Regulations (HS(R)25) advises that records of maintenance, including test results, will enable the condition of equipment and the effectiveness of maintenance policies to be monitored.

It is best practice to maintain a record of Inspection and Testing of Electrical Equipment and that a log is kept of the condition of equipment. These records may be held on paper or in 'electronic' form.

In the event of a prosecution arising from an injury relating to a portable appliance, it would assist the employer's case if they can produce up to date, accurate records to indicate that they had taken reasonable actions to comply with the Electricity at Work Regulations.

### **SAFE SYSTEMS OF WORK**

Due to the nature and dangers of electricity and faulty electrical equipment on construction activities the importance of regular inspection and testing cannot be stressed highly enough. If the following process is carried out it should help to minimise the risk to an acceptable level.

### **Risk Assessment**

As with all work activities the first stage is to carry out a risk assessment of the piece of equipment to be used and the conditions where it will be used and allocate appropriate control measures. Additional information on how to carry out risk assessment is contained in section B of the policy document.

## User Checks Pre Usage Inspection

A visual Inspection of portable appliances will detect the majority of defects that can cause danger. This inspection does not have to be performed by an electrician so any operator who has been given sufficient information and training could perform it. A current Portable Appliance Test label is displayed.

The rules for this type of inspection are simple: if it does not look right, it probably is not.

The typical defects to look for are:

- damage to cable coverings: cuts and abrasions (apart from light scuffing)
- damage to plugs: casing cracked or pins bent
- non-standard joints in cables: taped joints, connector blocks
- outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment (look to see if the coloured insulation of the internal wires are showing)
- equipment being used in conditions where it is not suitable: wet or dusty environments
- damage to the outer covers of the equipment or obvious loose parts or screws
- overheating: burn marks or staining.

### Formal Visual Inspection

The most important component of a maintenance regime is usually the formal visual inspection, carried out routinely by a trained person. Such inspections can pick up most potentially dangerous faults and the maintenance regime should always include this component.

To control the risks and to monitor the user checks, a competent person should carry out regular inspections that include visual checks.

Additional checks could include:

- removing the plug cover and ensuring that a fuse is being used (e.g. it is a fuse not a piece of wire or a nail etc);
- checking that the cord grip is effective;
- checking that the cable terminations are secure and correct, including an earth where appropriate, and there is no sign of internal damage, overheating or ingress of liquid or foreign matter.

The formal visual inspection should not include taking the equipment apart. This should be confined, where necessary, to the combined inspection and testing.

The trained person can normally be a member of staff who has sufficient information and knowledge of what to look for, and what is acceptable, and who has been given the task of carrying out the inspection. To avoid danger, trained people should know when the limit of their knowledge and experience has been reached. Simple, written guidance relating to the visual inspection can be produced that summarises what to look for and which procedures to follow when faults are found or when unauthorised equipment is found in use. This guidance can also help equipment users.

The formal visual inspections should be carried out at regular intervals. The period between inspections can vary considerably, depending on the type of equipment, the conditions of use and the environment. For example, equipment used on a construction site or in a heavy steel fabrication workshop will need much more frequent inspection than equipment such as floor cleaners in an office. In all cases, however, the period between inspections should be reviewed in the light of experience. Faulty equipment should be taken out of service and not used again until properly repaired. If necessary, it should be tested.

The pattern of faults can help management decide what action to take, depending on whether the faults show:

- the wrong equipment is being selected for the job;
- further protection may be necessary in a harsh environments
- the equipment is being misused.

### **Combined Inspection & Test**

The checks and inspections outlined in the previous paragraphs will, if carried out properly, reveal most (but not all) potentially dangerous faults. However, some deterioration of the cable, its terminals and the equipment itself can be expected after significant use. Additionally, the equipment itself may be misused or abused to the extent that it can give rise to danger. Some of these faults, such as loss of earth integrity (eg broken earth wire within a flexible cable), or deterioration of insulation integrity, or contamination of internal and external surfaces, cannot be detected by visual inspection alone. Periodic combined inspection and testing is the only reliable way of detecting such faults, and should be carried out to back up the checks and inspection regime.

Testing is likely to be justified:

- whenever there is reason to suppose the equipment may be defective (but this cannot be confirmed by visual inspection);
- after any repair, modification or similar work;
- at periods appropriate to the equipment, the manner and frequency of use and the environment.

The inspection carried out in conjunction with testing should usually include checking:

- the correct polarity of supply cables;
- correct fusing;
- effective termination of cables and cores;
- that the equipment is suitable for its environment.

Such combined inspection and testing requires a greater degree of competence than that required for inspection alone, because the results of the tests may require interpretation and appropriate electrical knowledge will be needed.

However, it can often be carried out by a competent employee.



## **TRAINING & COMPETENCE**

People carrying out testing of portable electrical equipment should be appropriately trained for this work. It is the employer's duty to ensure that they are competent for the work they are to carry out. Basically, there are two levels of competency.

### **1<sup>st</sup> Level**

Is where a person not skilled in electrical work routinely uses a simple 'pass/fail' type of portable appliance tester (PAT), where no interpretation of readings is necessary. The person would need to know how to use the PAT correctly. Providing the appropriate test procedures are rigorously followed and acceptance criteria are clearly defined, this routine can be straightforward.

### **2<sup>nd</sup> Level**

Is where a person with appropriate electrical skills uses a more sophisticated instrument that gives actual readings requiring interpretation. Such a person would need to be competent through technical knowledge or experience related to the type of work.

Testing can be carried out at minimal cost where an employee has been trained to a suitable level of competence and provided with appropriate equipment.

## **REFERENCE**

### **Regulations/ACoPs:**

The Health and Safety At Work etc Act  
The Provision and Use of Work Equipment Regulations  
The Electricity at Work Regulations  
Management of Health and Safety at Work Regulations  
Provision and Use of Work Equipment Regulations

### **HSE Guidance:**

HSG107 - Maintaining Portable and Transportable Electrical Equipment  
INDG231 - Electrical Safety and You  
Memorandum of guidance on the electricity at work regulations

## SECTION H

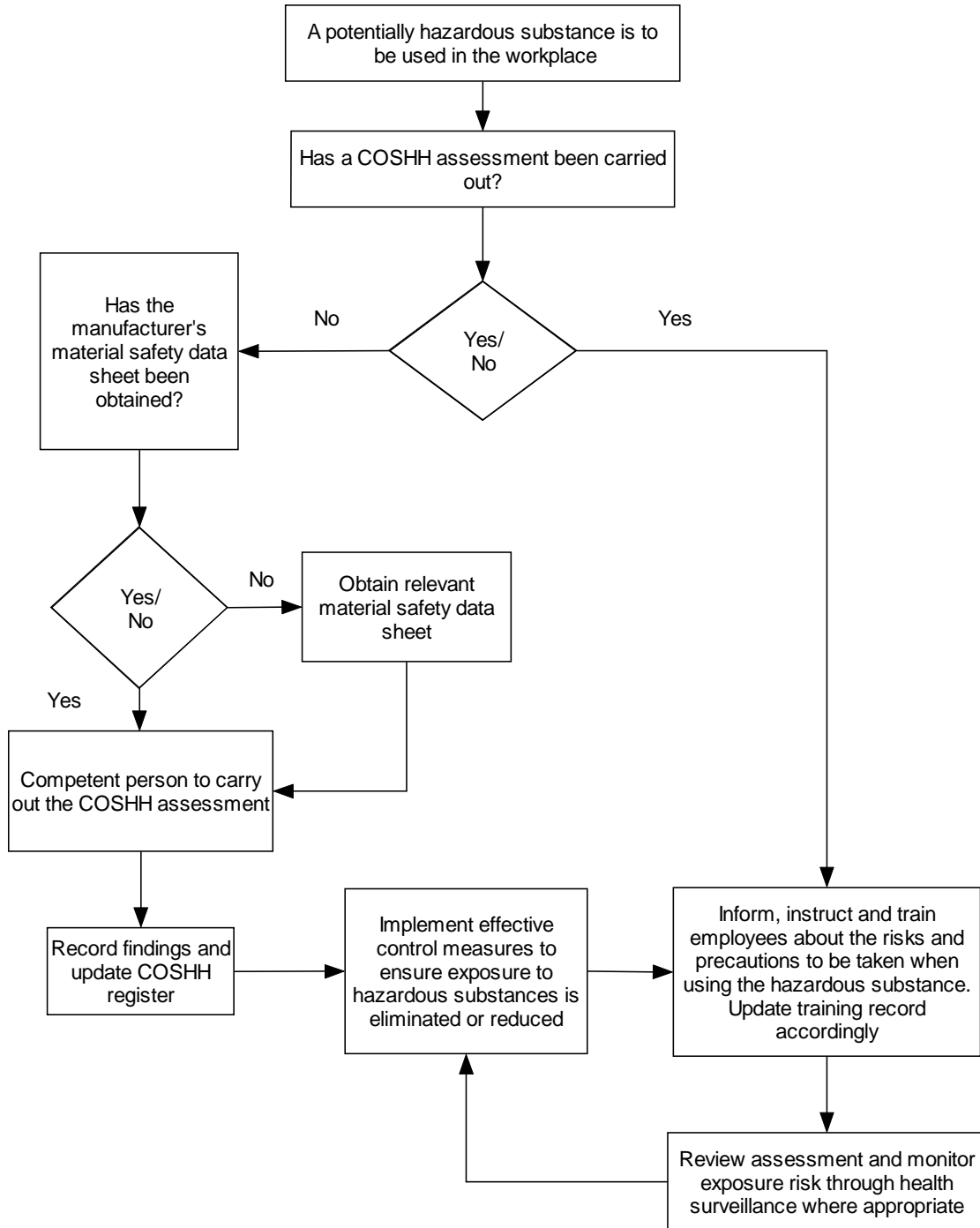
### Arrangements for the Safe Handling and Use of Substances

**Alan Mannings** will be responsible for identifying all substances that require a COSHH assessment and for checking that new substances can be used safely before they are purchased.

**Alan Mannings** will be responsible for undertaking COSHH assessments, or they may, at their discretion, delegate this responsibility to another competent employee.

**Alan Mannings** will be responsible for ensuring that all actions identified in the COSHH assessments are implemented, that all relevant employees are informed about the significant findings, and that assessments will be reviewed every year or when the work activity changes, whichever is sooner.

## Procedure for the Safe Handling and Use of Substances



## **Control of Substances Hazardous to Health COSHH**

### **INTRODUCTION**

Regulation 6 of the COSHH Regulations requires an employer to formally assess all operations and/or processes which are liable to cause exposure to hazardous substances.

This section provides a logical, step-by-step approach to the carrying out of the assessment and the evaluation of the risks to health caused by exposure to hazardous substances. The objective of the assessment is to ensure that the correct decisions are made on the control of hazardous substances in the workplace.

The assessment also demonstrates that the organisation has considered all the factors relevant to the work and that informed judgements have been made with regard to the risk, the actions necessary to achieve and maintain adequate control of the risk, the requirements for monitoring exposure to the substances, and health surveillance of employees who may be at risk.

In order for the assessment to be considered suitable and adequate, the detail and expertise with which it was carried out must reflect the nature and degree of risk arising out of the work being assessed, as well as the complexity and variability of the processes involved.

### **SURVEY AND DATA SHEETS**

The first process is to survey the site for substances. Once this is done, obtain the material safety data sheet (MSDS) for each substance and formally assess the use of those substances which are hazardous in use. The safety data sheet has the following purposes:

- It acts as a formal system of approval for substances being introduced into the workplace, in that only substances which have a safety data sheet should be purchased or used.
- It provides all the information on a hazardous substance that the employer is required to provide to their employees under Regulation 12 in a standard and rational format.
- It provides all the essential information necessary to carry out the formal assessments as required under Regulation 6.

When the assessment is completed, the sheet should be filed in a COSHH safety data sheet file and be updated if and when the supplier provides further information or there are alterations to the information.

## **CLASSIFICATION OF SUBSTANCES**

Once the data sheets on substances in the workplace have been gathered, it is necessary to classify each substance that has been identified as hazardous to health under the COSHH Regulations. This can be achieved by scrutinising the information gained on the substance using the criteria set out below.

For the purpose of the COSHH Regulations a hazardous substance is defined as any substance, including any mixture, which is:

- A substance listed in Part 1 of the approved supply list as dangerous for supply within the meaning of the CHIP Regulations and for which the general nature of the risk is given as very toxic, toxic, harmful, corrosive or irritant. This information should be displayed on the labelling on the container of all such substances introduced to the work area.
- A substance which has been assigned a workplace exposure limit (WEL) by the Health and Safety Commission and published in the HSE guidance note EH40 - Occupational Exposure Limits.
- A biological agent which creates a hazard to the health of any person.
- Dust of any kind, except dust which is a substance within paragraph 1 or 2 above, when present at a substantial concentration in the air.
- A substance, other than those already given, which creates a hazard to the health of any person because of its chemical or toxicological properties and the way it is used or is present in the workplace.

For paragraph 5 above it may be possible to reach a decision as to the hazardous nature of the substance using your existing knowledge of exposure experience, process, etc. In other cases it may be necessary to draw upon the experience of others such as a competent occupational hygienist, health adviser or toxicologist.

## **SUBSTANCES TO BE ASSESSED**

Once the classification of substances has been carried out, all substances identified as hazardous will need to be formally assessed in accordance with Regulation 6.

## **COMPETENCY TO ASSESS**

The assessment must be carried out by the person with the duty delegated to them in their responsibilities. Each assessment is required to be done competently, in order to comply with the regulations. Therefore, the decision as to who should carry out that assessment will depend on the knowledge and experience required for the particular assessment and the complexity of the operation and/or process.

In order to carry out a correct assessment, the assessor should have a thorough practical understanding of what occurs, or what might occur, in the workplace. Managers may have this understanding and it is usual for them to do the assessments. Should the decision be taken to seek assistance with the assessment then it should be carried out with a combination of both in-house and outside expertise.

Personnel given the task of carrying out the assessment and any works arising from it will need to be provided with the necessary facilities and authority to do so competently. They will be given sufficient time and authority to gather the necessary information, talk to the appropriate persons, examine any records and inspect the workplace.

The assessor must have an understanding of the COSHH Regulations and their aims, and should have read and understood this manual.

## PROCEDURE

In order to carry out a competent assessment the following procedure is to be followed:

- 1. Review the information** - A review of the information available on the operation/process/substance should be carried out. This should comprise the supplier's safety data sheets, records of any tests and examinations carried out on control measures and the results of any exposure monitoring and health surveillance previously carried out.
- 2. Study the operation and/or process** - Having reviewed the information in 1 above, the operation and/or process itself must be closely studied. It is important to understand exactly what happens during the operation and/or process and to ask questions of those involved in order to appreciate the hazards involved. The supervisor and operator of the operation/process should be in attendance during this study to ensure that all the relevant details are established.
- 3. Evaluate the risk** - In order to evaluate the risks to health, the following must be considered:
  - ▶ The hazardous properties of the substance (the information reviewed in 1, above, should supply this.)
  - ▶ Information on health effects provided by the supplier, including information contained in any relevant safety data sheet.
  - ▶ The level, type and likely duration of exposure.
  - ▶ The circumstances of the work, including the amount of the substance involved.
  - ▶ Activities, such as maintenance, where there is potential for a high level of exposure.
  - ▶ The effect of preventative and control measures, which have been or will be taken in accordance with Regulation 7.
  - ▶ Conclusions regarding the risk.

These factors are dealt with in more detail below.

**The possibility of exposure** can be broken down into five areas:

- 1. Risk of exposure** - Whether it is reasonably foreseeable that an accidental leakage, spillage or discharge of the substance could occur.
- 2. Frequency of exposure** - If it is reasonably foreseeable that exposure could occur, how often is that exposure like to be? This can normally be ascertained from past experience and general knowledge.
- 3. People at risk** - There is a need to identify the people at risk of exposure to the substance, whether they are exposed by working directly with it or are in the vicinity of the work, or areas, where the substance is handled, transported, processed, collected, packaged, stored, disposed of, or discharged. This includes members of the public and other non-employees.
- 4. Routes of entry into the body** - Whether the hazard of exposure is due to inhalation, swallowing, absorption through or contamination of the skin.
- 5. The quantity to which people are likely to be exposed** - It is necessary to evaluate and assess the quantities to which people are likely to be exposed. The concentration of the substance can, sometimes, be evaluated with the use of indicator tubes, dust lamps, etc. However, detailed measurements may need to be carried out to confidently establish these levels. Whenever levels are monitored or measured they should always take into account the circumstances that could be expected to give rise to the highest levels of exposure.

The likely duration and concentration of the exposure must always be known precisely in any of the following situations, where:

- Exposure routinely and frequently occurs.
- A high level of exposure can be foreseen.
- The substance has been assigned a workplace exposure limit (WEL).
- The substance is known to be particularly hazardous.

Where the magnitude or significance of the exposure is uncertain, detailed measurements will normally be required to enable the requirements for the prevention or adequate control of exposure to be assessed. The likely duration of exposure can normally be ascertained from past experience and general knowledge.

## **CONCLUSIONS REGARDING THE RISK**

Once all the information has been gathered and collated it should be possible to reach conclusions regarding the risks to health resulting in exposure to the hazardous substance. If it is felt that there is still insufficient information to reach reasonable and valid conclusions further information and advice should be sought.

Where the risk assessment indicates that health monitoring is required for ensuring the maintenance of adequate control of the exposure of employees to substances hazardous to health, or otherwise requisite for protecting the health of employees, it will be necessary to introduce a system of monitoring the exposure of employees to substances hazardous to health. Records of this monitoring must be kept for at least 40 years where the record is representative of the personal exposures of identifiable employees, or for at least 5 years in any other case from the date of the last entry.

## **EXPOSURE JUDGED NOT TO BE A RISK TO HEALTH**

The following examples are considered reasonable grounds for reaching the conclusion that the substance does not present a risk to health:









- The process and/or operation is carried out to the same or better standard as the Health and Safety Executive, Industrial Advisory Committee or trade association guidance on good practice, which give assurance of insignificant exposure.
- The quantities of substances or rate of use are too small to constitute a risk to health under foreseeable circumstances, even if all the control measures fail.
- Measurements have previously been taken of the process and/or operation, including in a “maximum exposure” situation, which have confirmed that exposure is not a risk to health at any time and that the conditions of the process, operation and substances are demonstrably the same.
- The process and/or operation is performed strictly in conformance with well-documented procedures, information and the conditions as detailed by the suppliers of the plant and/or substance in which they give valid assurance that the operation, process and/or substance will not give rise to risks to health.

Risks should not be judged as negligible unless there is certain and valid evidence to back up this judgement. Where this is not available the risks must be identified and precautions instituted to protect the health of those exposed.

## **EXPOSURE JUDGED TO BE A RISK TO HEALTH**

Where exposure is either known, or found to be occurring, in situations where prevention is reasonably practicable the risk must be considered unacceptable.



<b>COSHH ASSESSMENT SHEET</b>		Sheet Number:					
This assessment is generic in nature and must be specifically adapted to meet particular site requirements or conditions by site management/user.							
COMPANY NAME							
OPERATION / PROCESS							
LOCATION							
PRODUCT/SUBSTANCE USED		DATA SHEET N <sup>o</sup>					
HAZARDOUS CONTENT		WORKPLACE EXPOSURE LIMIT (WEL)					
		LTEL (8-hr TWA)	STEL (15 min)				
EXPOSED PERSONS							
FREQUENCY OF EXPOSURE		DURATION OF EXPOSURE					
HAZARDS							
CONTROL MEASURES TO BE PUT IN PLACE							
 TOXIC	 HARMFUL	 CORROSIVE	 IRRITANT	 FLAMMABLE	 OXIDISING	 EXPLOSIVE	 DANGEROUS FOR THE ENVIRONMENT
EXPOSURE ASSESSMENT: OPERATORS AND OTHERS							
Acceptable if the procedures outlined to minimize risk of exposure are adhered to.							
ASSESSOR		DATE					

**SITE SPECIFIC ASSESSMENT**

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled. Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity:  Additional specific hazards identified:    Additional control measures required:    Assessment of remaining risks: insignificant / low / medium / high								
Is residual risk level acceptable?								
Serious and imminent danger risks identified: Yes/No  Emergency action required:    Name(s) of competent person(s) appointed to take action:								
Circumstances which will require additional assessment:								
Circulation of Risk Assessment (tick):  <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Contractor</td> <td style="width: 33%; border: none;">Site Copy</td> <td style="width: 33%; border: none;">Employees</td> </tr> <tr> <td style="border: none;">Subcontractor</td> <td style="border: none;">Other</td> <td style="border: none;">Client</td> </tr> </table>			Contractor	Site Copy	Employees	Subcontractor	Other	Client
Contractor	Site Copy	Employees						
Subcontractor	Other	Client						
On-Site Assessment Signed:	Print Name:	Date:						

## **ASSESSMENT REGISTER**

Once an assessment has been carried out for an operation and/or process a copy of that particular assessment record should be filed. To readily identify the operations and/or processes assessed, each assessment should be recorded in the assessment register.

This register should be completed as follows:

- Operation and/or Process - Full details of the operation and/or process should be entered to enable easy identification of that operation and/or process.
- Location - The location within the premises should be clearly identified.
- Record Number - The record number of the assessment.
- Date - The date on which the assessment was completed/ revised.

As reassessments are completed, these details should also be entered in the assessment register.

## **EXPOSURE - PREVENTION OR CONTROL**

Regulation 7 requires that exposure to hazardous substances must be either prevented or, where this is not reasonably practicable, adequately controlled.

This section of the manual is concerned with explaining what is considered to be "adequate control" and the approach to be followed in order to achieve it.

### **Control of Exposure**

Workplace exposure limits (WELs) are occupational exposure limits set under the Control of Substances Hazardous to Health Regulations. These limits are set to help protect the health of workers. WELs are concentrations of hazardous substances in the air averaged over a specific period of time referred to as a time-weighted average (TWA). Two time periods are used: long-term exposure limit (LTEL) of 8 hours and short-term exposure limit (STEL) of 15 minutes. STELs are set to help prevent effects, such as eye irritation, which may occur following a few minutes' exposure.

If the exposure to a substance assigned a WEL, as listed in Table 1 of the HSE guidance note EH40, is reduced as far as is reasonably practicable and is in any case below that WEL, it shall be considered to be adequately controlled.

When considering how far the exposure should be reduced below the WEL the nature of the risk likely to be caused by the substance must be weighed against the cost, the amount of time needed and the trouble required in taking the measures necessary to reduce that risk.

The non-assignment of a WEL does not necessarily signify that the substance is safe and without risk to health.

The routes of exposure to substances include inhalation, ingestion or absorption through the skin or mucous membranes.

In any of the above, exposure should be controlled to a standard where the level of exposure is such that nearly all the population could be repeatedly exposed daily without any adverse effect. The information necessary to set this standard may be available from a variety of sources, such as the manufacturer or supplier of the substance, occupational health publications or industrial and trade associations.

## **Prevention and Control Measures**

The initial approach to the prevention and control of exposure to harmful substances should always explore the utilisation of operational, process and engineering measures. If it is found that these measures are not reasonably practicable or cannot adequately prevent or control exposure then the provision and use of personal protective equipment should be considered. The provision and use of personal protective equipment should be considered as a last option for achieving the required levels of control.

The measures necessary for the prevention or control of any exposure could be any combination of the following and should be considered in the order given:

### 1. Prevention of exposure:

- ▶ The elimination of the substance, removing the risk in total;
- ▶ The substitution of the substance with a less hazardous substance, a less hazardous form of the substance or dilution of the substance.

### 2. Control of exposure:

- ▶ The total enclosure of the operation and/or process;
- ▶ The alteration, modification or replacement of the plant, process and/or operation, or safe system of work to minimise the generation of, or suppress or contain, hazardous substances and to restrict the area of contamination in the event of any spills or releases, both routine and accidental, of those substances;
- ▶ The provision of local exhaust ventilation to totally remove the airborne hazardous substance at source and dispose of it safely;
- ▶ The provision of partial local exhaust ventilation to reduce the exposure to airborne hazardous substances;
- ▶ The provision of sufficient general ventilation to reduce the exposure to airborne hazardous substances;
- ▶ The reduction of the number of persons exposed;
- ▶ The reduction of the length of exposure;
- ▶ The prohibition of smoking, eating or drinking in the workplace;
- ▶ The provision and use of suitable personal protective equipment;
- ▶ The provision of adequate facilities for the cleaning, maintenance and repair of personal protective equipment;
- ▶ The provision of adequate welfare facilities as already outlined;
- ▶ The regular and effective cleaning of the workplace and/or plant to remove contamination;
- ▶ The provision of suitable arrangements for the safe storage and safe disposal of hazardous substances.

## **Existing Control Measures**

The control measures already in existence are to be re-examined and re-evaluated on a regular basis. If these control measures are then considered inadequate consideration will be given to improving, extending or replacing them to ensure that adequate control measures are achieved and maintained.

Control measures include, but are not restricted to, the following:

- Hygiene Facilities - Adequate washing facilities are provided for use by all persons likely to be exposed to hazardous substances. The facilities reflect the nature and the likely levels of any exposure and are sufficient to permit the user to achieve a standard of personal hygiene commensurate with the adequate control of the exposure and the need to prevent the spread of the substance. Eye wash facilities may need to be provided in case of an emergency.
- Personal Protective Equipment - Where protective clothing is used or there is a risk of contamination of personal clothing and effects then accommodation for that clothing and personal effects, and changing facilities, will be provided. Changing facilities are designed to ensure that personal clothing does not become contaminated with hazardous substances from the workplace, the risk of cross contamination between contaminated clothing and clean clothing is minimised and that they can be easily and effectively cleaned.
- Eating, Drinking and Smoking - Personnel are prohibited from eating, chewing, drinking or smoking in any area which is likely to be contaminated with any harmful substance.
- Eating and Drinking Facilities - Where it is necessary to reduce the risk of exposure by prohibiting the consumption of food or drink in the workplace facilities for this will be provided outside the contaminated area. These facilities will be conveniently placed in relation to the workplace and the hygiene facilities and will be so designed as to ensure that they will not become contaminated with substances emanating from the workplace and can be easily and effectively cleaned.

### **Maintenance of Personal Protective Equipment**

We shall ensure that personal protective equipment, including protective clothing, is properly stored, checked at suitable intervals, and when discovered to be defective, repaired or replaced before further use.

PPE which may be contaminated by a substance hazardous to health must be removed and kept apart from uncontaminated clothing and equipment and it must be ensured that contaminated clothing is decontaminated and cleaned or, if necessary, destroyed.



## **Dangerous Substances and Explosive Atmospheres (DSEAR)**

### **INTRODUCTION**

The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), set minimum requirements for the protection of workers from the risks of fire and explosion arising from dangerous substances and potentially explosive atmospheres in the workplace.

Further to the requirements of the Management of Health and Safety at Work Regulations to manage risks, Regulation 5 of DSEAR requires that where a dangerous substance is or is liable to be present at the workplace, a suitable and sufficient assessment shall be made of the risks to employees and other persons that arise from the substance. DSEAR does not address the health risks from substances; these are dealt with by the COSHH Regulations.

This section provides a logical, step-by-step approach to the carrying out of the assessment and the evaluation of the risks that arise from dangerous substances. The objective of the assessment is to provide enough information to ensure that the correct:

- Measures are taken to eliminate the identified risks, or reduce them as far as is reasonably practicable.
- Equipment and procedures are put in place to deal with accidents and emergencies.
- Information and training are provided to employees.
- Classification into zones is made of places where explosive atmospheres may occur, the zones to be marked where necessary.
- Co-ordination is carried out between employers sharing a workplace regarding the implementation of measures to protect employees from any risk from the explosive atmosphere.

In order for the assessment to be considered suitable and adequate, the detail and expertise with which it was carried out must reflect the nature and degree of risk arising out of the work being assessed, as well as the processes complexity and variability.

### **INTERPRETATION**

The regulations give a detailed definition of “dangerous substance”, which you should refer to for more information, but it includes any substance or preparation, which because of its properties or the way it is used could cause harm to people from fires and explosions.

Dangerous substances include 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 and sanding operations). Dangerous substances can be found in varying quantities in most workplaces.

An explosive atmosphere is an accumulation of gas, mist, dust or vapour, mixed with air, which has the potential to catch fire or explode. An explosive atmosphere does not always result in an explosion, but if it caught fire the flames would quickly travel through it and if this happened in a confined space (e.g. in plant or equipment) the rapid spread of the flames or rise in pressure could also cause an explosion.

## **SURVEY AND DATA SHEETS**

The first process is to survey the site for dangerous substances. Once this is done, the safety data sheets for each substance must be obtained from the manufacturer and a formal assessment made of the use of those substances which either:

- Are explosive, oxidising, extremely flammable, highly flammable or flammable.
- Create a risk at the workplace because of their physico-chemical or chemical properties and the way they are used.
- Can form an explosive mixture with air or an explosive atmosphere.

The safety data sheet has the following purposes:

- It acts as a formal system of approval for substances being introduced into the workplace, in that only substances which have a data sheet should be purchased or used.
- It provides all the information on a dangerous substance that the employer is required to provide to their employees under Regulations 8 and 9 in a standard and rational format.
- It provides some of the essential information necessary to carry out the formal assessments required under the DSEAR Regulations.

The completed sheet should be filed in a DSEAR data sheet file and be updated if and when the supplier provides further information or alterations to the information.

## **CLASSIFICATION OF SUBSTANCES**

Once the data sheets on substances in the workplace have been obtained, it is necessary to classify each substance that has been identified as dangerous under the DSEAR Regulations. This can be achieved by scrutinising the information gained on the substance, using the criteria set out below.

For the purpose of the DSEAR Regulations, a dangerous substance is defined as any substance, including any mixture, which is:

- A substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CHIP Regulations.
- A substance or preparation which, because of its physico-chemical or chemical properties and the way it is used or is present at the workplace, creates a risk, not being a substance or preparation falling within the classification above.
- Any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere, not being a substance or preparation falling within either of the above classifications.

The above definition would include such substances as petrol, liquefied petroleum gas, paints, varnishes and certain types of combustible and explosive dusts produced in, for example, machining and sanding operations.

An explosive atmosphere is defined as a mixture, under atmospheric conditions, of air and one or more dangerous substances in the form of gases, vapours, mists or dusts in which, after ignition has occurred, combustion spreads to the entire unburned mixture.



A workplace means any premises or part of premises used for or in connection with work, and includes:

- Any place within the premises to which an employee has access while at work.
- Any room, lobby, corridor, staircase, road (other than a public road) or any other place used as a means of access to or egress from that place of work or where facilities are provided for use in connection with that place of work.

However, the requirements concerning classification into explosive atmosphere zones do not apply to some workplaces because there is other legislation fulfilling these requirements, for example:

- Areas used for the medical treatment of patients.
- Where gas appliances are used for cooking, heating, hot water production, refrigeration, lighting or washing and the normal water temperature does not exceed 105°C (unless the appliance is specifically designed for use in an industrial process carried out on industrial premises) and gas fittings located in domestic premises.
- The manufacture, handling, use, storage and transport of explosives or chemically unstable substances.
- Activities at mines, quarries, borehole sites and offshore installations.

### **COMPETENCY TO ASSESS**

The assessment must be carried out by the person with the duty delegated to them in their responsibilities. Each assessment is required to be done competently, in order to comply with the regulations. Therefore, the decision as to who should carry out that assessment will depend on the knowledge and experience required for the particular assessment and the complexity of the operation and/or process.

In order to carry out a correct assessment, the assessor should have a thorough practical understanding of what occurs, or what might occur, in the workplace. Managers may have this understanding and it is usual for them to do the assessments. Should the decision be taken to seek assistance with the assessment, then it should be carried out with a combination of in-house and outside expertise.

Personnel given the task of carrying out the assessment and any works arising from it will need to be provided with the necessary facilities and authority to do so competently. They will be given sufficient time and authority to gather the necessary information, talk to the appropriate persons, examine any records and inspect the workplace.

The assessor must have an understanding of the DSEAR Regulations and their aims and should have read and understood this manual.

## PROCEDURE

In order to carry out a competent assessment the following procedure is to be followed:

- 1. Review the Information** - A review of the information available on the substance should be carried out. This should comprise the supplier's safety data sheets or information provided in the HSE's Approved Supply List.
- 2. Study the operation and/or process** - Having reviewed the information in 1, above, a close study needs to be made of the operation and/or process itself. It is important to understand exactly what happens during the operation and/or process and to ask questions of those involved. The supervisor and operator of the operation/process should be in attendance during this study to ensure that all the relevant details are established. For example, diesel oils are not classified as flammable under CHIP; however, if they are heated to a sufficiently high temperature in a process they can create a fire risk. The diesel oil would then become a dangerous substance for the purposes of DSEAR.
- 3. Evaluate the risk** - In order to evaluate the risks to employees from fire, explosion or other hazardous properties of dangerous substances, the following have to be considered:
  - ▶ The hazardous properties of the substance (the information reviewed in 1, above, should supply this.);
  - ▶ The quantity of the substance involved. The risk assessment must be carried out regardless of the quantity of dangerous substance present. This will enable a decision to be made as to whether existing measures are sufficient or whether additional controls or precautions are necessary;
  - ▶ The way the substance is used or stored;
  - ▶ Non-routine activities, such as maintenance work, which often have a higher potential for fire and explosion to occur;
  - ▶ The possibility of explosive atmospheres occurring. Assess whether there is a likelihood of accumulations of gas, mist, dust or vapour that may ignite;
  - ▶ The identification of all potential sources of ignition;
  - ▶ The identification of hazardous zones. For the purposes of DSEAR, hazardous places are classified in terms of zones on the basis of the frequency and duration of the occurrence of an explosive atmosphere, as follows:

**Zone 0** - A place in which an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is present continuously or for long periods or frequently.

**Zone 1** - A place in which an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is likely to occur in normal operation occasionally.

**Zone 2** - A place in which an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is not likely to occur in normal operation but, if it does occur, will persist for a short period only.

**Zone 20** - A place in which an explosive atmosphere in the form of a cloud of combustible dust in air is present continuously or for long periods or frequently.

**Zone 21** - A place in which an explosive atmosphere in the form of a cloud of combustible dust in air is likely to occur in normal operation occasionally.

**Zone 22** - A place in which an explosive atmosphere in the form of a cloud of combustible dust in air is not likely to occur in normal operation but, if it does occur, will persist for a short period only.

Where necessary, places classified as hazardous must be marked at their points of entry with triangular warning signs with black letters (EX) and black edging on a yellow background, the yellow part to take up at least 50% of the area of the sign:



The requirements for identifying and marking hazardous zones come into effect at different times, depending on when the workplace is first used, as follows:

- Workplace in use before July 2003 - Workplace must meet the requirements by July 2006.
- Workplace in use before July 2003 but modified before July 2006 - Workplace must meet the requirements from the time the modification takes place.
- Workplace coming into use for the first time after 30 June 2003 - Workplace must meet the requirements from the time it comes into use.

### **THE SELECTION OF EQUIPMENT AND PROTECTIVE SYSTEMS**

For all places in which explosive atmospheres may occur, equipment and protective systems must be selected according to the requirements set out in the Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations unless the risk assessment finds otherwise. In particular, the following categories of equipment must be used in the zones indicated, provided they are suitable for gases, vapours, mists, dusts, or mists and dusts, as appropriate:

- In Zone 0 or Zone 20, category 1 equipment.
- In Zone 1 or Zone 21, category 1 or 2 equipment.
- In Zone 2 or Zone 22, category 1, 2 or 3 equipment.

**Category 1 equipment** is designed to be capable of functioning in conformity with the operational parameters established by the manufacturer and must ensure a **very high** level of protection. It is intended for use in areas in which explosive atmospheres caused by mixtures of air and gases, vapours or mists or by air/dust mixtures are present continuously, for long periods or frequently. The requisite level of protection must be ensured, even in the event of rare incidents relating to equipment, such that either in the event of failure of one means of protection, at least an independent second means provides the requisite level of protection or the requisite level of protection is assured in the event of two faults occurring independently of each other.

**Category 2 equipment** is designed to be capable of functioning in conformity with the operational parameters established by the manufacturer and must ensure a **high** level of protection. It is intended for use in areas in which explosive atmospheres caused by gases, vapours, mists or air/dust mixtures are likely to occur. The requisite level of protection must be ensured, even in the event of frequently occurring disturbances or equipment faults which normally have to be taken into account.

**Category 3 equipment** is designed to be capable of functioning in conformity with the operational parameters established by the manufacturer and must ensure a **normal** level of protection. It is intended for use in areas in which explosive atmospheres caused by gases, vapours, mists or air/dust mixtures are unlikely to occur or, if they do occur, are likely to do so only infrequently and for a short period only. The requisite level of protection must be ensured during normal operation.

The same timescale as for identifying and marking hazardous zones applies, although equipment already in use before July 2003 can continue to be used indefinitely provided that the risk assessment shows that it is safe to do so.

## **ASSESSMENT REGISTER**

Once an assessment has been carried out for an operation and/or process in a specified work area a copy of that particular assessment record is to be filed in a central record. To readily identify the work areas, operations and/or processes assessed, each assessment is to be recorded in the assessment register.

This register should be completed as follows:

- Operation and/or Process - Full details of the operation and/or process should be entered to enable easy identification of that operation and/or process.
- Location - The location within the premises should be clearly identified.
- Record Number - The record number of the assessment.
- Date - The date on which the assessment was completed/revised.

As reassessments are completed, these details should also be entered in the assessment register.

## **RISKS - ELIMINATION OR CONTROL**

Regulation 6 of DSEAR requires that risks from dangerous substances must be either eliminated or, where this is not reasonably practicable, adequately controlled. Control measures need to be consistent with the risk assessment and appropriate to the nature of the activity or operation. Special measures may be needed to ensure co-ordination of safety procedures when employers share a workplace.

This section of the manual is concerned with explaining what is considered to be "adequate control" and the approach to be followed in order to achieve it.

The initial approach to the elimination and control of risks from dangerous substances should always explore the utilisation of operational, process and engineering measures. If it is found that these measures are not reasonably practicable or cannot adequately eliminate or control risks, the provision and use of personal protective equipment should be considered. The provision and use of personal protective equipment should be considered as a last option for achieving the required levels of control.

The measures necessary for the elimination or control of any risks could be any combination of the following and should be considered in the order given:

1. Elimination or reduction of risks:

- ▶ The elimination of the substance, removing the risk in total;
- ▶ The substitution of the substance with a less dangerous substance or a less dangerous form of the substance.

2. Control of risks:

- ▶ The reduction of the quantity of dangerous substances to a minimum;
- ▶ The avoidance or minimising of the release of a dangerous substance;
- ▶ The control of the release of a dangerous substance at source;
- ▶ The prevention of the formation of an explosive atmosphere, including the application of appropriate ventilation;
- ▶ Ensuring that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate;
- ▶ The avoidance of ignition sources, including electrostatic discharges;
- ▶ The avoidance of adverse conditions which could cause dangerous substances to give rise to harmful physical effects;
- ▶ The segregation of incompatible dangerous substances.

3. Mitigation of detrimental effects:

- ▶ The reduction to a minimum of the number of persons exposed;
- ▶ The avoidance of the propagation of fires or explosions;
- ▶ The provision of explosion pressure relief arrangements;
- ▶ The provision of explosion suppression equipment;
- ▶ The provision of plant which is constructed so as to withstand the pressure likely to be produced by an explosion;
- ▶ The provision of suitable personal protective equipment.








## **EXISTING CONTROL MEASURES**

The control measures already in existence should be re-examined and re-evaluated on a regular basis. If these control measures are then considered inadequate consideration should be given to improving, extending or replacing them to ensure that adequate control measures are achieved and maintained.

## **TRAINING**

The organisation shall provide employees and other people in the workplace who might be at risk with suitable information, instruction and training on precautions and actions they need to take to safeguard themselves and others, including:

- Names of the substances in use and the risks they present.
- Access to any relevant safety data sheet.
- Details of legislation that applies to the hazardous properties of those substances.
- The significant findings of the risk assessment.

<b>DSEAR ASSESSMENT SHEET</b>							<b>Sheet Number:</b>	
<b>This assessment relates specifically to the location identified</b>								
<b>ORGANISATION NAME</b>								
<b>LOCATION OF WORK AREA</b>								
<b>OPERATION / PROCESS CARRIED OUT</b>								
<b>PRODUCT/SUBSTANCE USED</b>					<b>QUANTITY OF SUBSTANCE USED / STORED</b>			
<b>IGNITION SOURCES IDENTIFIED</b>					<b>EXPOSED PERSONS</b>			
<b>FREQUENCY OF EXPOSURE</b>					<b>DURATION OF EXPOSURE</b>			
 <b>EXPLOSIVE</b>	 <b>OXIDISING</b>	 <b>EXTREMELY FLAMMABLE</b>	 <b>HIGHLY FLAMMABLE</b>		 <b>DANGEROUS SUBSTANCE</b>		 <b>EXPLOSIVE DUST</b>	
<b>HAZARDOUS ZONE CLASSIFICATION</b>								
<b>CONTROL MEASURES TO BE PUT IN PLACE</b>								
<b>EMERGENCY MEASURES TO BE PUT IN PLACE</b>								
<b>ASSESSOR</b>			<b>POSITION</b>			<b>DATE</b>		



## **Asbestos Management**

### **INTRODUCTION**

Breathing in air containing asbestos fibres can lead to asbestos related diseases, mainly cancers of the lung and chest lining. Past exposure to asbestos is currently believed to kill 3,000 people a year in this country and this number is expected to increase over the next 10 years. There is no cure for asbestos related disease.

Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in.

Although it has been illegal to use asbestos in the construction or refurbishment of any premises for several years, many thousands of tonnes were used in the past and much of it remains in place. If these materials remain in good condition and are not disturbed there is no risk to the health of the premise's occupants or visitors. However, if damaged or disturbed, asbestos fibres can be released into the air and breathed in.

### **THE DUTY TO MANAGE ASBESTOS**

The Control of Asbestos Regulations requires all persons who have maintenance or repair responsibilities for non-domestic premises to manage the risk from asbestos.

If you are this duty holder you must:

1. Find out whether your building contains asbestos and what condition it is in.
2. Assess the risk.
3. Prepare and implement a plan to manage that risk.

### **IDENTIFYING AND LOCATING ASBESTOS**

The first step to preparing a suitable management plan is to take all reasonable steps to locate any asbestos-containing materials (ACMs) on the premises. This can be done in several ways:

- Inspect any building plans or other relevant documents such as builders' invoices or the health and safety file for details of materials used in construction or refurbishment.
- Carry out a thorough inspection of the premises both inside and out to identify ACMs.
- Consult architects, employees or safety representatives, who may have further information and who have a duty to co-operate and make this information available.

Should the age of the building or the information obtained provide strong evidence that no ACMs are present the duty holder needs only to record why this evidence indicates no asbestos is present.

It should always be presumed that a material contains asbestos unless there is strong evidence to the contrary.

Prior to carrying out any inspection or survey, a risk assessment must be carried out of the likely hazards, such as from the use of any access equipment and exposure to asbestos.

In some cases where the premises are small and no maintenance work is planned it may be appropriate for the duty holder to carry out their own inspection. In all other cases a trained and competent person should be employed to carry out a survey.

The organisation instructed to carry out this survey should be able to produce evidence of their training, suitable liability insurance and confirmation that HSE guidance HS(G)264 "Asbestos: the survey guide" is to be followed.



Where asbestos or materials presumed to contain asbestos are found this must be recorded and kept available to all persons on the premises. There may be areas inaccessible to the surveyor, such as ceiling voids, ducts or roofs; these areas should be recorded as presumed to contain asbestos unless there is strong evidence to the contrary.

### **Asbestos: The Survey Guide**

There are two levels of asbestos surveys referred to within the HSE guidance HS(G)264 "Asbestos: the survey guide":

- Management surveys
- Refurbishment or demolition surveys

The type of survey will vary during the lifespan of the premises and several may be needed over time.

A management survey will be required during the normal occupation and use of the building to ensure continued management of asbestos containing materials in situ. A refurbishment or demolition survey will be necessary when the building (or part of it) is to be upgraded, refurbished or demolished.

In most cases the survey will have three main aims:

- It must as far as reasonably practicable locate and record the location, extent and product type of any presumed or known ACMs;
- It must inspect and record information on the accessibility, condition (except in refurbishment and demolition surveys where ACM's are to be removed within three months of the survey) and surface treatment of any presumed or known ACMs;
- It should determine and record the asbestos type, either by collecting representative samples of suspect materials for laboratory identification, or by making a presumption based on the product type and its appearance.

There are two levels of presumption

**Strong Presumption:** The material looks as if it is an ACM, or that it might contain asbestos. This conclusion can be reached through visual inspection by a competent surveyor familiar with the range of asbestos products.

**Default Presumption:** Where a material is presumed to contain asbestos because there is insufficient evidence to confirm that it is asbestos free or where the dutyholder/surveyor decides that it is easier under the planned management arrangements to presume certain materials contain asbestos. The default applies to areas which cannot be accessed or inspected.

## MANAGEMENT PLAN

Once identified, the condition of the ACMs must be assessed. The duty holder should check whether the materials have become detached from their base, been damaged or have their coatings peeled and broken off, and if debris or dust can be found nearby.

The duty holder must next decide whether, due to the amount, condition and location of the ACMs identified there is a risk to people working on or near it. Factors to consider include:

- The amount and condition of the asbestos.
- The location of the asbestos.
- Whether there is easy access to the asbestos.
- Whether the asbestos is likely to be disturbed by work processes or accidentally.
- The number of persons working nearby.
- Whether work or maintenance is planned in the vicinity.

If the asbestos is in good condition, not likely to be damaged, worked on or disturbed it is usually safer to leave it in place and manage it.

If it is decided to leave ACMs in place, a register should be drawn up detailing where all ACMs are to be found, including an annotated plan of the premises. Each ACM should be labelled and persons working within the premises advised of their presence. Furthermore a permit-to-work system should be adopted to prevent ACMs being disturbed during any future works.

If the asbestos is in poor condition or likely to be disturbed in any way it must either be repaired, encapsulated or removed by a competent contractor. This may need to be carried out by a licensed contractor.

The final steps are to check what has been done and regularly review and monitor the effectiveness of the plan. The duty holders must satisfy themselves that the ACMs have not deteriorated or are unlikely to be disturbed by a change in the type of occupancy or forthcoming works.

## CHECKLIST

<b>Find</b>	You must check if materials containing asbestos are present.
<b>Condition</b>	You must check what condition the material is in.
<b>Presume</b>	You must assume the material contains asbestos unless you have strong evidence to the contrary.
<b>Identify</b>	If you are planning maintenance or refurbishment or if the material is in poor condition, you may wish to arrange for the material to be sampled by a specialist.
<b>Record</b>	You must record the location and condition of the material on a plan or drawing.
<b>Assess</b>	You must decide if the condition or location means the material is likely to be disturbed.
<b>Plan</b>	You must prepare and implement a plan to manage these risks.

## ACTION PLAN

The following table indicates the recommended action to be taken should asbestos-containing materials be located within the premises:

<p><b>Minor Damage</b></p> <ul style="list-style-type: none"> <li>● The material should be repaired and/or encapsulated.</li> <li>● The condition of the material should be monitored at regular intervals.</li> <li>● The material should be labelled.</li> <li>● All persons should be informed of the presence of asbestos.</li> </ul>	<p><b>Good Condition</b></p> <ul style="list-style-type: none"> <li>● The condition of the material should be monitored at regular intervals.</li> <li>● The material should be labelled.</li> <li>● All persons should be informed of the presence of asbestos.</li> </ul>
<p><b>Poor Condition</b></p> <ul style="list-style-type: none"> <li>● Asbestos in poor condition should be removed.</li> </ul>	<p><b>Asbestos Disturbed</b></p> <ul style="list-style-type: none"> <li>● Asbestos likely to be disturbed should be removed.</li> </ul>

All work must be carried out in accordance with the Control of Asbestos Regulations and may require a licensed contractor to undertake it.

## DEALING WITH SUSPICIOUS MATERIALS

On discovery or disturbance of ACMs, or any other suspicious material, the following procedure must be followed:

1. Stop work.
2. Inform others locally not to further disturb the material.
3. Where appropriate, seal and cordon off the area and post appropriate warning signage.
4. Where appropriate, follow decontamination procedure as per the emergency procedures in the plan of work.
5. Inform the senior person on site who will assess the situation and call for advice and assistance where appropriate.
6. Do not return to task until the area is given the all clear and you are instructed to do so.

The work area must be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature and appropriate remedial action is taken.

## SECTION I

### Arrangements for Providing Information, Instruction and Supervision

In compliance with our legal duties under the Health and Safety Information for Employees Regulations; either a health and safety law poster shall be displayed in a prominent position in each workplace, or the equivalent leaflet will be provided to each worker outlining British health and safety laws.

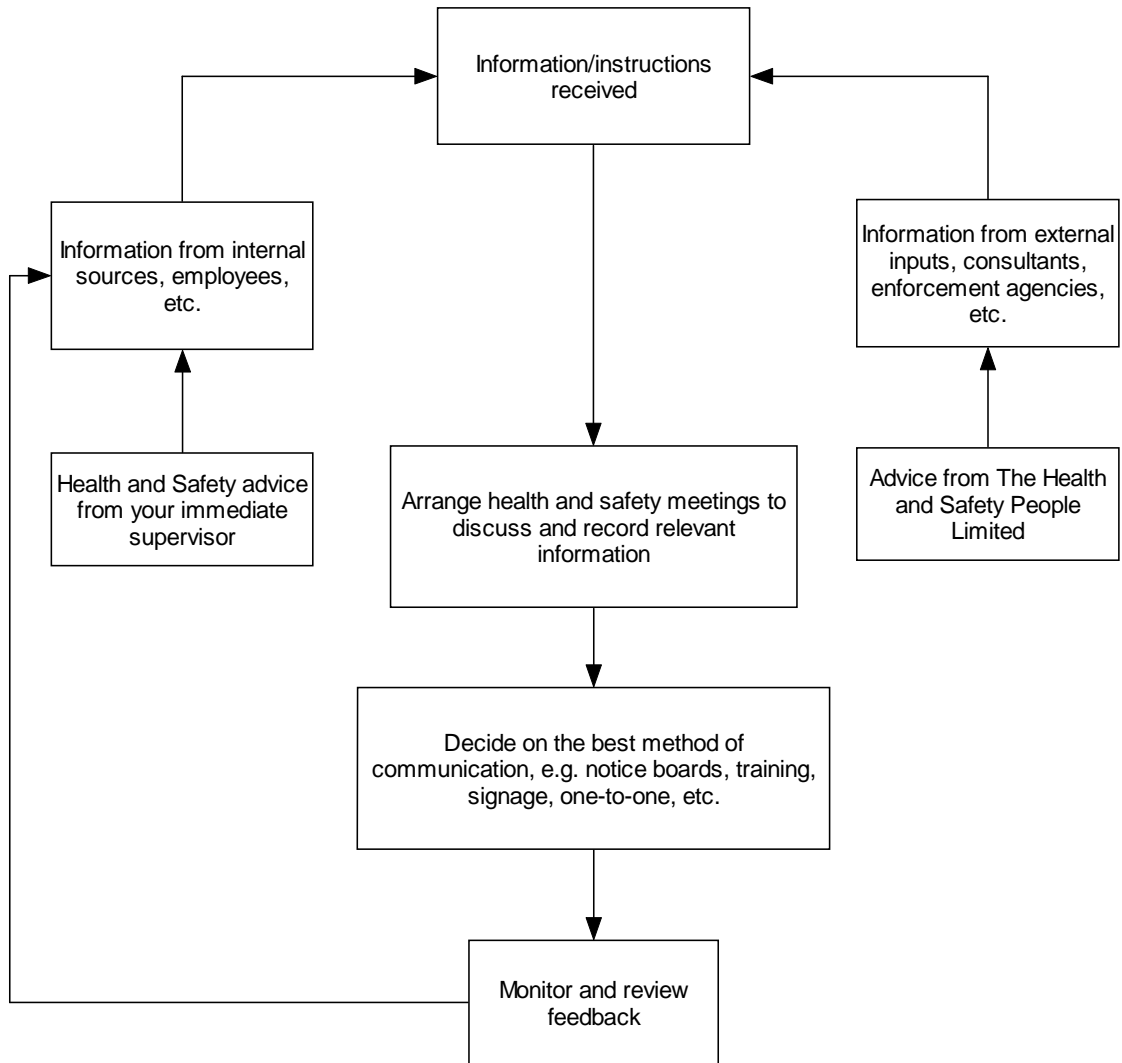
Health and safety advice is available from your immediate supervisor or from THSP on 08456 122 144.

**Alan Mannings and the Site Supervisors** shall ensure that adequate supervision of trainee workers is provided. Day-to-day supervision shall be carried out by the relevant workplace manager or supervisor.

**Alan Mannings and the Site Supervisors** shall ensure that adequate supervision of vulnerable groups is provided. Day-to-day supervision shall be carried out by the relevant workplace manager or supervisor.

**Alan Mannings** shall be responsible for ensuring that any of our employees working at locations under the control of other employers are given relevant health and safety information.

## Procedure for Providing Information, Instruction and Supervision



## **Providing Information, Instruction and Supervision**

### **SAFETY SIGNS AND SIGNALS**

The Health and Safety (Safety Signs and Signals) Regulations apply to all work premises and activities but do not apply to signs relating to the supply of dangerous substances, the transport of dangerous goods by road or rail, or to signs regulating road or rail traffic.

The regulations cover the provision and use of safety signs and signals which are required to be displayed or used when a risk assessment shows that, in spite of protective measures, the risk cannot be eliminated or sufficiently reduced and a significant risk remains.

#### **Safety Signs**

Safety signs must conform to the requirements overleaf. Signs should be illuminated where appropriate and must be kept clean and properly maintained.

#### **Signals**

These include:


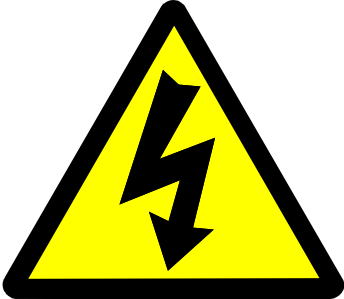



- Acoustic signals and/or verbal communication to signal danger, e.g. to call for emergency evacuation. Such signals shall be tested at frequent intervals.
- Hand-signals or verbal communication to guide persons carrying out hazardous or dangerous manoeuvres, e.g. reversing vehicles.

#### **Training**

Employees shall be given sufficient information, instruction and training about the meaning of safety signs and signals and on the relevant action that must be taken.

#### **Further Guidance**

Further information is given in the HSE booklet L64 "Safety Signs and Signals: Guidance on Regulations".

TYPE OF SIGN	SHAPE	SYMBOL/COLOUR	
<b>Prohibitory:</b> (e.g. "NO SMOKING")	Round	Black pictogram on white background, red edging and diagonal line	
<b>Warning:</b> (e.g. "ELECTRICAL RISK")	Triangular	Black pictogram on yellow background with black edging	
<b>Mandatory:</b> (e.g. "EAR PROTECTION MUST BE WORN")	Round	White pictogram on blue background	
<b>Emergency escape or first aid:</b>	Rectangular or square	White pictogram on green background	
<b>Fire fighting:</b> (e.g. "EMERGENCY FIRE HOSE")	Rectangular or square	White pictogram on red background	

## **SMOKEFREE WORKPLACES**

The “**smokefree**” law applies to virtually all “enclosed” and “substantially-enclosed” public places and workplaces, including both permanent and temporary structures.

Premises are considered enclosed if they have a ceiling or roof and (except for doors, windows or passageways) are wholly enclosed either on a permanent or temporary basis.

Premises are considered substantially-enclosed if they have a ceiling or roof but have an opening in the walls which is less than half the total area of the walls.

## **SMOKEFREE VEHICLES**

Work vehicles must be smokefree if they are used in the course of paid or voluntary work by more than one person, regardless of whether they are in the vehicle at the same time.

## **SMOKEFREE HOME WORKING**

Any part of a private dwelling used **solely** for work purposes must be smokefree if:

- It is used by more than one person who does not live at the dwelling.
- Members of the public attend to deliver or to receive goods and/or services.

## **SMOKEFREE SIGNAGE**

“No smoking” signs need to be displayed in a prominent position at every entrance to smokefree premises. Signs must meet the following minimum requirements:

- At least one must be a minimum of A5 in area (210mm x 148mm) and display the words “**No Smoking - It is against the law to smoke in these premises**”.
- Each must display the international no smoking symbol at least 70mm in diameter.

Smokefree vehicles need to display a “no smoking” sign in each compartment of the vehicle in which people can be carried. It must show the international no smoking symbol illustrated opposite.

## **SMOKEFREE LAW ENFORCEMENT**

Failure to comply with the smokefree law is a criminal offence. Local councils are responsible for enforcing the smokefree law in England and have the legal power to enter premises or board vehicles to determine if anyone is breaking the law.

Employers who control or manage smokefree premises and vehicles have a legal responsibility to prevent people from smoking in them and to ensure that the required “no smoking” signs are in place. Employers should ensure that their employees are aware of the law and that they now work in a smokefree environment.

Notwithstanding the requirements of the smokefree law, employers retain a general duty of care under the Health and Safety at Work Act to protect their employees from the effects of second-hand smoke where exposure to it may be considered unavoidable in their workplace.

For further information on the smokefree law visit the Department of Health website: [www.smokefreeengland.co.uk](http://www.smokefreeengland.co.uk).



## **WORKPLACE DOCUMENTATION**

### **Notices**

The following notices will be displayed in a prominent position in the workplace:

- Health and Safety law placard.
- A copy of your employer's liability insurance.
- Copy of the organisation's health and safety policy statement.

### **Prescribed Registers**

- Weekly record of inspection as required by the Health and Safety Legislation for example work at height.
- Record of inspection and/or thorough examination as required by The Provision and Use of Work Equipment Regulations (PUWER) or The Lifting Operations and Lifting Equipment Regulations (LOLER) for all other equipment.
- Accident book - record of injuries incurred.

### **Documents**

- Assessments required:
  - ▶ Risk;
  - ▶ COSHH;

Where appropriate

- ▶ Noise;
  - ▶ Manual handling;
  - ▶ Specialist
  - ▶ H&S Management Plans
  - ▶ Method Statements
  - ▶ Specialist, e.g. asbestos, RPE.
- Evidence/certificates of competence (including training) for any equipment used/tasks carried out.

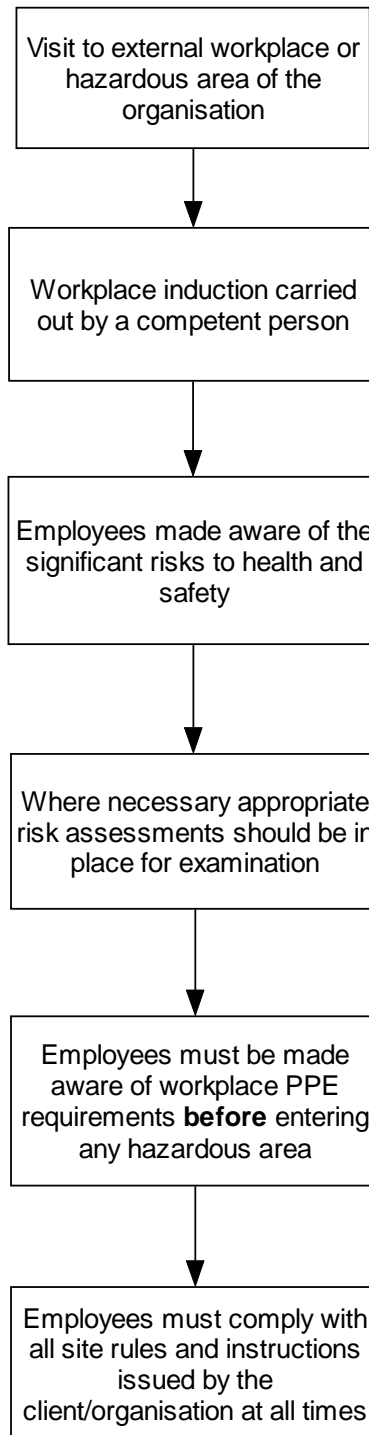
## SECTION J

### Arrangements for Staff Visiting Hazardous Areas/Workplace

If Mannings Harlequin Limited employees are required to visit an external workplace or parts of this organisation's premises are deemed to be hazardous then there will either be a specific risk assessment or safe system of work produced to ensure their safety. This may include the use of a permit-to-work system.

It will be for **Alan Mannings** to ensure that a safe working procedure is generated and adhered to. Employees are required to comply with the requirements of that safe working procedure.

## Procedure for Staff Visiting Hazardous Areas/Workplace



## **Organisation Staff Visiting Hazardous Areas**

### **INTRODUCTION**

“Hazardous areas” in the context of this section relates to areas within this organisation’s premises or on external work sites, where the organisation’s employees are required to work/visit on the organisation’s business.

It is the policy of this organisation that in the event of any of our employees being required to periodically work at or visit external work sites, or parts of the premises that are deemed to be hazardous, the following health and safety rules and procedures shall be put into effect:

### **HAZARDOUS AREAS WITHIN THIS ORGANISATION’S PREMISES**

The manager/supervisor in control of the hazardous area(s) must ensure that:

- Written procedures are in place for the effective monitoring and/or supervision of staff required to work in or visit hazardous or restricted areas.
- A risk assessment is made of the hazardous area in question to identify staff at risk and control measures required to reduce that risk. The risk assessment must be recorded and be readily available for inspection purposes and must take the provision of first aid into account.
- Staff who are at risk are made aware of hazardous or restricted areas on the premises through provision of information, instruction or training (this may include induction training as the case may be), before entering such areas.
- The area is adequately signed to indicate the nature and severity of the hazard and the precautionary measures required (this may include display of a safe system of work for the area, symbolic safety signs requiring personal protective equipment to be worn in the affected area, etc.).
- There is an adequate provision of personal protective equipment readily available for use by staff before entering the hazardous area and that such staff are aware of where that equipment is located.
- A suitable and effective emergency and evacuation system is in place for the area concerned, which is tested at regular intervals.

In the case of external personnel (e.g. cleaners, members of public, visitors, etc.) entering the hazardous area the precautions above must still be taken as if that person were an employee.

## HAZARDOUS EXTERNAL SITES

Where it is necessary for employees to visit or work at external sites that present a significant risk to their health and/or safety the following procedures must be in place prior to any works being carried out:

- Employees must be made aware of the significant risks to health and safety of the site concerned (such information may be in the form of induction training and should be provided either by the client or by this organisation), as well as arrangements in place/required to be taken to adequately reduce such risks to the lowest levels. Where the degree of hazard or risk warrants such action, risk assessments and/or safe systems of work must be drawn up, be put in place and be made available to employees. The responsibility for determining the level of risk, the appropriate action to be taken and liaison to help determine risk will be a management function of this organisation.
- Any personal protective equipment required to be worn on site must be provided (either by the client or this organisation as the case may be) and worn **before** entering the hazardous area.
- All safety rules and instructions relating to the hazard/s or risk which are displayed or provided by the client/this organisation **must** be complied with at all times (in certain cases this may include a permit-to-work system).

## SECTION K

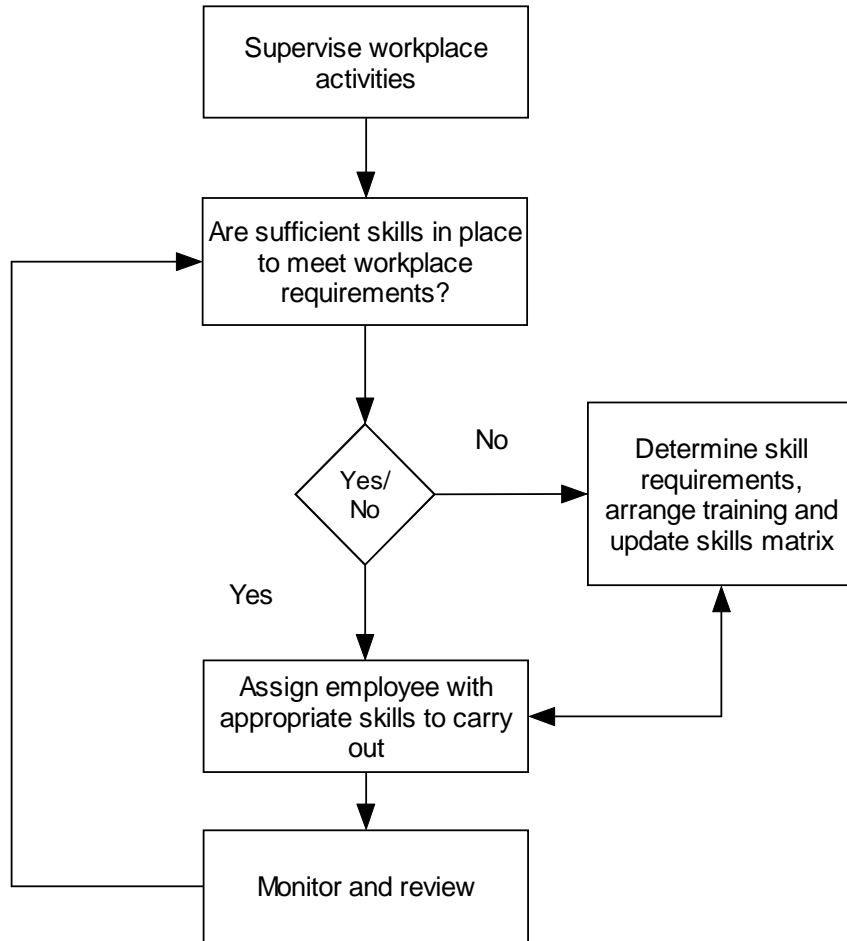
### **Arrangements to Assess Employee Competency for Tasks and Training**

**Alan Mannings** will deem who is competent to carry out tasks including:

- Supervising and monitoring workplace activities.
- Advising on risk assessment.
- Use of equipment, its maintenance and repair.
- Administering first aid.
- Working at height.

**Alan Mannings** will identify, arrange and monitor training provided either in-house or by external providers.

## Procedure for Assessing Employee Competency for Tasks and Training



## Assessing Employee Competency

### INTRODUCTION

Frequently there is a need to deem competence to carry out a task or oversee a task and convey authority to use a particular piece of equipment. Competence is not defined precisely in any current regulation or act. The nearest we get is from the Management of Health and Safety at Work Regulations:

“A person shall be regarded as competent where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures.”

When in doubt a judge would often turn to a renowned dictionary. From the Cambridge International Dictionary of English <http://uk.cambridge.org/elt/cide>:

“- competence, competency noun the ability to do something to a level that is acceptable.”

Modern regulations insist that it is for the employer to deem competency and so to be able to carry out a (dangerous) task to a level that is acceptable we need to demonstrate that the individual has “training and experience or knowledge and other qualities” to enable them to carry out that task safely.

In some circumstances there is a qualification that helps. Generally we accept that the person who has passed a driving test and holds a driving licence is competent to drive. Or a training course, e.g. attendance at a safety awareness course, may be sufficient to think that a person is competent to be in a certain area and not cause harm to themselves or others. In other circumstances the knowledge that the operative has carried out this task safely for the last 10 years, without danger, may be sufficient to deem competence. Where there is a legal requirement for training then satisfying that requirement will be a necessary part but perhaps not the whole reason for deeming competence.

Where a person is deemed competent or given authority to carry out a task then it would be wise to record that fact.

Competence may be required in overseeing or supervising, advising on safety-critical matters, using particular equipment or working in certain environments.

An incomplete guide list follows:

- **Overseeing or Supervising:**
  - ▶ Supervising personnel;
  - ▶ Supervising activities;
  - ▶ Supervising use of machinery;
  - ▶ Supervising young persons or trainees.
- **Advising on Safety-Critical Matters:**
  - ▶ Advising on risk assessment;
  - ▶ Carrying out occupational health monitoring;
  - ▶ Carrying out equipment maintenance/repair;
  - ▶ Operating equipment;
  - ▶ First aid.



**COMPETENCY/AUTHORISATION REGISTER**

**Name:**

Competency:	Training:	Date deemed competent:	Signed: (Management)
	Experience:		
	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		
Competency:	Training:	Date deemed competent:	Signed: (Management)
	Experience:		
	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		
Competency:	Training:	Date deemed competent:	Signed: (Management)
	Experience:		
	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		

## **SECTION L**

### **Arrangements for Manual Handling Operations**

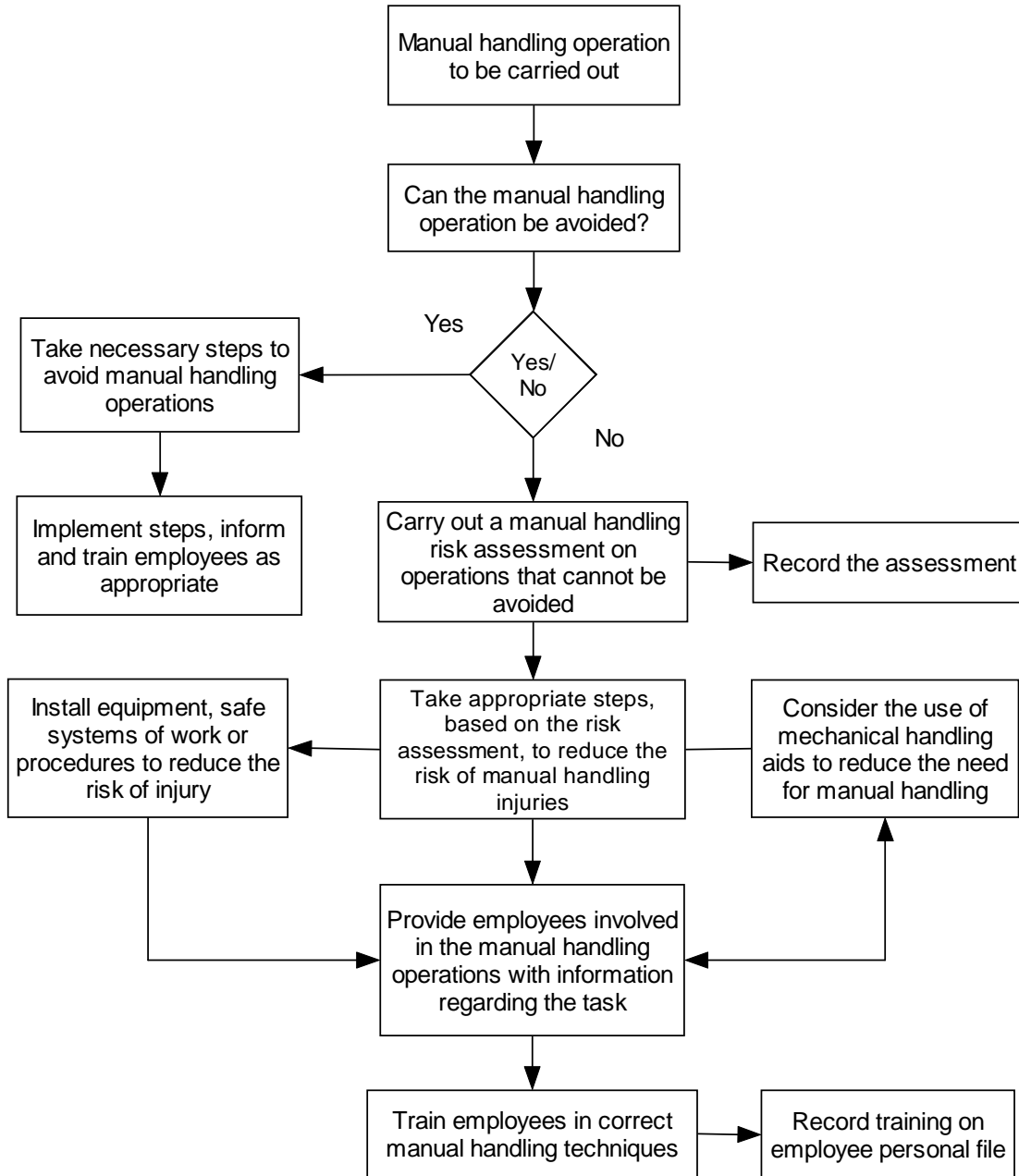
Manual handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Manual Handling Operations Regulations Mannings Harlequin Limited will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then Mannings Harlequin Limited will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessments will be recorded and reviewed if no longer valid or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by Mannings Harlequin Limited (as their employer) to alleviate or reduce the risk of manual handling operations will be communicated to employees.

### Procedure for Manual Handling Operations



## Manual Handling Operations

### INTRODUCTION

The Manual Handling Operations Regulations apply to any manual handling operation that may cause injury at work. These operations will be identified by the risk assessment carried out under the Management of Health and Safety at Work Regulations.

They will include not only lifting but also lowering, pushing, pulling, carrying or moving loads by hand or other bodily force.

As an employer, the organisation is required to take three key steps:

1. Avoid hazardous manual handling operations where reasonably practicable.
2. Adequately assess any hazardous operations that cannot be avoided. Ergonomic assessment looks at the weight, shape and size of the load, the handler's posture, the working environment and the individual's capability. Unless the assessment is very simple, a written record will be needed.
3. Reduce the risk of injury as far as is reasonably practicable.

### PRINCIPLES

The correct method of lifting makes the job easier, less tiring and is less likely to lead to back injuries. Lifting is to be done using the correct muscles - back and abdominal muscles are weak, the leg and thigh muscles are strong. A good posture at the start of the lift is essential; slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting). If the load can be kept close to the body a person can act as a human elevator - resulting in far heavier loads being lifted with far less effort.

There are six significant points in manual handling:

1. Grip - A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Considerable damage can be caused by using the sensitive fingertips; continued use of them leads to strained fingers and forearms.
2. Back - The back should be slightly bent, as should the hips and knees, in order to get close to the load and then to raise it, pushing upwards with the leg muscles. The back should not be flexed any further while lifting, as can happen if the legs begin to straighten before starting to raise the load. Avoid twisting the back or leaning sideways, especially when the back is bent.
3. Head - Keep the head up when handling. Once the load is held securely, look ahead, not down at the load.
4. Feet - The correct position of the feet is approximately the width of the hips apart, with one foot slightly in front of the other in order to maintain balance. This position provides a stable base as the load is lifted. Be prepared to move the feet during the lift to maintain stability - turning by moving the feet is better than twisting and lifting at the same time.
5. Arms - Where possible, the load should be hugged as close to the body as possible so that the body does not become unbalanced.
6. Body - Keep the load close to the body for as long as possible while lifting and keep the heaviest side of the load next to the body.

## **OTHER PRECAUTIONS**

- A person should always be able to see where they are going.
- It is good practice to look over the route before lifting to ensure that there are no obstructions or obstacles in the way.
- Stacking is only to be as high as it is possible to go with the elbows still tucked into the sides.
- Hand hooks or other lifting aids are to be used if loads are unwieldy or irregular in shape.
- If there is uncertainty as to the weight of the object to be lifted, or the person who is to do the lifting is unsure of their capabilities, help is to be sought.

## MANUAL HANDLING ASSESSMENT FORM

Name:

Date:

Reference Number

Name of Operation

Frequency of Operation

Operation Type (Single/Generic)

Organisation

Department

Description of load

Description of operation with line diagrams or pictures

Video Record number (if appropriate)

**THE TASK**

Is the carrying load held at a distance from the trunk?	Yes No	 
If yes, provide an estimate of distance		cm
Can the load be held against the body?	Yes No	 
Is the load held to the side of the body with one hand?	Yes No	 
If yes, explain why this is necessary		
Is the weight of the body unevenly distributed?	Yes No	 
Are the feet too close together?	Yes No	 
If yes to either, explain why		
Does the task involve twisting the trunk?	Yes No	 
If yes, provide an estimate of maximum twist (in degrees).		degrees
Does the task involve poor posture such as stooping?	Yes No	 
If yes, provide approximate maximum angle of stoop (in degrees).		degrees
Does the task involve bending backwards to reach objects on a high shelf?	Yes No	 
Does the task require precision actions to manipulate the load into place?	Yes No	 
If so, describe		

Does the task involve excessive lifting or lowering distances?	Yes No	
Provide the height the load is lifted through (in centimetres)		cm
Provide the starting height, relative to the floor (in centimetres).		cm
Does the task involve excessive carrying distance?	Yes No	
If the distance is greater than 10m, provide the distance (in metres).		m
Does the task involve excessive pushing or pulling of the load?	Yes No	
Provide the maximum starting force (in kilograms).		kg
Provide the maximum stopping force (in kilograms).		kg
Provide the maximum continuous force (in kilograms)		kg
Does the task involve risk of sudden movement of the load?	Yes No	
If so, describe		
Does the task involve dynamic handling of loads such as throwing?	Yes No	
If yes, describe		
Does the task involve frequent or prolonged physical effort?	Yes No	
What is the total duration of work (in hours)?		hours
How frequent is the action performed (in minutes)?		min
If so, describe		



Does the task involve handling while seated?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
If so, what are the forces or weights involved (in kilograms)	Kg	
Does the task involve team handling?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
If so, how many participate in the team?		

INDIVIDUAL CAPABILITY

Does the task require unusual strengths, height, etc?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Describe the handler(s) (age ranges, sex and note any extremely large or small individuals).		
Are any of the handlers pregnant?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Do any of the handlers have health problems?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Name any members of the workforce who may be at risk		
Is special knowledge or training required for safe task performance?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Specify the training required for this activity.		
Is there any special protective equipment or are there any items of clothing or other personal effects being worn by individuals that may increase their risks of suffering and injury during a manual handling operation?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
If yes, describe them		

**THE LOAD**

Is the load heavy?	Yes	
	No	
Provide the weight (if lifting or holding) or force required to move the load (if pushing or pulling) (in kilograms).		kg
Describe the measurement, conditions and equipment used		
Is the load bulky or unwieldy?	Yes	
	No	
Provide height of load		
Provide the length of the load		
Provide the width of the load		
If the weight of the load is unevenly distributed, describe		
Is the load difficult to grasp?	Yes	
	No	
If any, describe handholds.		
Is the load unstable, or the contents likely to shift?	Yes	
	No	
If so describe		
Is the load sharp, hot or otherwise potentially damaging?	Yes	
	No	
Describe the features of the load		

**THE WORKING ENVIRONMENT**

Are there space constraints preventing good posture?	Yes No	
Provide the dimensions of the workspace, together with the widths of passageways, etc relative to the dimensions of worker and load combined (attach a diagram or photograph if required).		
Are there uneven, slippery or unstable floors	Yes No	
If yes, describe		
Are there variations in level of floors or work surfaces?	Yes No	
Describe the extent of variations, their causes and locations		
Are there extremes of temperature, humidity or air movement?	Yes No	
Provide values for these if available, together with details of the equipment used.		
Are there poor lighting conditions?	Yes No	
Do handlers move between areas with difficult levels of illumination?	Yes No	
Provide light levels and ratios of illumination between different working areas.		

If the operation involves team handling, do noise levels impair necessary communication?	Yes	
	No	
What values were measured with what equipment, and what is the effective range for spoken communication		
Are there any potentially hazardous chemicals in the working area which will impair safe performance of manual tasks?	Yes	
	No	
Describe these and concentrations		

Your comments please

Assessor Name / Position:

Signature:

Date Assessed:

## SECTION M

### Arrangements for Fire and Emergencies (Premises and Site)

It is the policy of Mannings Harlequin Limited that suitable and sufficient fire and emergency procedures be in place at our **premises** and **on site** in order to facilitate effective evacuation or other appropriate action, and to ensure that employees' personal health and safety is not put at risk unduly during the course of such action.

**Alan Mannings** will ensure that the procedures are put in place, implemented and maintained.

In the event of a fire, explosion or damage to services (water, electric or gas) occurring, full details of the incident are to be passed to **Alan Mannings** as soon as possible.

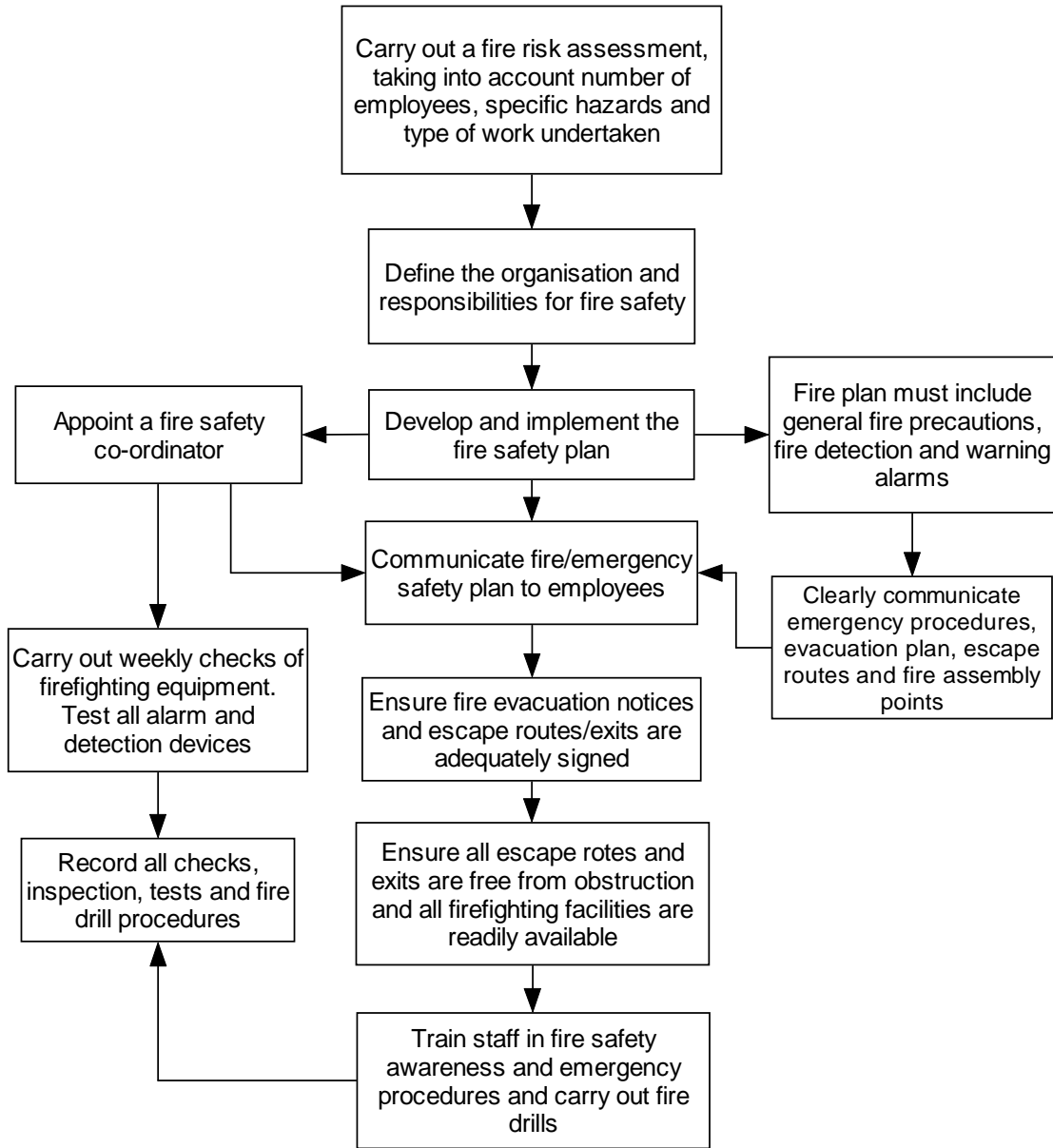
Suitable and sufficient fire and emergency procedures should be in place at the premises and on site in order to facilitate effective evacuation or other appropriate action and to ensure that employees' health and safety is not put at risk unduly during the course of such action.

### FIRE PRECAUTIONS

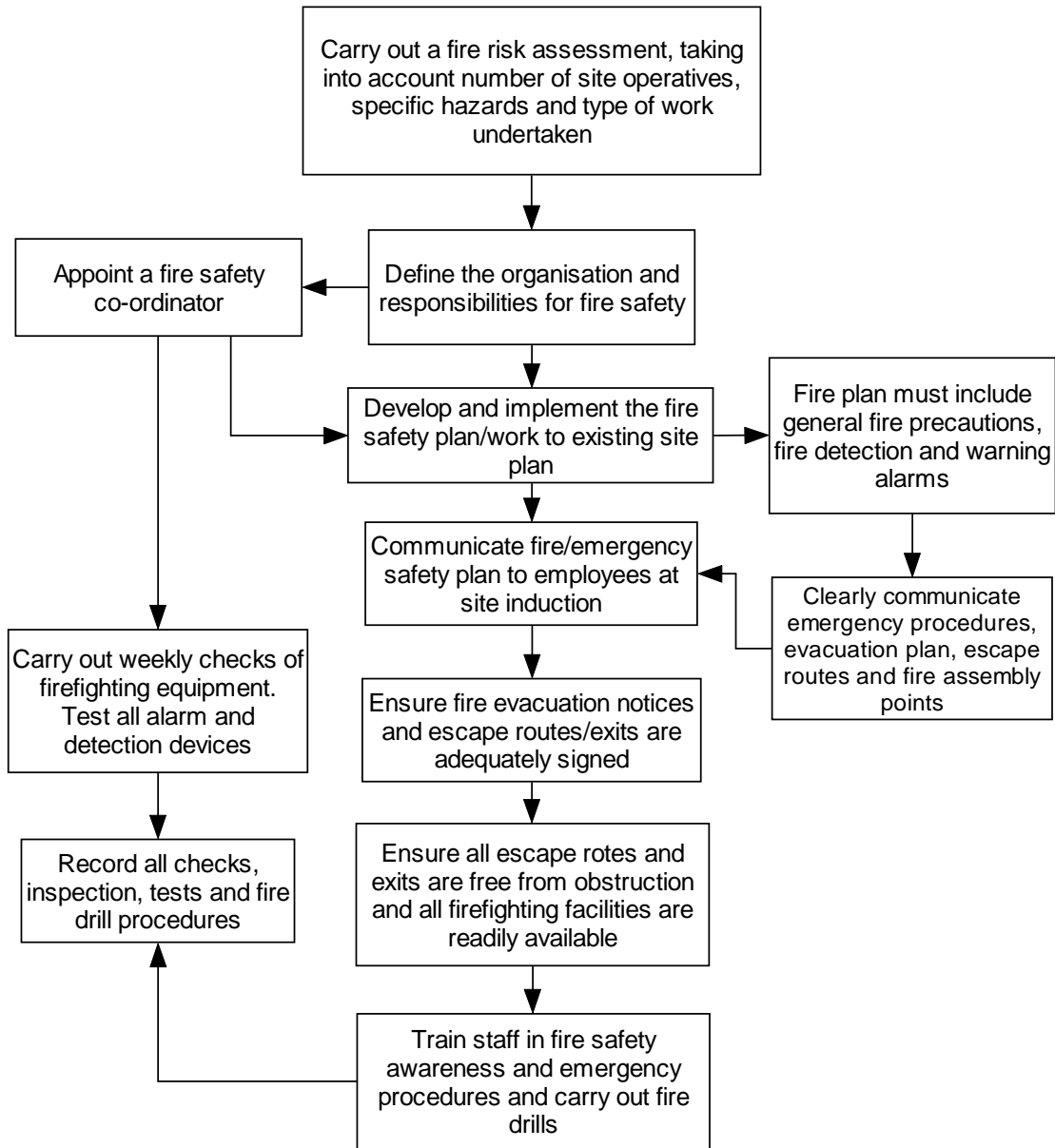
**Alan Mannings** shall ensure that:

1. Sufficient firefighting equipment is available on the premises and site, that it is serviced/maintained at least once a year.
2. Training and instruction are given to staff in respect of means of escape, the use of the firefighting equipment and the fire drill procedure.
3. The fire drill procedure is tested periodically.
4. Records are kept of items 1 to 3 above.
5. The following check is made of the premises and site, either personally or by a designated member of staff, when work ceases:
  - ▶ Electric, gas and oil equipment not required to operate overnight is switched off;
  - ▶ Equipment in use overnight is safe;
  - ▶ No evidence of smouldering materials;
  - ▶ Fire doors and smoke stop doors are closed;
  - ▶ Windows are closed, outside doors locked and the premises are secure against intruders.

### Procedure for Fire and Emergencies (Premises)



### Procedure for Fire and Emergencies (Site)



## Premises Fire and Emergency Procedure

Suitable and sufficient fire and emergency procedures should be in place at the premises in order to facilitate effective evacuation or other appropriate action and to ensure that staff's health and safety is not put at risk unduly during the course of such action. The following is an example of the type of procedures that would be put in place, although it is possible that these procedures may be more detailed or complicated depending on the nature, extent and complexity of the premises.

### FIRE PRECAUTIONS

The designated Fire Co-ordinator is to ensure that:

1. Sufficient fire fighting equipment is available on the premises and that it is serviced/ maintained at least once a year.
2. Training and instruction are given to staff in respect of means of escape, the use of the fire fighting equipment and the fire drill procedure.
3. The fire drill procedure is tested periodically.
4. Records are kept of items 1 to 3 above.
5. The following check is made of the premises, either personally or by a designated member of staff, when work ceases:
  - ▶ Electric, gas and oil equipment not required to operate overnight is switched off;
  - ▶ Equipment in use overnight is safe;
  - ▶ No cigarettes are left smouldering;
  - ▶ Fire doors and smoke stop doors are closed;
  - ▶ Windows are closed, outside doors locked and the premises are secure against intruders.
6. Fire Exit

This will require that a fire patrol is carried out 1 hour after the end of any hot-works.

**A suitable fire assembly area will be designated in compliance with routine orders issued by this organisations representative or defined in the health and safety plan.**

### TEMPORARY BUILDINGS

Temporary buildings should be at least 10.0 metres away from the permanent structure to create a fire gap. Where the break is less than 6.0 metres then the temporary building should not add to the spread of fire or the creation of smoke/toxic fume. In order to ensure this the following standards apply:

- Internal ceiling and all wall surfaces to BS 476 part 7.
- External roof surface to BS 476 part 3.
- Walls and roof 30 minute fire resistance to BS 476 parts 20 and 22.
- Doors and windows 30 minute fire resistance to BS 476 parts 20 and 22.
- Supporting members 30 minute fire resistance to BS 476 parts 20 and 21.
- Metal tread staircases to be used (SFRP).

Where the temporary building is located within another building, fire access and escape routes should be clearly marked.



## Site Fire and Emergency Procedure

Suitable and sufficient fire and emergency procedures should be in place at each site in order to facilitate effective evacuation or other appropriate action and to ensure that operatives' health and safety is not put at risk unduly during the course of such action. The following is an example of the type of procedures that would be put in place at the site, although it is possible that these procedures may be more detailed or complicated depending on the nature, extent and complexity of the site, and if there are any existing emergency/fire procedures in place for the site.

### FIRE PRECAUTIONS

The site manager is to ensure that:

1. Sufficient fire fighting equipment is available on the site and that it is serviced/maintained at least once a year.
2. Training and instruction are given to staff in respect of means of escape, the use of the fire fighting equipment and the fire drill procedure.
3. The fire drill procedure is tested periodically.
4. Records are kept of items 1 to 3 above.
5. The following check is made of the site, either personally or by a designated member of staff, when work ceases:
  - ▶ Electric, gas and oil equipment not required to operate overnight is switched off;
  - ▶ Equipment in use overnight is safe;
  - ▶ No cigarettes are left smouldering;
  - ▶ Fire doors and smoke stop doors are closed;
  - ▶ Windows are closed, outside doors locked and the premises are secure against intruders.

This will require that a fire patrol is carried out 1 hour after the end of any hot-works.

**A suitable fire assembly area will be designated in compliance with routine orders issued by the company representative or defined in the health and safety plan.**

### UNDERGROUND SERVICES

In the event that any underground services are struck contact is to be made with the organisation to which the underground services belong. All work in the area is to cease until such time as the services have been examined and the area is made safe. A list of the relevant organisations is to be retained on site.

### TEMPORARY ACCOMMODATION

Site accommodation presents a series of hazards that vary with usage. Temporary site huts see service as offices, workshops, canteens, drying rooms, tool stores, rest rooms and other uses. Frequently they are many of these things at the same time and the site manager should ensure that:

- Fire exits are conspicuously marked, easily and immediately able to be opened from the inside and have unobstructed access and a suitable means of escape.
- Adequate fire fighting equipment is available.

Temporary buildings should be at least 10.0 metres away from the permanent structure to create a fire gap. Where the break is less than 6.0 metres then the temporary building should not add to the spread of fire or the creation of smoke/toxic fume. In order to ensure this the following standards apply:

- Internal ceiling and all wall surfaces to BS 476 part 7.
- External roof surface to BS 476 part 3.
- Walls and roof 30 minute fire resistance to BS 476 parts 20 and 22.
- Doors and windows 30 minute fire resistance to BS 476 parts 20 and 22.
- Supporting members 30 minute fire resistance to BS 476 parts 20 and 21.
- Metal tread staircases to be used (SFRP).

Where the temporary building is located within another building, fire access and escape routes should be clearly marked.

**Fire Risk Assessment**  
to comply with the requirements of  
**The Regulatory Reform (Fire Safety) Order 2005**

<b>Company Name:</b>				<b>Date:</b>					
<b>Workplace Address:</b>				<b>Contact Name:</b>					
				<b>Contact Number:</b>					
<b>Nature of Occupancy:</b>				<b>Use of Remainder of Building:</b> (e.g. multiple occupancy)					
<b>Construction of Building:</b>									
<b>Which areas of the Building are covered by this Assessment?:</b>									
<b>Are any areas of the Building not covered by this Assessment?:</b>									
<b>No of Floors in the Building:</b>		<b>No. of Staircases in the Building available as Exit Routes from the Workplace:</b>				<b>No. of Final Exits:</b>			
<b>Maximum No. of Employees at Risk in the Workplace:</b>					<b>Maximum No. of other Persons at Risk in the Workplace:</b>				
<b>Action Required</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
Indicate by Tick									
<b>Assessor</b>		<b>Position</b>				<b>Review Date</b>			

Figure 28 Fire Risk Assessment

STEP 1 - FIRE HAZARDS	FIRE HAZARDS IDENTIFIED
<p>What are the possible sources of ignition within the workplace? Consider the following:</p> <ul style="list-style-type: none"> <li>● smoking materials</li> <li>● faulty electrical equipment / overloaded electrical sockets</li> <li>● heat from processes</li> <li>● some chemicals (should be identified as oxidizing materials)</li> <li>● oxygen supplies from cylinder storage</li> <li>● arson</li> </ul>	
<p>What sources of fuel may present a fire hazard in the workplace? Consider the following:</p> <ul style="list-style-type: none"> <li>● flammable liquid-based products (e.g. paints, varnishes, thinners, adhesives)</li> <li>● flammable liquids /solvents (e.g. alcohol (spirits), white spirit, methylated spirit, cooking oils, cigarette lighters)</li> <li>● flammable chemicals (e.g. cleaning products, photocopier chemicals)</li> <li>● flammable gases (e.g. liquefied petroleum gas (LPG), acetylene)</li> <li>● displays and stands</li> <li>● drapes, hangings, decorations</li> <li>● packaging materials, stationery, advertising material</li> <li>● plastics and rubber (e.g. video tapes, polyurethane foam-filled furniture, polystyrene-based materials, exercise mats)</li> <li>● upholstered seating and cushions, soft furnishings, textiles</li> <li>● litter and waste products (particularly shredded paper, wood shavings, timbers, offcuts, dust accumulation)</li> <li>● fireworks and pyrotechnics</li> </ul>	
<p>What situations may assist the spread of fire and smoke? Consider the following:</p> <ul style="list-style-type: none"> <li>● vertical shafts, e.g lifts, open stairways, dumb waiters</li> <li>● false ceilings, especially if they are not fire stopped above walls</li> <li>● voids behind wall panelling</li> <li>● large roof cavities</li> <li>● unsealed doors (missing infumescent strip etc)</li> <li>● unsealed holes in walls and ceiling (caused by pipework, cables etc).</li> </ul>	
<p>What hazardous processes generally take place within the workplace? (e.g. welding, cutting, grinding, refuelling of vehicles, etc)</p>	

STEP 2 - PERSONS/GROUPS AT RISK	PERSONS/GROUPS IDENTIFIED
Who are the persons at significant risk in the event of a fire? ● employees / helpers who are unfamiliar with the premises ● lone workers (e.g. cleaners) ● visitors / casual users ● less able persons (e.g. those with mobility, hearing or vision impairment) ● unaccompanied children ● emergency services (i.e. fire fighters, ambulance crews)	
STEP 3 - EVALUATING THE RISKS	
(a) Are all the identified hazards adequately controlled? If no, record finding in Part A	
(b) From the hazards identified in Step 1, what is the likelihood of a fire occurring in the area being assessed?	(tick or circle as appropriate):  Low / Medium/ High
(c) Taking into consideration the hazards identified in Step 1 and the persons identified as being at significant risk in Step 2, what is the likely severity of a fire that may occur in the area being assessed?	(tick or circle as appropriate):  Low / Medium/ High

**PART A**

Existing significant hazards / risks that are not adequately controlled	
<b>Further Action required?</b>	
<b>Action By:</b>	<b>By When:</b>

STEP 4 - FIRE DETECTION, FIRE WARNING & EMERGENCY LIGHTING	
<p>(a) Type of fire detection system (describe):</p> <p>Are detectors of the right type / in appropriate locations?</p> <p>Does the detection system ensure that a fire warning is raised in time for all occupants to escape to a place of total safety?</p>	
<p>(b) Type of fire warning system (describe):</p> <p>Is the warning system sufficient for the risks involved?</p>	
<p>(c) Can the means for giving a warning be clearly understood throughout the whole site?</p>	
<p>(d) If the fire detection and warning system is electrically powered, does it have a back-up power supply?</p>	
<p>(e) Is an emergency lighting system installed? Is an emergency lighting system required? (Will the premises be used in hours of darkness?)</p>	
<p>(f) If installed, is the emergency lighting system independent of the main power supply?</p>	
<p>g) Have employees been informed about the fire alarm system?</p> <p>Do they know how to operate it? Do they know how to respond to it?</p>	
<p>(h) Are there sufficient numbers of Fire Action signs displayed (i.e. what to do in the event of a fire)? Have the relevant details been filled in?</p>	
<p>(i) Are there any areas, particularly unoccupied ones, where there could be a delay in detecting the start of a fire?</p>	
<p><b>Further Action Required?</b></p>	
<p><b>Action By:</b></p>	<p><b>By When?</b></p>

<b>STEP 5 - MEANS OF ESCAPE</b>	
(a) Are all persons in the workplace able to react quickly in the event of a fire?  If not, who is affected?	
(b) Is a refuge area needed to protect those unable to react quickly in the event of a fire?  If so, has one been established?	
(c) Do exits lead to a place of safety?	
(d) Are all gangways and escape routes free from obstruction?	
(e) Are there enough exits?  Are they in the right place and wide enough?	
(f) Are all escape routes / final exits correctly signed?	
(g) Are fire doors kept closed (not 'wedged' in the open position)?	
(h) Are self-closing devices on fire doors working properly?	
(i) Where appropriate, do doors used for means of escape open in the direction of travel?	
(j) Can all final exit doors be opened easily and immediately if there is an emergency?	
<b>Further Action Required?</b>	
<b>Action By:</b>	<b>By When:</b>

STEP 6 - FIRE DRILLS, WHAT TO DO IN THE EVENT OF A FIRE	
a) Are regular fire drills carried out?  At what frequency?	
(b) Are the results of the fire drills recorded?	
(c) Are Fire Marshals / Fire Wardens nominated and suitably trained?	
(d) Where is the Assembly Point situated?  Is it clearly identified?	
(e) Do employees know what to do in the event of a fire?	
(f) Do contractors / visitors to the site know what to do in the event of a fire?	
(g) Is a roll call carried out?  By whom?	
<b>Further Action Required?</b>          	
<b>Action By:</b>	<b>By When:</b>



<b>STEP 7 - MEANS OF FIGHTING FIRE</b>	
(a) Are sufficient fire extinguishers sited throughout the workplace?	
(b) Are fire extinguishers:  The correct type?  Located correctly?  Easily accessible?  Mounted on a wall or stand?  Appropriate signage displayed?	
(c) Have persons likely to use the fire extinguishers been given adequate instruction and training?  If yes, when?	
<b>Further Action Required:</b>          	
<b>Action By:</b>	<b>By When:</b>

<b>STEP 8 - CHECKS, TESTING AND MAINTENANCE</b>	
<p>(a) Are the following checked:</p> <p>Escape routes (recommended daily)?</p> <p>Fire fighting equipment (recommended weekly)?</p> <p>Emergency lighting system (recommended monthly)?</p> <p>Are the results recorded?</p>	<p>(at what frequency?):</p> <p>(at what frequency?):</p> <p>(at what frequency?):</p>
<p>(b) Is the fire detection and warning system checked?</p> <p>At what frequency (recommended weekly)?</p> <p>Are the results recorded?</p>	
<p>(c) Have the fire detection and warning / emergency lighting systems been tested and maintained by a competent person within the last six months?</p> <p>Are the results recorded?</p>	
<p>(d) Have the fire extinguishers been tested and maintained by a competent person within the last year?</p> <p>Are the results recorded?</p>	
<p><b>Further Action Required:</b></p>	
<p><b>Action By:</b></p>	<p><b>By When:</b></p>

<b>STEP 9 - EMERGENCY PLAN</b>	
<p>(a) Has an emergency plan been developed?  (Existing clients' Policies contain emergency plans - is the plan being used?)</p>	
<p>(b) Is the emergency plan displayed in prominent locations around the site?  (This could be provided by fire action notices, or in more complex premises may need to be more detailed)</p>	
<b>Further Action Required?</b>	
<b>Action By:</b>	<b>By When:</b>

## FIRE/EMERGENCY ACTION

(To be displayed at all places of work)

The fire alarm device for this workplace consists of: .....

Alarm call points are located: .....

The assembly point is located: .....

### Action in the event of a fire or explosion:

The following action is to be taken in the event of a fire or explosion occurring:

1. Raise the alarm. If you are not near an alarm device shout "**FIRE**" and give the **location**.
2. Inform ..... who will alert the Fire Brigade by telephone and inform anyone else in the building.
3. Put the fire out if that is possible without putting yourself in danger/report your presence to ..... at the assembly point.

Full details of the incident are to be passed to ..... as soon as possible.

### Action in the event of discovering a bomb (real or hoax):

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. Raise the alarm. If you are not near an alarm device shout "**FIRE**".
2. Inform ..... who will summon the Police by telephone and inform anyone else in the building.
3. Report your presence to ..... at the assembly point.

Full details of the incident are to be passed to ..... as soon as possible.

### Action on hearing the alarm:

On hearing the emergency alarm the following action is to be taken:

1. Evacuate the premises quickly and quietly. Do not wait to finish a phone call or to collect personal belongings.
2. Report your presence to ..... at the assembly point.
3. Do not re-enter the building until the senior fire officer declares that it is safe to do so.

### Summoning the Fire Brigade:

The information that shall be required is:

1. **Organisation Name**
2. **Address**
3. **Telephone Number**
4. **BRIEF DETAILS OF THE EMERGENCY, e.g. FIRE IN THE GROUND FLOOR**

**Fire wardens:**

Names of fire wardens and areas they control:

.....  
.....  
.....  
.....

Due to the nature of the workplace it will not always be possible to have a designated fire warden in each area. It is imperative, therefore, that each member of staff ensures that their area is evacuated and that everyone, including visitors, is alerted and cleared from the workplace. That information should be reported to the senior person in charge at the fire assembly point.

## Fire Safety Inspection

### Fire Safety Inspection Checklist

**Organisation name:**

**Area inspected/site address:**

No	ITEM	YES/NO/ N/A	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
01	All combustibles and rubbish being removed regularly from work areas?			
02	Fire procedures included in safety plan. Fire/emergency procedures displayed?			
03	Fire extinguishers locations correctly signed?			
04	Fire extinguishers in good condition, in correct locations and serviced within last 12 months?			
05	Fire extinguishers appropriate quantity and type for fire risk?			
06	Fire extinguishing equipment being inspected weekly for damage?			
07	Fire extinguishers located at fire points?			
08	Fire alarm used?			
09	Fire procedures part of induction procedure?			
10	Fire drill conducted within the last 6 months or sooner where applicable?			

No.	ITEM	YES/NO/ N/A	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
11	Fire marshals appointed?			
12	Employees trained in use of extinguishing equipment?			
13	Fire escapes and emergency routes correctly signed?			
14	Fire doors open outwards and unobstructed on both sides?			
15	Fire escape routes kept clear?			
16	Fire escape routes adequately illuminated?			
17	Emergency lighting required in any work areas to facilitate evacuation if main supply fails?			
18	Emergency lighting tested?			
19	"No Smoking" and similar warning signs displayed in areas of flammable materials storage?			

**Person completing checklist:**

**Job title:**

**Date:**

## SECTION N

### Arrangements for First Aid, Medical Emergencies, Accidents/Incidents

#### FIRST AID

**Alan Mannings** shall ensure that there are sufficient first aiders available at all workplaces.

Details of the first aid kit locations and names of first aiders shall be displayed on designated notice boards within the workplace.

The responsibility for ensuring first aid kits are kept fully stocked at all times rests with the designated first aiders/appointed persons:

First aid kits kept in Mannings Harlequin Limited's vehicles are the responsibility of the driver of the vehicle.

#### MEDICAL EMERGENCIES

In the event of an injury or sudden illness the following action is to be taken:

1. First aid assistance is to be obtained, if appropriate.
2. The injured or ill person is to be conveyed to hospital by the quickest possible means, or an ambulance is to be summoned, ensuring that the address is given accurately.
3. The full details of the injured or ill person and the details of the injuries or illness are to be passed to **Alan Mannings, Karl Little and Edward Gordon** as soon as possible.

#### ACCIDENTS/INCIDENTS

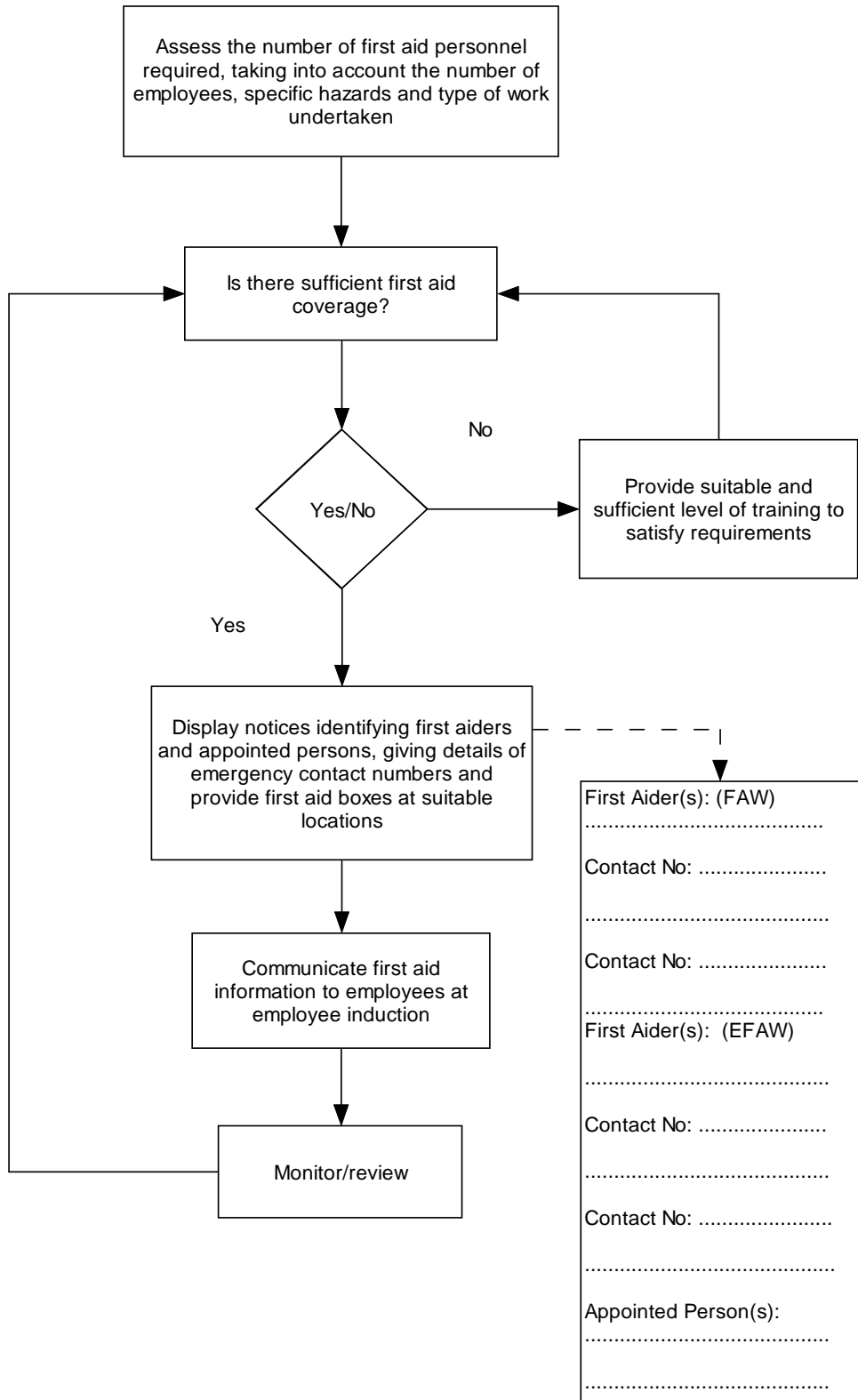
All accidents and cases of work-related ill-health are to be recorded in the designated Mannings Harlequin Limited accident book.

**Alan Mannings** shall be responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority if necessary.

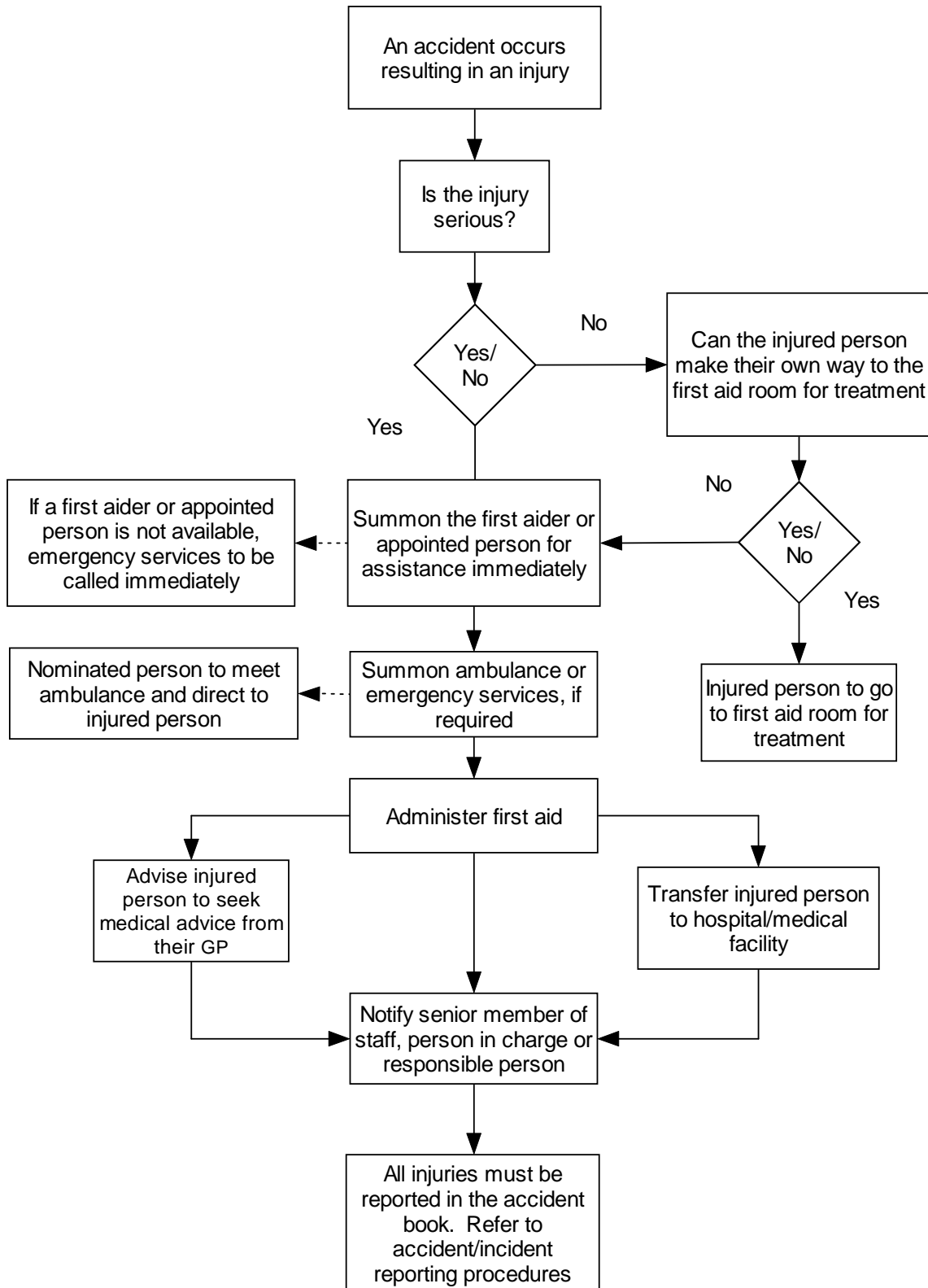
**Alan Mannings, Karl Little and Edward Gordon** shall be responsible for investigating accidents/incidents, ill-health and dangerous occurrences. At their discretion they may call on THSP to assist with the investigation.



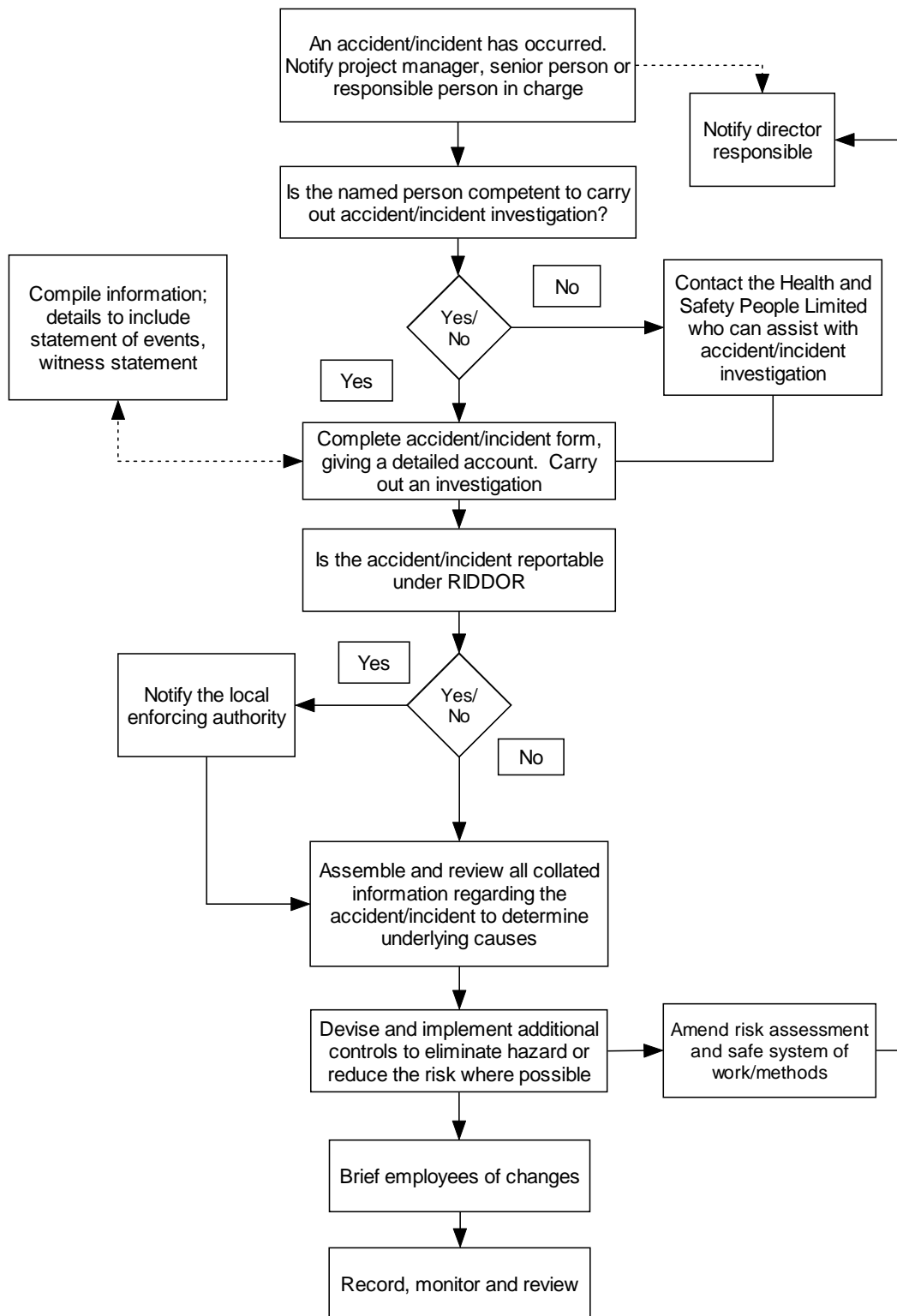
### Procedure for Assessing First Aid Requirements



## Procedure for Dealing with Medical Emergencies



## Procedure for Accident/Incident Investigation and Reporting



## Assessing First Aid Requirements

In accordance with the Approved Code of Practice (ACoP) relating to first aid provision, this organisation recognises that numbers of first aiders and their skills level will only be adequately addressed if a suitable assessment is carried out on the first aid requirements of the organisation. The ACoP states that if the assessment identifies a need for first aiders then employers should ensure that they are provided in “sufficient numbers at appropriate locations”.

It is recognised by this organisation that the assessments carried out need not be recorded but, as employers may have to justify their decisions, it should look at the following:

ASPECTS TO CONSIDER	IMPACTS ON FIRST AID PROVISION
<b>Hazards</b> (use the finding of your risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first aid provision)	
Does your workplace have low-level hazards, like you might find in offices and shops?	The minimum provision is: <ul style="list-style-type: none"> <li>• An appointed person to take charge of first aid arrangements.</li> <li>• A suitably stocked first aid box.</li> </ul>
Does your workplace have higher level hazards, such as chemicals or dangerous machinery? Do your work activities involve special hazards, such as hydrofluoric acid or confined spaces?	You should consider: <ul style="list-style-type: none"> <li>• Providing first aiders.</li> <li>• Additional training for first aiders to deal with injuries caused by special hazards.</li> <li>• Additional first aid equipment.</li> <li>• Precise siting of first aid equipment.</li> <li>• Providing a first aid room.</li> <li>• Informing the emergency services.</li> </ul>
<b>Employees</b>	
How many people are employed on site?	Where there are small numbers of employees, the minimum provision is: <ul style="list-style-type: none"> <li>• An appointed person to take charge of first aid arrangements.</li> <li>• A suitably stocked first aid box.</li> </ul> Where there are large numbers of employees you should consider providing: <ul style="list-style-type: none"> <li>• First aiders.</li> <li>• Additional first aid equipment.</li> <li>• A first aid room.</li> </ul>
Are there inexperienced workers on site, or employees with disabilities or particular health problems?	You should consider: <ul style="list-style-type: none"> <li>• Additional training for first aiders .</li> <li>• Additional first aid equipment.</li> <li>• Local siting of first aid equipment .</li> </ul> Your first aid provision should cover work experience trainees.

<b>ASPECTS TO CONSIDER</b>	<b>IMPACTS ON FIRST AID PROVISION</b>
<b>Accidents and ill-health record</b>	
What injuries and illness have occurred in your workplace and where did they happen?	Make sure your first aid provision caters for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review your first aid provision as appropriate.
<b>Working arrangements</b>	
Do you have employees who travel a lot, work remotely or work alone?	You should consider: <ul style="list-style-type: none"> <li>• Issuing personal first aid kits</li> <li>• Issuing personal communicators/ mobile phones to employees.</li> </ul>
Do any of your employees work shifts or work out of hours?	You should ensure there is adequate first aid provision at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You should consider provision in each building or on each floor.
Is your workplace remote from emergency medical services?	You should: <ul style="list-style-type: none"> <li>• Inform the emergency services of your location.</li> <li>• Consider special arrangements with the emergency services.</li> </ul>
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure adequate first aid provision. A written agreement between employers is strongly recommended.
Do you have enough provision to cover for your first aiders or appointed persons when they are absent?	You should consider: <ul style="list-style-type: none"> <li>• What cover is needed for annual leave</li> <li>• What cover is needed for unplanned and exceptional absences.</li> </ul>
<b>Non-employees</b>	
Do members of the public visit your premises?	Under the Regulations, you have no legal duty to provide first aid for non-employees, but HSE strongly recommends that you include them in your first aid provision.

## **CATEGORIES OF FIRST AIDERS**

A first aider is someone who has undertaken training and holds a valid certificate of competence in either:

- First aid at work (FAW). Or
- Emergency first aid at work (EFAW).

EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illness.

## APPOINTED PERSONS

If you decide that you don't need a first aider in your workplace, you should appoint someone to take charge of first aid equipment and facilities and calling the emergency services when required.

## TABLE OF SUGGESTED NUMBERS OF FIRST AID TRAINED PERSONS

Where there are special circumstances, such as remoteness from emergency medical services, shift working or sites with several separate buildings, there may be a need for more trained first aid personnel than set out below. Increased provision will be necessary to cover for absences.

CATEGORY OF RISK	NUMBERS EMPLOYED AT ANY LOCATION	SUGGESTED NUMBER OF FIRST AID PERSONNEL
<b>Lower risk</b> e.g. shops, offices, libraries	Fewer than 25	At least one appointed person
	25-50	At least one first aider trained in EFAW
	More than 50	At least one first aider trained in FAW for every 100 employed (or part thereof)
<b>Higher risk</b> e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person
	5-50	At least one first aider trained EFAW or FAW depending on the type of injuries that might occur.
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

## FIRST AID ASSESSMENT CHECKLIST

The minimum first aid provision for each work site is:

- A suitably stocked first aid container.
- A person to take charge of first aid arrangements.
- Information for employees on first aid arrangements.

## FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

When the assessment of first aid requirements has been completed, this organisation will provide the materials, equipment and facilities needed to ensure that the level of first aid cover identified as necessary will be provided for all staff at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it.

## FIRST AID CONTAINERS

The minimum level of first aid equipment is a suitably stocked and properly identified first aid container. There will be at least one first aid container supplied with a sufficient quantity of first aid materials at each work site, suitable for the particular circumstances.

It will be ensured that first aid containers are easily accessible and placed, if possible, near to hand washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked with items useful for giving first aid.

### Tablets and medication should not be kept.

As there is no mandatory list of items that should be included in a first aid container this organisation will decide on what to include from information gathered during our assessment of first aid needs. We will use the requirements of BS 8599, detailed below as a guide.

Content	First aid kit size (As recommended below)			
	Small	Medium	Large	Travel
Guidance card	1	1	1	1
Contents list	1	1	1	1
Medium dressing	4	6	8	1
Large dressing	1	2	2	1
Triangular ban	2	3	4	1
Safety pins	6	12	24	2
Sterile eyepad	2	3	4	0
Sterile dressings	40	60	100	10
Alcohol-free wipes	20	30	40	4
Adhesive tape	1	1	1	1
Nitrile gloves	6	9	12	1
Sterile finger dressing	2	3	4	0
Resuscitation faceshield	1	1	2	1
Foil blanket	1	2	3	1
Burn dressing	1	2	2	1
Shears	1	1	1	1
Conforming bandage	1	2	2	1
Eyewash 250ml	0	0	0	1

Hazard	Recommended first aid kit size		
	Small	Medium	Large
Low hazard Workplace	Fewer than 25 employees	25 - 100 employees	Over 100 employees
High hazard Workplace	Fewer than 25 employees	5 - 25 employees	Over 25 employees

This is a suggested contents list only, equivalent but different items will be considered acceptable.

## Accident Investigation and Reporting

In the event of an employee of this organisation suffering any of the following:

- Fatal injury;
- Specified Injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more, etc);
- An injury resulting in the employee being absent from work for more than 7 days;
- Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc); or
- Any other accident resulting in damage to property or injury to employees and/or members of public

certain procedures must be followed as described below.

Initially, the accident **must** be reported to your supervisor as soon as possible and be reported in the accident book held on the premises. Those working on sites away from the organisation's premises are to ensure that the accident is reported to head office for entry in the accident book.

The details that must be recorded in the accident book are:

- Name of the person suffering the injury;
- Date and time of the injury;
- Name of person reporting the injury;
- Cause of the injury;
- Any action taken as a result of the injury;
- Whether or not the injury is reportable to the enforcing authority (the Health and Safety Executive or local authority); and
- Nature of the injury (e.g. part of the body affected).

The supervisor is required to report the incident to head office management who will decide if it is reportable to the enforcing authority. If it is, an appointed member of management will complete the online report within the time period specified by law. Details of the accident reporting telephone line are given overleaf. Over-seven-day injuries must be reported within 15 days to the HSE office (or the Local Authority Environmental Health Department) that serves the location of the accident. Deaths and specified injuries, which are reportable immediately, should be reported by the quickest possible means, then must be followed up by the official reporting form within 10 days via the Internet.

Management will take the appropriate steps to ensure that the incident is investigated as soon as possible, that the results of that investigation are recorded on the internal accident investigation form, and that remedial measures are put into place to prevent a recurrence.

If there is no supervisor in the area at the time of the incident then the employee suffering the injury **must** report the accident in the accident book and to management as soon as possible. A work colleague can undertake this responsibility if the injured person is unable to do this themselves.



If a member of the public (or other person who is not an employee) is injured as a result of a work activity by one of our employees and that member of the public is taken to hospital for treatment, the accident/injury must be reported to company management **without delay**.

Where an incident has occurred that is classified as a dangerous occurrence it must be reported to management **without delay** - even if no one was injured.

### **ACCIDENT REPORTING TELEPHONE LINE**

Fatal and Specified Injuries may be notified by telephone to the National Incident Contact Centre between the hours of 8.30 a.m. and 5.00 p.m. on weekdays, a report must be received by the enforcing authority within 10 days.

Telephone the Incident Contact Centre on:

**0845 300 9923**

### **ONLINE REPORTING**

Reporting of all other incidents under RIDDOR must be submitted via the relevant online interactive form, available on the HSE Website - [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) .

- F2508IE Report of an Injury;
- F2508DOE Report of a Dangerous Occurrence;
- F2508AE Report of a Case of Disease;
- OIR9BIE Report of an Injury Offshore;
- OIR9BDOE Report of a Dangerous Occurrence Offshore;
- F2508G1E Report of a Flammable Gas Incident;
- F2508G2E Report of a Dangerous Gas Fitting.

### **OVER THREE -DAY INJURIES**

There is no need to report over-three-day injuries; a record of them must be kept, this will be in the form of a record within the accident book.

## ACCIDENT REPORT FORM

To be completed immediately an employee is unable to continue, or commence work following an injury on the premises. (To include injuries such as sprains, strains, back pain, etc.)

Accident Book Reference Number:

Full name of person completing this report:

Date investigation requested:

Date and time investigation commenced:

Location where the investigation is being carried out: (Is it at the actual location of the incident or off site?)

Name of Organisation this investigation is being carried out for:

Name and Job title of person supplying information:

### TYPE OF ACCIDENT (Please tick relevant boxes)

Fatality		Under "seven day" injury		No time lost	
Specified Injury		In hospital more than 24 hours		Member of public/other contractor injured	
Over "seven day" injury		Dangerous occurrence		Became unconscious	
Reportable disease		Damage incident		Needed resuscitation	

### THE INJURED PERSON

Name of Injured Person:

Age

Sex: M/F

Status: Employee  Self Employed  Trainee  Trade Contractor  Other

Injured Person's Home Address:

Telephone Number:

Occupation when Injured:

Normal Occupation:

Years of Experience in Normal Occupation:

Nature of injury or condition, and the part of the body affected:

Organisation Name of Injured Person's Employer:

## **THE ACCIDENT**

What is the exact location of the accident:

Date and time of accident/incident:

What is the normal activity carried out at the location at the time of the accident:

What job was being done by the injured person when they were injured:

What step of the job was in progress:

Describe what happened and how. Include any facts necessary to clarify what happened, e.g. weights and lengths being carried or lifted, distances of falls, etc.

Names, employer's names and telephone numbers of witnesses:

What was the immediate cause of the accident?

## TRAINING AND RECOMMENDATIONS

What job instruction had injured person received relating to the accident, and when?

What action has been taken to prevent a recurrence?

What further recommendations do you make?

Was there a Risk Assessment performed for this task?

Had the recommendations been followed?

Does the Risk Assessment need amending?

Date and time investigation completed:

SIGNATURE OF INVESTIGATOR \_\_\_\_\_

**IT IS IMPORTANT THAT THIS FORM BE SENT TO THE DIRECTOR IN CHARGE OF HEALTH AND SAFETY AT HEAD OFFICE AS SOON AS COMPLETED.**

**INJURED PERSON'S STATEMENT**

Full Name of Person Making this Statement: (Please print)

Signed.....

Date.....

Mannings Harlequin Limited

**WITNESS STATEMENT**

Full Name of Witness: (Please print)

Name of Employer:

Contact Telephone Number:

Signed.....

Date.....

### Near Miss/Incident Report Form

**Note: This form is not to be used for accidents resulting in an injury to employees, visitors or other vulnerable groups**

Report Reference Number:	
--------------------------	--

Full name of person completing this report:	
---	--

Date investigation requested:		Date and time investigation commenced:	
-------------------------------	--	--	--

Location where the investigation is being carried out (Site or Dept):
---

Name and Job title of person supplying information:	
---	--

#### THE NEAR MISS/INCIDENT

What is the exact location of the incident:	
---	--

Date and time of incident:	
----------------------------	--

Details of the incident - explain what happened (how and why) Include any facts necessary to clarify what happened, e.g. equipment / materials used, weather conditions etc.
--

Did the incident breach any known statutory / regulatory condition?	YES / NO (Delete as required), If Yes provide details
---	---

Identify the cause / reasons for the incident:

Immediate action taken:

Recommended further corrective / preventative actions required to prevent recurrence (consider employee training, improved controls, plant & equipment):

Identify who is responsible to take action and by when:

Date and time investigation completed:	
--	--

Signature of Investigator: \_\_\_\_\_

**IT IS IMPORTANT THAT THIS FORM IS SENT TO THE SENIOR MANAGER  
RESPONSIBLE FOR HEALTH AND SAFETY**



## SECTION O

### **Arrangements for Health Surveillance/Management of Occupational Illness**

Health surveillance is the application of systematic, regular and appropriate procedures to detect early signs of work-related ill-health in employees who are exposed to certain health risks and acting on the results. It provides information to allow for the detection of harmful health effects at an early stage and checks that control measures are working, highlighting what and where further action might be needed. It also provides an opportunity to train and instruct employees and gives employees the opportunity to raise any concerns.

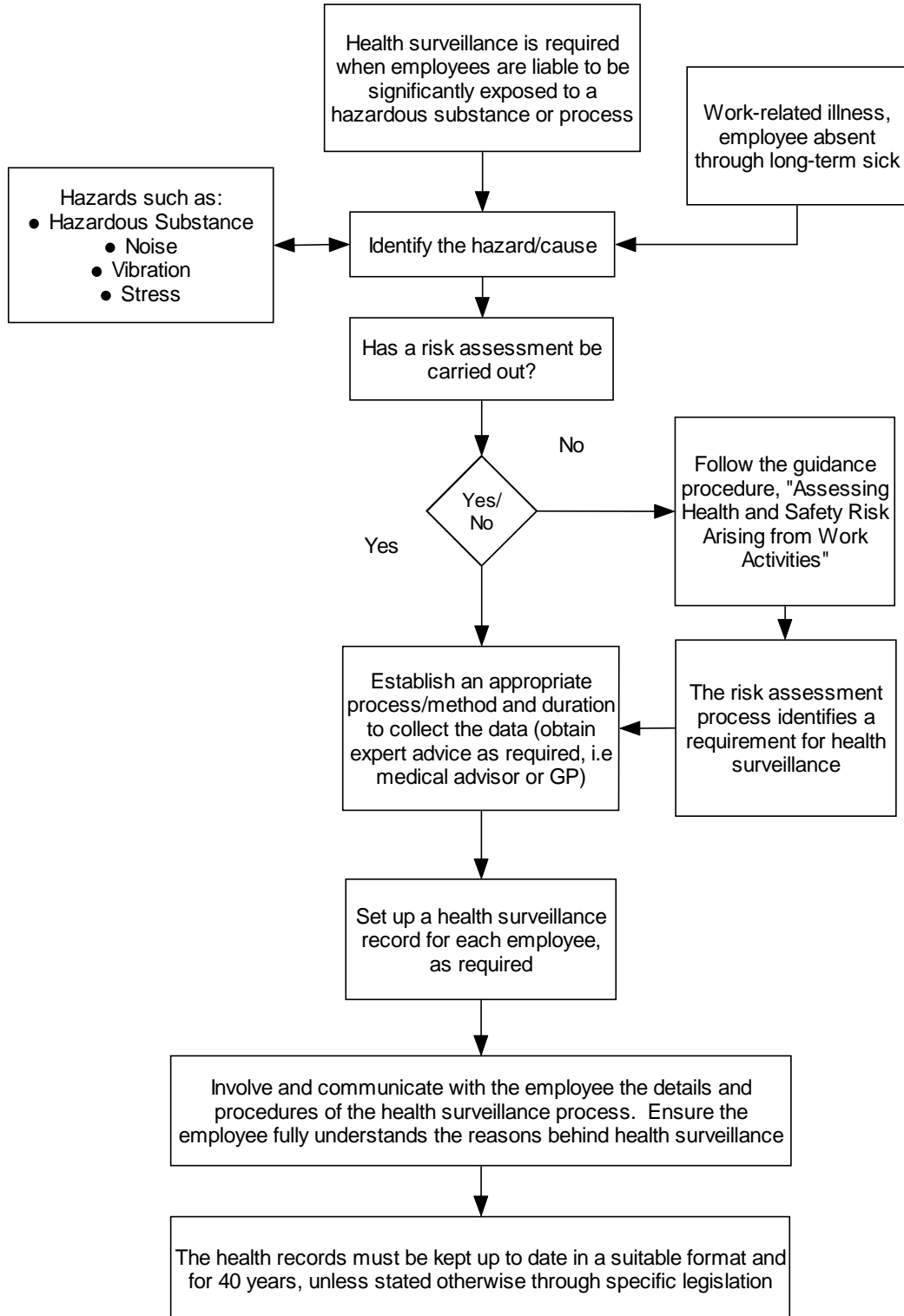
We shall consult with the employees concerned before introducing health surveillance, so that they understand the aims and the importance of their co-operation, in order to ensure that any health surveillance is to be effective.

**Alan Mannings, Karl Little and Edward Gordon** will identify when one of those circumstances exists and will then seek assistance from a competent individual or body, e.g. occupational nurse/doctor, the Employment Medical Advisory Service (EMAS) or other suitable occupational health service provider.

**Alan Mannings, Karl Little and Edward Gordon** will keep all records generated as a result of health surveillance. Medical questionnaires will be treated as confidential and kept securely in personnel files.

**Alan Mannings, Karl Little and Edward Gordon** shall be responsible for investigating work-related causes of sickness absences and is responsible for acting upon investigation findings to prevent a recurrence.

## Procedures for Health Surveillance/Management of Occupational Illness



## Health Surveillance

### INTRODUCTION

Health surveillance includes:

- Collecting, maintaining and reviewing health records for individual employees (personal information about individual employees shall be kept confidential).
- Checks for signs of readily detectable conditions by a responsible person, e.g. a specially trained supervisor or first aider.
- Enquiries, inspections and examinations by a qualified person such as an occupational health nurse or appointed doctor.
- Medical surveillance under the supervision of a doctor. In certain cases the doctor must be an employment medical adviser or a “relevant” doctor.

The Control of Substances Hazardous to Health Regulations require health surveillance to be undertaken where employees are exposed to substances hazardous to health, there is an identifiable disease or adverse health effect related to the exposure and there are valid techniques for detecting indications of the disease or the effect.

The Control of Asbestos Regulations require employers to ensure that health records are kept for employees who undertake licensable work and that adequate medical surveillance is provided through a relevant doctor.

The Control of Lead at Work Regulations requires that where exposure to lead is significant employees are to be under medical surveillance.

The Control of Vibration at Work Regulations require employers to provide health surveillance for all employees who are likely to be regularly exposed to vibration levels at or above the daily exposure action value or are considered to be at risk for any other reason.

The Control of Noise at Work Regulations require the provision of health surveillance for all employees who are likely to be regularly exposed to noise levels at or above daily upper exposure action values or are at risk for any other reason, e.g. they already suffer from hearing loss or are particularly sensitive to hearing damage.

Additionally, the Management of Health and Safety at Work Regulations require that employees are provided with such health surveillance as appropriate having regard to the risk to their health and safety as identified by risk assessments.

### WHY CARRY OUT HEALTH SURVEILLANCE?

The benefits of health surveillance are that it can:

- Provide information to detect harmful health effects at an early stage, thereby protecting employees and confirming whether they are still fit to do their jobs.
- Check that control measures are working well by giving feedback on risk assessments, suggesting where further action might be needed and what that might be.
- Provide data, by means of health records, to detect and evaluate risks.
- Provide an opportunity to train and instruct employees further in safe and healthy working practices.
- Give employees the chance to raise any concerns about the effect of their work on their health.

## **WHEN IS HEALTH SURVEILLANCE APPROPRIATE?**

Health surveillance is required where you answer yes to all of the following:

- Is the work known to damage health in some particular way?
- Is it reasonably likely that damage to health may occur under the particular conditions at work?
- Are there valid ways to detect the disease or condition? (Health surveillance is only worthwhile where it can reliably show that damage to health is starting to happen or becoming likely. A technique is only useful if it provides accurate results, is safe and practicable.)
- Is surveillance likely to benefit the employee?

For example, these criteria would be met in the following circumstances:

- High noise levels are known to cause hearing loss.
- A valid technique - hearing tests - can detect the effect of noise on the hearing of individuals who work in noisy conditions.
- Hearing tests will benefit employees by identifying those at risk so that measures can be taken to protect them and improve working conditions.

Other tips for assessing whether health surveillance might be appropriate include:

- Known previous cases of work-related ill-health in the workplace.
- Reliance on personal protective equipment (PPE) as an exposure control measure.
- Evidence of ill-health in the jobs found within the industry.

Health surveillance is likely to be required for employees who are significantly exposed to:

- Hazardous substances such as chemicals, solvents, fumes, dusts, gases, vapours, aerosols, biological agents and carcinogenic materials (under the Control of Substances Hazardous to Health (COSHH) Regulations).
- Asbestos (under COSHH and the Control of Asbestos Regulations).
- Lead (under COSHH and the Control of Lead at Work Regulations).
- Noise (under the Control of Noise at Work Regulations).
- Hand-arm and whole-body vibration (under the Control of Vibration at Work Regulations).
- Ionising radiation (under the Ionising Radiation Regulations).
- Compressed air work environments (under the Compressed Air Regulations).
- Ultraviolet radiation, i.e. direct sunlight.

## **HAZARDOUS ACTIVITIES/PROCESSES NOT REQUIRING HEALTH SURVEILLANCE**

Many activities may be carried out by employees that, although potentially hazardous to health, do not require formal health surveillance. In such cases exposures are so rare, short or slight that there is only a minimal risk to the employee. Employers must ensure that under these circumstances all employees are provided with information, instruction and training on how to protect their health from these hazards.

## KEEPING RECORDS

Employers must keep an up-to-date health record for each individual employee placed under health surveillance. It should contain at least the following particulars which are approved by the HSE:

- Identifying details:
  - ▶ Surname and forename;
  - ▶ Permanent address;
  - ▶ Sex;
  - ▶ Date of birth;
  - ▶ National Insurance Number;
  - ▶ Date of commencement of present employment;
  - ▶ A historical record of jobs in this employment involving exposure to identified substances requiring health surveillance.
- Results of all other health surveillance procedures, including medical surveillance, and the date on which and by whom they were carried out. The conclusions should relate only to the employee's fitness for work and will include, where appropriate:
  - ▶ A record of the decisions of the medical inspector or appointed doctor;
  - ▶ Conclusions of the medical practitioner, occupational health nurse or other suitably qualified or responsible person.

Individual health records must be kept for a considerable period. Under Regulation 11(3) of COSHH regulations this period is 40 years following the last entry; other regulations may or may not prescribe other specific requirements. Health records should not include confidential clinical data and may be kept in any format, e.g. paper or electronically. Where records are kept electronically, employers should ensure that they have a suitable back-up system in the event of a serious computer failure.

## MONITORING

Health surveillance is only appropriate and worthwhile if you can act upon the results. If employees are suffering from an adverse health effect, e.g. respiratory diseases or dermatitis, then you must prevent further exposure to the substance. This may be by a change of process or material, by relocating the worker or by the provision of respiratory protective equipment (RPE) or personal protective equipment (PPE). RPE and PPE are only suitable where exposure to the substance constitutes a small part of the work, i.e. for short periods of time.

## CONCLUSION

In assessing the need for health surveillance remember the following:

- Health surveillance is not a substitute for preventing or controlling exposure; rather it is a way of seeking to protect employees' health.
- Using the right technique in the right way at the right time is critical. Getting it wrong can be expensive. Also remember that some tests are themselves not free from risk, e.g. x-rays, and the results, if inaccurate or badly explained, could add additional stress to employees.
- Whichever technique is used, you should carry out health surveillance systematically and regularly.
- Simply carrying out health surveillance procedures is not enough; it is essential you act upon the results.

## SECTION P

### Arrangements for Personal Protective Equipment

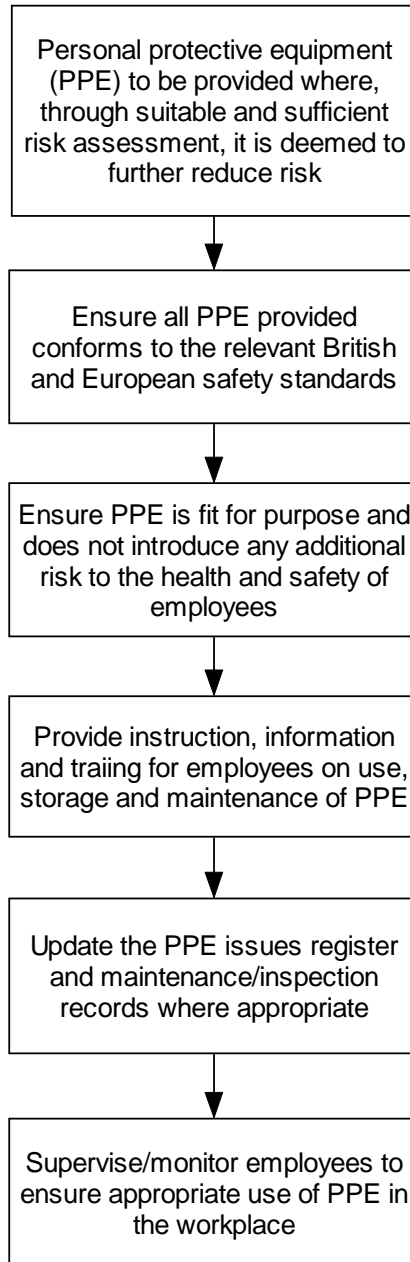
Personal protective equipment (PPE) requirements will be defined by the risk assessment process. Whatever is defined will be communicated to employees and any PPE needed to make the task safe will be supplied to employees by this organisation, free of charge.

**Alan Mannings, Karl Little and Edward Gordon** will ensure appropriate PPE is issued to all employees.

It will be for supervisors to ensure that all employees have been shown how to use, store check and use their PPE.

Faulty PPE shall be reported to **Alan Mannings, Karl Little and Edward Gordon** for replacement.

## Procedures for Personal Protective Equipment



## **Personal Protective Equipment (PPE)**

### **INTRODUCTION**

This organisation is required by Section 2 of the Health and Safety at Work etc. Act to provide a safe place of work. The provision of personal protective equipment (PPE) may assist this organisation in attaining this requirement.

Under Section 7 of the same act employees are required to co-operate with their employer and to look after their own health and safety. It is, therefore, a legal requirement that the employee uses the protective equipment provided by ourselves.

The need to utilise PPE will become apparent as part of the risk assessment process. Where a risk assessment defines the need for PPE this organisation will ensure that the PPE is suitable for the task, suitable for the operative to wear, is properly maintained and that the operative is properly trained to use it.

As well as identifying when employees need PPE, consideration of who else might be at risk is necessary. For instance, are there visitors, maintenance contractors or cleaners who may need to wear PPE to protect them from risks? If there are, decisions must be made on how best to protect them

PPE is the last resort when choosing how to control risks at work as it protects only the person who is wearing it. The PPE regulations require the use of controls that protect everyone, wherever possible; if this is not possible then PPE should be considered.

### **LIMITATIONS OF PPE**

PPE can restrict the people wearing it by limiting their mobility and ability to see or hear properly. It only provides effective protection if it is correctly fitted, maintained and used.

Whichever type of PPE is selected, it must be remembered that:

- even if used together with other control measures, PPE must be capable of providing adequate protection should other controls be ineffective or fail
- no PPE will provide 100% protection
- the effectiveness of PPE may be affected by being worn with other items of PPE, such as face masks with goggles, or ear muffs with spectacles
- effectiveness is reliant upon the PPE being worn for all of the exposure time
- personal factors such as physical characteristics (shape, size, height, facial hair, etc) will affect the fit of PPE
- existing health factors of the user, such as asthma or ear infections, may restrict the use of some types of PPE.

If people have to wear more than one type of PPE at the same time, the equipment must be compatible.

Compatibility should be checked with the PPE suppliers wherever possible. Staff should try out PPE in combination with any other PPE they need to wear. Many suppliers now provide PPE that combines different types of protection in one piece of equipment.



## **SUITABILITY OF PPE**

The nature of the task and the demands it places upon the worker must be taken into account. This should include the physical effort required, methods of work, length of time the PPE is to be worn and the requirements for visibility and communication.

When considering the suitability of the PPE ask the following questions:

- What hazards do people need protection against?
- What is the nature of the job and what demands does it place on the people doing it?
- What part of the body needs to be protected?
- Who will be using the PPE? What is the range of sizes and styles required to make sure it will fit all of them?
- Do any of the PPE users have any health conditions which could affect their ability to use the equipment?
- Is there any way the PPE might increase the overall risk?
- What other PPE does it need to be compatible with?

PPE suppliers should be consulted to obtain information on the suitability and the levels of protection provided by their equipment. Information should also be sought on sizes in the range and the comfort levels afforded.

## **USERS**

Employees should be encouraged to participate in the risk assessment process and be involved in choosing the types of PPE they will have to use.

PPE samples should be provided to staff in order for them to try it out; if possible allowing them to compare different styles, sizes and suppliers, etc. Feedback provided by them can assist you in identifying how effective the PPE is likely to be, how practical it is to use and it is more likely to be accepted in the workplace.

## **PPE STORAGE**

PPE must be stored in a place that makes it readily accessible. The storage may also contain spare replacement parts and cleaning materials (although they should be separate from the PPE to avoid contamination). Employees should receive adequate instruction and training on the correct storage and cleaning procedures.

Suitable storage that protects PPE from contamination, loss or damage, must be provided. This could simply be pegs for hanging up waterproof clothing or a case for safety glasses. PPE that could be contaminated by hazardous substances will need special storage arrangements.

## **PPE MAINTENANCE**

It is necessary to establish a system for properly maintaining PPE, so that it continues to provide effective protection.

The maintenance programme will depend on the type of PPE and how it is used, but it should include:

- Cleaning
- Disinfection
- Examination
- Replacement
- Repair
- Testing.

Before PPE is used, it should be examined to ensure it is in good working order. This includes when it is first issued and before it is put in to use. Staff are trained to examine PPE, carry out simple maintenance and report any losses or defects to a supervisor or manager immediately.

The decision may be made to provide disposable PPE, thereby removing the need for maintenance procedures. If so, those responsible will ensure the users know when and how it should be discarded and replaced.

## **PPE GUIDANCE**

Further information on the specific PPE issued to employees is contained within the guidance note section of the health and safety policy document section P.

## **PPE REGISTER**

When PPE is issued to an individual it is to be recorded on the form provided. A copy of this form is contained overleaf.

### PERSONAL PROTECTIVE EQUIPMENT (PPE) REGISTER

**Name:**

**Site:**

Item	Type	Date issued	Signed	Date returned	Signed
Helmet					
Gloves					
Eye Protection					
Hearing Protection					
RPE/Dust protection					
Foul weather gear					
High-visibility clothing					
Foot protection					
Harness					
Other (specify)					

**PPE - EUROPEAN STANDARD COMPLIANCE**

<b>Item</b>	<b>Type</b>	<b>Standard</b>	<b>Comment</b>
Eye protection	General purpose Impact grade 1 Impact grade 2 Chemical goggles Dust goggles Lens filters for welding	BS EN 166S BS EN 166B BS EN 166F BS EN 166-3 BS EN 166-4 BS EN 169	Recommended for construction
Hearing protection	All types	BS EN 352	Protection must also match the attenuation of the sound source
Foot protection	General purpose safety General purpose protective	BS EN ISO 20345 BS EN ISO 20346	Supersedes BS EN 345 Supersedes BS EN 346
Hand protection	General purpose industrial gloves Rubber gloves for electrical purposes Chemical resistant gloves Protective gloves for chainsaw users Heat resistant for welders/burners	BS 1651 BS EN 60903 BS EN 464 BS EN 381 BS 2653	
Protective clothing	General clothing High-visibility clothing Protective clothing for chainsaw users Protective clothing for welders Personal buoyancy equipment	BS EN 340 BS EN 471 BS EN 381 BS 2653 BS EN 384	
Head protection	Industrial hard hats - heavy duty	BS EN 397	
Respiratory protective equipment	Full-face masks Self-contained open-circuit compressed-air breathing apparatus Fresh-air hose breathing apparatus Compressed-air line breathing apparatus Half-masks and quarter-masks Gas filters and combined filters Particle filters Self-contained closed-circuit breathing apparatus Power-assisted filtering devices incorporating helmets or hoods Power-assisted filtering devices incorporating full-face, half- or quarter-masks Filtering half-masks against particles Power-assisted fresh-air hose breathing apparatus incorporating a hood Compressed-air line breathing apparatus incorporating a hood Compressed-airline or power-assisted fresh-air hose breathing apparatus incorporating a hood	BS EN 136 BS EN 137  BS EN 138 BS EN 139 BS EN 140 BS EN 141 BS EN 143 BS EN 145  BS EN 146 BS EN 147  BS EN 149 BS EN 269 BS EN 270 BS EN 271	For use in abrasive blasting operations
Safety harnesses	Full body harness Pole belts Rescue harness Retractable fall arrester Guided type fall arrester Shock absorbers Lanyards	BS EN 361 BS EN 358 BS 3367 BS EN 360 BS EN 353 BS EN 355 BS EN 354	e.g. Sala Block

## SECTION Q

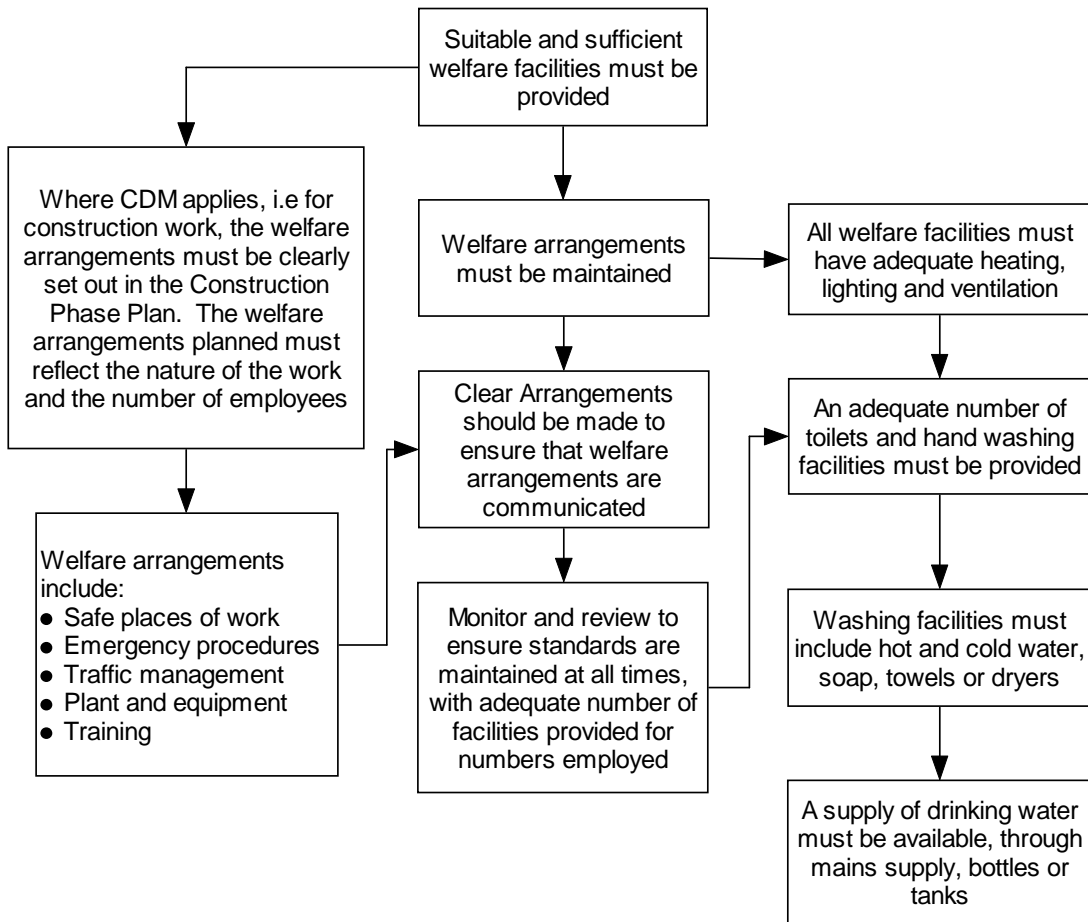
### Arrangements for Employee Welfare, Safety and Health

Welfare facilities are provided for the use of employees. **Alan Mannings** will be responsible for ensuring facilities on Mannings Harlequin Limited's premises comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations and that a regular cleaning and maintenance regime is implemented.

Where appropriate, and in accordance with our duties under the Construction (Design and Management) Regulations, **Alan Mannings** will be responsible for ensuring sufficient site welfare facilities are provided for all "notifiable" and "non-notifiable" construction projects.

Contract or site managers will be responsible for ensuring the necessary site specific arrangements are in place prior to deployment to site.

## Procedure for Employee Welfare, Safety and Health



## **Health Safety and Welfare**

### **THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS**

The Workplace (Health, Safety and Welfare) Regulations require, as far as is reasonably practicable, the following:

#### **MAINTENANCE OF WORKPLACE, EQUIPMENT, DEVICES AND SYSTEMS**

All equipment, devices and systems which fall under the scope of these regulations, including the workplace itself, will be maintained (including cleaned as appropriate) in an efficient condition and in a good state of working order and repair. Where appropriate this will include such items being subject to a suitable system of maintenance. Guidance on safe equipment and plant, including maintenance requirements and procedures is dealt with in section G of this manual.

#### **VENTILATION**

In order to comply with ventilation requirements, effective and suitable provision will be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh- or purified-air. For health and safety purposes any plant used to achieve this purpose will include an effective device to give visible or audible warning of any failure of the plant.

#### **TEMPERATURE IN INDOOR PLACES**

Although no values are accorded to temperatures in the regulations this organisation will ensure that, during working hours, the temperature inside buildings is reasonable, i.e. has achieved 16 degrees c within 1 hour of work commencing. However, in order to achieve a reasonable indoor temperature this organisation will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could be injurious or offensive to any person. A provision under this section is that this organisation must provide a sufficient number of thermometers in the workplace to enable employees to determine the temperature inside the workplace.

#### **LIGHTING**

Every workplace inside the organisation's premises will have suitable and sufficient lighting. Such lighting will, as far as is reasonably practicable, be natural. Emergency lighting will be provided in any room in circumstances where employees would be exposed to dangers in the event of the failure of artificial lighting.

#### **CLEANLINESS, FLOORS, TRAFFIC ROUTES AND WASTE MATERIALS**

It is a requirement of the regulations and the organisations policy that every workplace and all furniture, furnishings and fittings be kept sufficiently clean. Surfaces of walls, floors and ceilings of all indoor workplaces will be capable of being kept sufficiently clean. As far as is reasonably practicable, waste materials will not be allowed to accumulate in a workplace except in suitable receptacles.

The construction of all floors and traffic routes will be suitable for the purpose for which they are used, including the absence of unevenness, holes (unless suitably guarded to prevent falls), slopes (unless fitted with suitable handrails) and slippery surfaces that constitute a risk to health and safety. All floors will have an adequate means of drainage where necessary.

So far as is reasonably practicable, all floors and traffic routes will be free of obstructions, articles and substances that may cause a person to slip, trip or fall.

All traffic routes which are staircases will be fitted with suitable and sufficient handrails and (where appropriate) guardrails, unless a handrail cannot be provided without obstructing the traffic route.

## **WORKSTATIONS AND SEATING**

Every workstation will be so arranged so that it is suitable both for the person undertaking the work and the work being performed.

Where a workstation is outdoors it will be, as far as is reasonably practicable, protected from adverse weather conditions in such a way that it can be evacuated swiftly in the event of an emergency and so that any person at the workstation is not liable to slip or fall.

A suitable seat will be provided for each person at work in the workplace whose work includes operations of a kind that the work (or a substantial part of it) can or must be done seated. A suitable footrest will be provided where necessary.

A workstation assessment checklist can be found in section B.

## **FALLS OR FALLING OBJECTS**

So far as is reasonably practicable, suitable and effective measures will be taken to prevent either of the following events:

- Any person falling a distance liable to cause personal injury.
- Any person being struck by a falling object liable to cause personal injury.

Any area where there is a risk to health and safety as a result of the above will be clearly indicated where appropriate.

So far as is practicable, every tank, pit or structure where there is a risk of a person in the workplace falling into a dangerous substance in the tank, pit or structure will be securely covered or fenced. Any traffic route over, under or in an uncovered tank, pit or structure - as mentioned above - will be securely fenced. A "dangerous substance" in this context means:

- Any substance likely to scald or burn.
- Any poisonous substance.
- Any corrosive substance.
- Any fume, gas or vapour likely to overcome a person.
- Any granular or free-flowing solid substance or any viscous substance which, in any case, is of a nature or quantity which is liable to cause danger to any person.



## **WINDOWS AND TRANSPARENT OR TRANSLUCENT DOORS, GATES AND WALLS**

Where necessary for reasons of health and safety, any window or other transparent or translucent surface in a door or gate will be of safety material or be protected against breakage, and be appropriately marked or incorporate features so as to make it apparent.

## **WINDOWS, SKYLIGHTS AND VENTILATORS**

It is our policy to provide on our premises only windows, skylights or ventilators that can be opened, closed or adjusted in a manner which does not expose any person performing such an operation to a risk to their health or safety. Furthermore, no window, skylight or ventilator will be permitted to be in a position that, when open, exposes any person in the workplace to a risk to their health and safety.

It is our policy of this organisation to provide on our premises only windows and skylights that are designed and constructed so as to be able to be cleaned safely. Where this cannot be achieved alternative arrangements will be devised so as to render the window cleaning operation safe and without risks to health and safety.

## **TRAFFIC ROUTES**

It is our policy to organise every workplace in such a manner that pedestrians and vehicles can circulate in a safe manner. Traffic routes will, as far as is reasonably practicable, be suitable for the persons or vehicles using them (including taking into account the separation of pedestrians and traffic using the same routes, and distance of doors, gates and pedestrian access points leading to vehicular traffic routes), sufficient in number, in suitable positions and of sufficient size. All traffic routes will be suitably indicated where necessary for reasons of health and safety.

## **DOORS AND GATES**

Doors and gates will be suitably constructed (including being fitted with safety devices where appropriate) and the following devices or features will be included if required:

- Any sliding door or gate will be fitted with a device to prevent it coming off its track during use.
- Any upward opening door or gate will have a device to prevent it falling back.
- Any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person and, where necessary for reasons of health and safety, will be able to be operated manually unless it opens automatically in the event of a power failure.
- Any door or gate which is capable of opening by being pushed from either side will, when closed, have a built-in feature to enable a clear view of the space close to both sides.

## **ESCALATORS AND MOVING WALKWAYS**

Where provided, such equipment will be equipped with any necessary safety devices and be fitted with one or more emergency stop controls, which are easily identifiable and readily accessible.

## **SANITARY CONVENIENCES**

Suitable and sufficient sanitary conveniences will be provided at readily accessible places. The rooms containing the sanitary conveniences will be adequately ventilated and lit, and be kept in a clean and orderly condition. Separate rooms containing sanitary conveniences will be provided for men and women. In a situation where a part of or the whole workplace is not new, or is a modification or alteration, and was in existence prior to these regulations coming into force in 1993 (and thus fell under the provisions for sanitary facilities in the Factories Act 1961) then sanitary facilities will be deemed acceptable provided that there is at least one suitable water closet for every 25 females and one water closet for every 25 males.

## **WASHING FACILITIES**

Suitable and sufficient washing facilities, including showers where appropriate, will be provided at readily accessible places if required by the nature of the work or for health reasons.

Such washing facilities will be sited in the immediate vicinity of every sanitary convenience and changing room. Facilities will include a supply of clean hot and cold running water, soap or other suitable means of cleaning as well as drying facilities (towels, paper dispenser or hot air dryer). The rooms containing the washing facilities will be well-lit and ventilated and will be kept in a clean and orderly state.

Separate shower facilities will be provided for men and women unless the room is capable of being secured from the inside and the facilities inside the room are intended for the use of only one person at a time.

## **DRINKING WATER**

An adequate supply of wholesome drinking water will be provided for all persons at work in the workplace. Such drinking water will be readily accessible at suitable places and be conspicuously marked by an appropriate sign where necessary for reasons of health and safety. Additionally, suitable and sufficient cups or other drinking vessels will be provided unless the supply of drinking water is in a jet from which persons can drink easily.

## **ACCOMMODATION FOR CLOTHING**

Suitable and sufficient accommodation will be provided in a suitable location for the clothing of any person at work which is not worn during working hours and for special clothing which is worn at work but which is not taken home. This will involve separate accommodation for clothing worn at work and for other clothing. Such accommodation will be secure. So far as is reasonably practicable, the accommodation will include facilities for the drying of clothing.

## **FACILITIES FOR CHANGING CLOTHING**

Suitable and sufficient facilities will be provided for any person at work in the workplace to change clothing in all cases where the person has to wear special clothing for the purpose of work and that person cannot, for reasons of health or propriety, be expected to change in another room. Separate changing facilities for males and females will be provided as required.

## **FACILITIES FOR REST AND TO EAT MEALS**

Suitable, sufficient and readily accessible rest facilities shall be provided. Rest areas or rooms shall have sufficient tables and seats with backrests for the number of workers likely to use them at any time. They shall include suitable facilities to eat meals where meals are regularly eaten in the workplace and the food would otherwise be likely to become contaminated. Where provided, eating facilities shall include a facility for preparing or obtaining a hot drink and workers shall be provided with a means for heating their own food where hot food cannot be obtained in or reasonably near to the workplace.

Where required, rest facilities for pregnant women or nursing mothers shall be provided.

## **DOCUMENTATION**

Documentation required by health and safety legislation to be kept and/or displayed on the production facility/office premises will be as follows:

- **Notices:**

- ▶ Health and safety law placard.
- ▶ Fire and emergency plan.
- ▶ A copy of this organisation's employer's liability insurance certificate.
- ▶ A copy of this organisation's health and safety policy statement.

Any other abstracts of regulations that are relative to works being carried out within the workplace will be displayed as applicable.

- **Prescribed Registers:**

- ▶ Record of inspection and/or thorough examination of equipment as required by PUWER or LOLER.
- ▶ Accident book - record of injuries occurring in the workplace.

**THE WORKPLACE (HEALTH, SAFETY AND WELFARE) COMPLIANCE CHECKLIST**

1.	Are all places of work safe and free from risk? If no describe the steps that are being taken to correct this. ..... ..... ..... .....	YES/NO
2.	What steps have been taken to prevent access to places that are not free from risk? ..... ..... ..... .....	
3.	What steps have been taken to ensure that fresh or purified air is available at every workplace? What system is in place to detect a failure of this air? ..... ..... ..... .....	
4.	Can all windows, skylights and ventilators be opened from a safe position? If no, what steps are being taken to remedy the situation? ..... ..... ..... .....	YES/NO
5.	Has suitable provision been made so that windows and skylights can be cleaned safely? If no, what steps are being taken to remedy the situation? ..... ..... ..... .....	YES/NO
6.	What steps have been taken to ensure that the temperature at any indoor place of work is reasonable? ..... ..... ..... .....	
7.	Has suitable and sufficient lighting been provided at every workplace and traffic route? If no describe the steps being taken to correct this. ..... ..... ..... .....	YES/NO

Workplace (Health, Safety and Welfare) Compliance Checklist

**Workplace Health Safety and Welfare Compliance Checklist Cont..**

8.	Is there a system in place for a secondary lighting system? If no describe the steps being taken to correct this. ..... ..... ..... .....	YES/NO
9.	Is there a traffic route(s) on the premises? If yes describe the steps being taken to ensure that persons near a traffic route will not be harmed. ..... ..... ..... .....	YES/NO
10.	Are areas around workplaces clear from items that may cause a slip, trip or fall? Are floors sufficiently clean and dry? If no, what steps are being taken to ensure workers' safety, particularly in emergency evacuation situations? ..... ..... ..... .....	YES/NO
11.	Is it possible that materials or objects could fall and cause injury? If yes describe the precautions to stop people from being struck. ..... ..... ..... .....	YES/NO
12.	Are there a sufficient number of suitable emergency routes? If no describe the steps being taken to correct this. ..... ..... ..... .....	YES/NO
13.	Are all doors and gates suitably constructed and have safety devices been fitted where necessary? If no, what steps will be taken to correct this? ..... ..... ..... .....	YES/NO
14.	Have maintenance checks been carried out to escalators or moving walkways? If no, what steps will be taken to ensure such checks are done? ..... ..... ..... .....	YES/NO

**Workplace Health Safety and Welfare Compliance Checklist Cont..**

15.	Is it possible for any structure to collapse? If yes what steps will be taken to ensure that this does not occur? ..... ..... ..... .....	YES/NO
16.	Is it possible for people to fall into water or other liquid where there is a risk for them to drown? If yes describe the steps being taken to prevent this. ..... ..... ..... .....	YES/NO
17.	Is there a possibility that fire, explosion, flooding or asphyxiation could occur? If yes describe the steps that are being taken to prevent the risk of this. ..... ..... ..... .....	YES/NO
18.	Are there suitable and sufficient fire fighting equipment, fire detection and alarm systems, suitably located and are employees trained to use such equipment? If no describe the steps being taken to correct this. ..... ..... ..... .....	YES/NO
19.	Are there sufficient toilets, washing facilities and areas to change clothing or rest, close to the work place? If no describe the steps being taken to correct this. How will they be cleaned and maintained? ..... ..... ..... .....	YES/NO
20.	Is all statutory documentation and prescribed registers displayed clearly or easily accessible? If no, what steps will be taken to correct this? ..... ..... ..... .....	YES/NO

Inspection carried out by ..... (Name) ..... (Signed)

Results of inspection passed to ..... (Name) ..... (Position)  
for action

Date.....

## **Construction Design and Management Welfare**

The Construction (Design and Management) Regulations (CDM) apply to both “notifiable” and “non-notifiable” construction projects. These regulations require that welfare facilities sufficient to comply with the requirements of Schedule 2 are provided throughout the construction phase of all projects. Site welfare facilities should include:

### **SANITARY CONVENIENCES**

Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.

So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.

Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

### **WASHING FACILITIES**

Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall, so far as is reasonably practicable, be provided or made available at readily accessible places.

Washing facilities shall be provided:

- In the immediate vicinity of every sanitary convenience, whether or not provided elsewhere.
- In the vicinity of any changing rooms, whether or not provided elsewhere. (Further information regarding changing rooms and lockers is provided below.)

Washing facilities shall include:

- A supply of clean hot and cold, or warm, water (to be running water so far as is reasonably practicable).
- Soap or other suitable means of cleaning.
- Towels or other suitable means of drying.

Rooms containing washing facilities shall be sufficiently ventilated and lit.

Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.

Separate washing facilities shall be provided for men and women, except where such facilities are provided in a room the door of which is capable of being secured from the inside and the facilities in each such room are intended to be used by only one person at a time. This proviso shall not apply to facilities which are provided for washing hands, forearms and the face only.

## **DRINKING WATER**

An adequate supply of wholesome drinking water will be provided or made available at readily accessible and suitable places.

Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.

Where a supply of drinking water is provided there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

## **CHANGING ROOMS AND LOCKERS**

Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if:

- A worker has to wear special clothing for the purposes of their work.
- They cannot, for reasons of health or propriety, be expected to change elsewhere.

Where necessary for reasons of propriety, separate rooms or separate use of rooms by men and women shall be provided.

Changing rooms shall:

- Be provided with seating.
- Include, where necessary, facilities to enable a person to dry any such special clothing, their own clothing and personal effects.

Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away:

- Any such special clothing which is not taken home.
- Their own clothing which is not worn during working hours.
- Their personal effects.

## **FACILITIES FOR REST**

Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.

Rest rooms and rest areas shall:

- Be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time.
- Where necessary, include suitable facilities for any woman at work who is pregnant or a nursing mother to rest lying down.
- Include suitable arrangements to ensure that meals can be prepared and eaten.
- Include the means for boiling water.
- Be maintained at an appropriate temperature.



## Working Time Regulations

### INTRODUCTION

The Working Time Regulations deal with workers' rights in relation to hours of work, night-time working, breaks from work and paid holidays. Some of these rights can be amended if an employer comes to a "collective" or a "workforce" agreement with their workers.

- A collective agreement is one that has been negotiated through a trade union.
- A workforce agreement is one that has been agreed by the employer and their workers or workers' representatives.

In general, a worker is someone for whom an employer provides work, controls when and how the work is done, and pays tax and national insurance contributions. The majority of agency workers and freelance workers are likely to be "workers" but not the genuinely self-employed as they are paid on the basis of an invoice rather than with wages.

The regulations apply to trainees over school-leaving age engaged on work experience or on training for employment, other than that provided on courses run by educational institutions or training establishments. An adult worker is a worker who has attained the age of 18 years. A young worker is a worker who is older than the minimum school-leaving age but is under 18 years of age.

### HOURS OF WORK

We shall ensure that all reasonable steps are taken so that workers do not work more than an average of 48 hours a week (including overtime) in any reference period - which will normally be a period of 17 weeks. If a worker is absent from work on annual, sick or maternity leave during a reference period the calculation of average weekly hours for that period shall include the total number of hours worked immediately after the reference period during the number of working days which equals the number of days of absence.

An individual worker may agree with us to work more than the 48-hour average weekly limit. Any agreement, which must be in writing, may relate to a specified period or apply indefinitely. A worker has the right to terminate any agreement they have made, but only after giving us at least 7 days' written notice of their intention to do so. An agreement may specify the period of notice a worker is required to give ourselves if they wish to terminate the agreement. This period must not exceed 3 months.

However, under no circumstances must a young worker's working time exceed 8 hours a day or 40 hours a week.

### NIGHT-TIME WORKING

The term "night-time" is defined in the regulations as meaning a period, determined by a collective or workforce agreement, of at least 7 hours including the period between midnight and 5.00 a.m. Where there is no agreement night-time means the period between 11.00 p.m. and 6.00 a.m.

A "night-worker" is a person who normally works at least 3 hours of their daily working time during night-time but this arrangement can be altered through a collective or workforce agreement.

The "restricted period" in relation to a worker means the period between 10.00 p.m. and 6.00 a.m. or, where the worker's contract provides for them to work after 10.00 p.m., the period between 11.00 p.m. and 7.00 a.m.

A night-worker's normal hours of work are not to exceed an average of 8 hours in each 24-hour period over a 17-week period. Averaging is not permitted where a night-worker's work involves special hazards or heavy physical or mental strain. There is a limit of 8 hours on the worker's actual daily working time. The work of a night-worker shall be regarded as involving special hazards or heavy physical or mental strain if it is identified as such in a collective or workforce agreement or if it is recognised in a risk assessment as involving a significant risk. The night-time limits and the reference period may be modified or excluded by a collective or workforce agreement.

This organisation shall ensure that free health assessments are offered to any workers who are to become night-workers and night-workers shall also be given the opportunity to have further assessments at regular intervals. The frequency of repeat assessments will vary between individuals according to the type of night-work, its duration and the age and health of the individual worker.

Young workers shall be entitled to a health and capacities assessment if they work during the period between 10.00 p.m. and 6.00 a.m. Issues that shall be included in this assessment are physique, maturity and experience, and the type of work that is to be undertaken by the young person.

## **REST PERIODS**

In each 24-hour period an adult worker is entitled to a rest period of at least 11 consecutive hours whilst a young worker is entitled to a rest period of at least 12 consecutive hours.

In addition to their daily rest periods, workers are entitled to weekly periods of rest. This organisation shall ensure that adult workers are able to take 24 hours uninterrupted rest in each 7-day period or, alternatively, either one 48-hour rest period or two 24-hour rest periods in each 14-day period.

This organisation shall ensure that young workers are able to take rest periods of not-less-than 48 hours in each 7-day period.

Where an adult worker's daily working time exceeds 6 hours they are entitled to an uninterrupted rest break of at least 20 minutes. Young workers are entitled to a rest break of at least 30 minutes if their daily working time exceeds 4 hours.

A collective or a workforce agreement may modify the rest breaks of adult workers. The rest breaks of young workers must not be modified.

## **ANNUAL LEAVE**

The current minimum annual leave entitlement for full-time employees, i.e. those who work a 5-day week, is 4.8 weeks (24 days), calculated on the basis of one-twelfth of their annual entitlement for each complete month of service. As from April 2009, this will increase to 5.6 weeks (28 days).

There is no statutory entitlement to bank and public holidays. These are simply days on which a worker may receive leave under the terms of their contract. As with other contractual leave, these days may be used by the company as part of the leave it is required to provide under these regulations. If a worker is paid for a public holiday that day may count towards their entitlement to annual leave.

Leave may be taken only in the leave year in which it is due. It may not be replaced by a payment in lieu, except where a worker's employment is terminated.

A collective or workforce agreement may contain the date on which the leave year begins. Where no such date is agreed a worker's leave year will begin on one of the following dates:

- On 1st October if the worker started with the company on or before October 1st 1998.
- On the date the worker started employment if that employment started after October 1st 1998.

## **RECORDS**

This organisation shall keep adequate records to show whether the limits on weekly hours of work and night-time work are being achieved for each of its workers.

Workers who have opted out of the 48-hour limit on their working week shall be identified. The terms on which they have opted out shall be recorded and the hours worked during each reference period specified. This organisation shall also keep, where appropriate, records showing that the requirements concerning health and capacity assessments are being complied with. The company shall determine the form in which records are kept but all records must be maintained for 2 years from the date on which they are made.

## SECTION R

### Arrangements for Drugs and Alcohol

To assist in the safe performance of our duties, Mannings Harlequin Limited operates a strict policy of **no alcohol** and **no drugs** in the workplace.

No alcohol or drugs will be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under, the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety, that of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

Mannings Harlequin Limited will, in consultation with workers and their representatives:

- advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs (including some legitimately prescribed medications)
- encourage employees who may have alcohol or drug-related problems which affect their work to take advantage of this organisation's referral procedure for diagnosis and treatment
- enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with the appropriate organisation specialist to determine whether there is sufficient concern to warrant a medical evaluation
- in cases where the effects on work of misuse of alcohol or drugs is confirmed or admitted, agree upon a programme of treatment in consultation with the Mannings Harlequin Limited's medical advisor and the employee
- instruct Mannings Harlequin Limited's medical advisor to co-ordinate, monitor and if necessary participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.

Mannings Harlequin Limited will establish policy rules relating to an employee who is found to have misused alcohol or drugs or admits to the same.

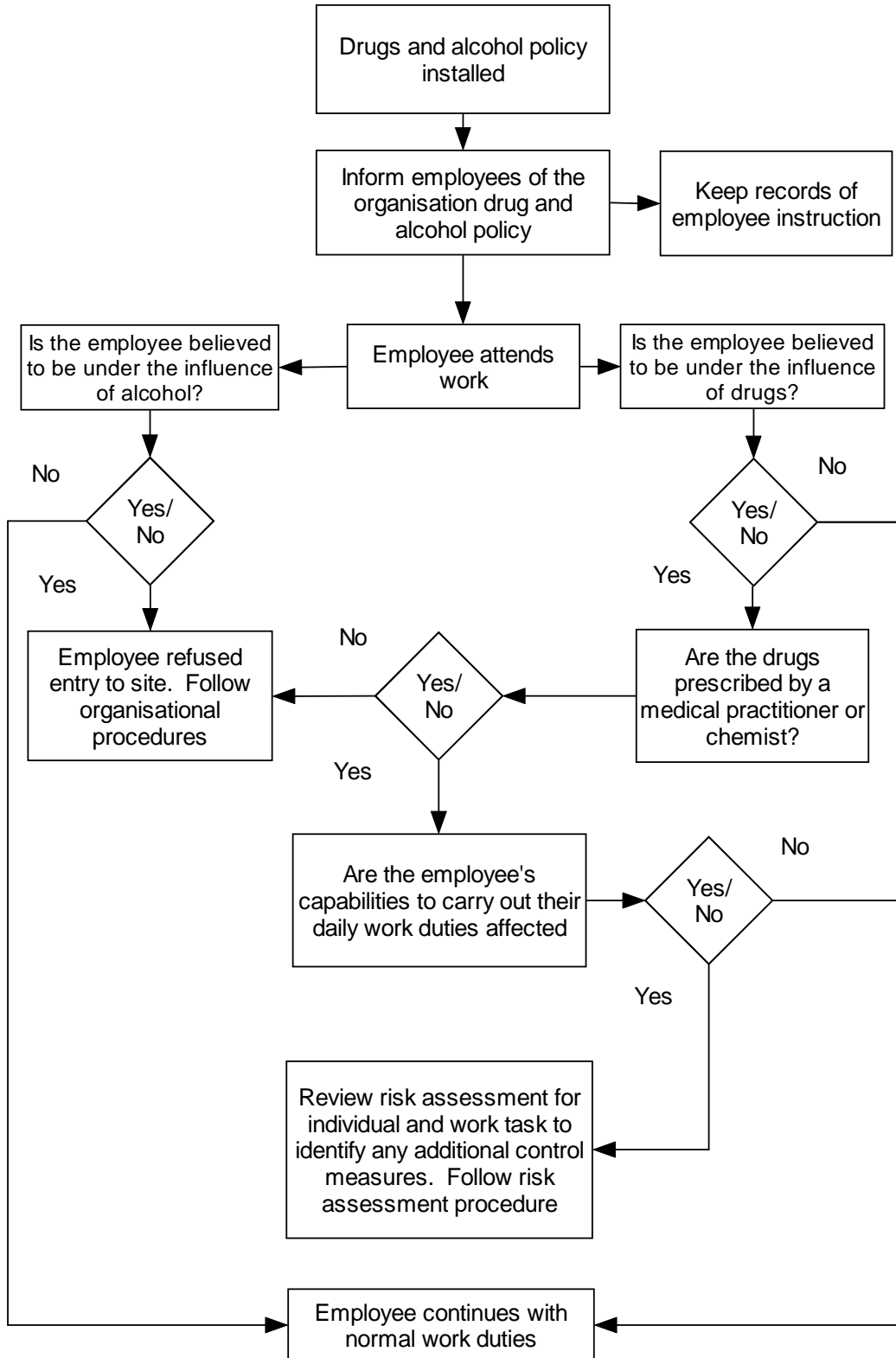
### Information and Training

Mannings Harlequin Limited will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

- to understand the dangers associated with the effects of alcohol or drugs at work and the organisation's policy regarding this.
- to understand the organisation's procedures that will be adopted where there is found to be a deterioration in work performance from these effects.
- to understand the legal consequences of their actions.

Managers and supervisors will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

### Procedures for Drugs and Alcohol



## Drugs and Alcohol

### Drugs & Alcohol - Workplace Guidance

These notes for guidance are to assist management in implementing a Drugs & Alcohol Policy.

As a Management you have a responsibility for monitoring the performance and conduct of employees and for providing a safe and healthy working environment for them and for others. Changes in behaviour or performance that may result from drug or alcohol misuse should be monitored and managed according to individual circumstances.

### The Legal Framework

As an employer there is a duty under:

- **The Health & Safety at Work etc Act**

To ensure, as far as reasonably practicable, the health, safety and welfare at work of our employees and to protect others who might be affected by employee actions. Employees also have a personal responsibility to take reasonable care of themselves and others that could be affected by what they do at work.

- **The Management of Health & Safety at Work Regulations**

Assess and control the risks to the health and safety of our employees. If an employer were to knowingly allow an employee under the influence of drugs or alcohol to continue working and that employee's behaviour put that individual or others at risk, an organisation could be held liable.

- **The Road Traffic Act**

States that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive due to alcohol or drugs, is guilty of an offence.

- **The Misuse of Drugs Act**

Is the principal legislation for controlling drugs. Almost all drugs with the potential for dependency or misuse are covered by it. This act makes the production, supply and possession of these controlled drugs unlawful except in certain specified circumstances i.e. when prescribed by a doctor. If you knowingly permit the production or supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on your premises you could be committing an offence.

## Definitions

**Drugs** - any substance which affects the way in which the body functions physically, emotionally or mentally and includes solvents, over the counter and prescribed medicines as well as illegal substances.

**Drug Abuse** - drug use that harms social functioning, including; dependent use (physical or psychological) or use as part of a wider spectrum of problematic or harmful behaviour.

**Dependency** - a compulsion to continue taking a drug in order to feel good or avoid feeling bad.

**Safety Critical role or activity** includes;

- a. Designated driver function e.g. plant operatives, delivery drivers, forklift operatives, etc, as distinct from intermittent driving for business purposes/personal transport.
- b. Working with machinery or work in hazardous/industrial type environments e.g. construction, workshop/warehouse, working at height, on live highways, etc.
- c. Where employees have access to work materials which might be used as drugs or to any drugs medically prescribed for other persons, which could be misused.
- d. Working with children or dependent/vulnerable adults, where employees have a primary role in ensuring their health, safety, wellbeing and/or development.

## Alcohol

Employees must not consume any alcohol whilst at work and if found to be under the influence of alcohol will be liable to disciplinary action.

e.g. observe this organisation's vehicle procedures

## Drugs

Employees must not possess, consume, sell or give to another, any illegal drugs whilst at work.

Employees that are found to be under the influence of illegal drugs will be liable to disciplinary action.

Employees on prescribed medication which affects their ability to perform their duties must notify their manager who will seek advice, before deciding if it is safe for them to perform those duties

**Any employee who is unable to satisfactorily perform their duties due to alcohol or drug consumption will be required to leave work at once. It may be necessary to provide someone to accompany an employee in extreme cases. Investigation will be undertaken to consider whether immediate disciplinary action is necessary.**

## Frequently Asked Questions

Q. What are my responsibilities?

A. You are responsible for ensuring that all employees are fit for work and that any behaviours that impact on their performance, attendance, conduct or relationships with their colleagues are investigated and dealt with accordingly.

Q. What are the likely signs that someone is misusing drugs or alcohol?

A. There are many signs that may indicate someone is misusing drugs or alcohol, such as:

- Deterioration in work performance
- Lateness and casual absenteeism
- Becoming slower in completing tasks, not meeting deadlines
- Making regular mistakes
- Previously unnoticed unreliability
- Irritability with colleagues and/or customers
- Slurred speech, tremors
- Deterioration in physical appearance
- Significant changes in and/or highly erratic performance

NB. It should be noted that all of the above could also be due to other causes i.e. illness, personal problems, reaction to stress

Q. What should you do if you suspect that an employee is abusing drugs or alcohol?

A. Firstly you should speak to the employee to find out if there are other causes for their behaviour. This should be done discreetly in a confidential environment in which they should feel comfortable in disclosing any issues.

Q. What if another employee informs management that they suspect someone is abusing drugs or alcohol?

A. Although a more difficult situation to deal with this should be dealt with in the same way. Speak to the employee and tell them you have concerns. Again, remember that there may be other causes for their behaviour.

Q. What if an employee admits to misusing/dependence on drugs or alcohol?

A. Find out the extent of the problem and reassure them that you want to support them in dealing with it.  
Consider and discuss other options i.e. National Drugs Helpline, Alcoholics Anonymous etc.

Q. What if they do not admit to abusing drugs or alcohol and do not offer acceptable alternative reasons for their behaviour?

A. Request their consent to be referred to an Occupational Health Specialist.



- Q. What if an employee refuses to agree to a referral an Occupational Health Specialist?
- A. You can still seek general advice from Occupational Health without an employee's permission. Advise the employee that you will do this and that it would be to their advantage to be involved, as it will give them the opportunity to give information you may not be aware of to Occupational Health. Otherwise, the advice you receive from Occupational Health will be given on the basis of what information is available to you at the time.
- Q. What you do if an employee advises me that they have been prescribed drugs that may affect their performance at work?
- A. Seek Occupational Health Specialist advice as to what can be expected of someone taking the medication they have been prescribed. Carry out a risk assessment and consider temporary changes to duties or alternative work whilst they are taking the medication.
- Q. What do I do if an employee turns up for work appearing to be under the influence of drugs or alcohol?
- A. Depending on their state, send them home and arrange to meet with them once the effects of the alcohol or drugs are likely to have worn off. Meet with them and discuss the issue in detail. Advise them that it could be considered gross misconduct and inform them that you may consider taking disciplinary action.
- Q. How do I decide if it is a health or misconduct issue?
- A. Unless there has been serious misconduct or the individual represents a threat or risk to others, the issue would usually be treated, in the first instance, as a health issue. However, where there is no co-operation or satisfactory improvement in performance or behaviour, disciplinary sanctions should be considered.
- Q. What if there has been serious misconduct or gross incompetence?
- A. Acts that could be considered gross misconduct or gross incompetence, that are as a result of drug or alcohol misuse may result in dismissal, and are dealt with under this organisation's Disciplinary Procedure.  
Gross misconduct can include, but is not limited to, assault or other violent behaviour, possession, use, supply or offer to supply of illegal drugs whilst at work.
- Q. What if an employee is found taking or supplying illegal drugs at work?
- A. This would be considered gross misconduct and they should be sent home immediately. Permission to suspend should be sought from senior management.
- Q. Where can I go for more information?
- A. There are several agencies that provide advice and information on this subject. The attached list gives details and contact numbers.

**Contacts**

**Alcoholics Anonymous**

08457 697555

**Drinkline**

0800 9178282

**National Drugs Helpline**

0800 776600

## SECTION 5

### Arrangements Concerning Trade Contractors' Safety Information

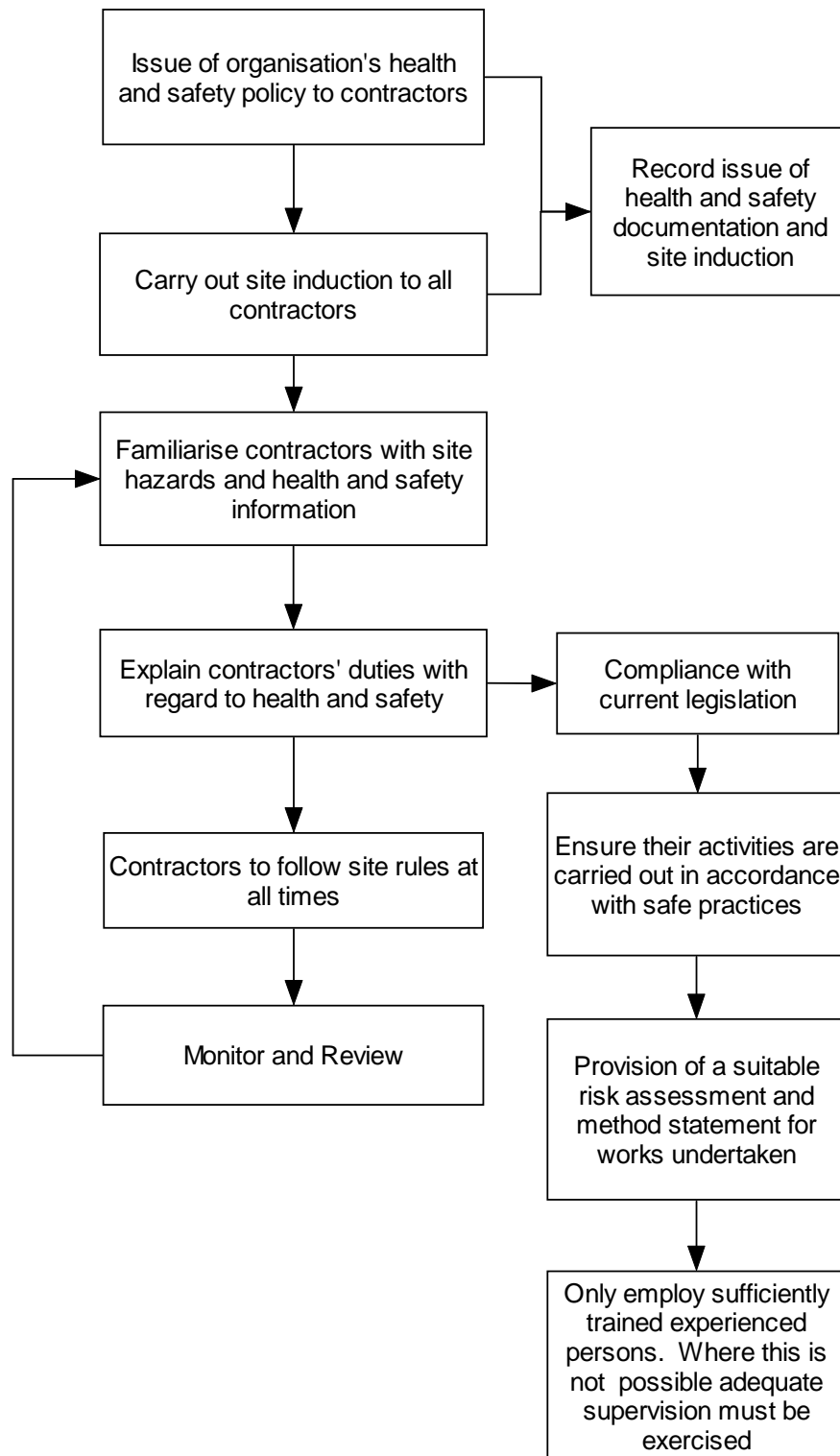
Safety information, which forms an integral part of Mannings Harlequin Limited's health and safety policy, is applicable to all trade-contractors and persons under their control and forms part of the terms of contract. Trade-contractors are required to ensure that:

- They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site.
- Their activities are conducted in accordance with the safe practices as detailed in this policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act.
- They comply with all the relevant legislation applicable to the workplace.
- They provide the correct protective equipment and clothing to their employees at the contractor's expense.
- Employees remain within the designated areas of their work.
- They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves trade contractors of their duties and obligations under statute or common law. Failure to comply with Mannings Harlequin Limited's health and safety policy or any legal requirements will lead, at Mannings Harlequin Limited's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

**Alan Mannings, Karl Little and Edward Gordon** shall ensure that the competency of tendering/appointed contractors is assessed to ensure that they have allocated adequate resources to meet their health and safety obligations.

## Procedures for Providing Trade Contractors' Safety Information



## **Trade Contractor Safety Information**

### **VETTING HEALTH AND SAFETY COMPETENCE**

In order to assess whether a contractor has allocated adequate resources to fulfil their health and safety obligations in terms of health and safety law it will be necessary for the contractor to complete this organisation vetting questionnaire.

The responses obtained from the contractor, and thorough evaluation and rating of this return will also serve to gauge the contractor's commitment to health and safety and adherence to recognised standards of competence.

Each contractor tendering for work with this organisation will be required to complete the vetting questionnaire and a decision will be taken by this organisation's management, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and their proposed works for this organisation.

In order to rate or assess any item it is necessary to have a scoring system. This is an operational system:

<b>Score</b>	<b>Rating</b>	<b>Example</b>
0	Zero	Topic not covered, no action/evidence
1	Very poor	Topic badly covered, no action/evidence
2	Poor	Topic badly covered, some action/evidence
3	Good	Topic covered, some action/evidence
4	Very good	Topic well covered, procedure well followed
5	Excellent	Procedure in place, evidence of compliance

Thus a contractor will develop an average score. A contractor ought to be competent if they can average more than a score of 3. It is borne in mind that the degree of competence necessary for a simple task carried out in a "safe" environment is less than that required for a complex task in a more dangerous workplace.

### **VETTING A SMALLER CONTRACTOR'S HEALTH AND SAFETY COMPETENCE**

Assessing a contractor who employs less than five people will not be as simple. Their legal requirement is to obey the legislation but without the burden of writing these things down.

The responses obtained from the contractor and thorough evaluation of this return will serve to gauge the contractor's commitment to health and safety and adherence to recognised standards of competence.

Each contractor tendering for work with this organisation will be required to complete the vetting questionnaire and a decision will be taken by this organisation's management, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and their proposed works for this company.

**CONTRACTOR HEALTH AND SAFETY COMPETENCE ASSESSMENT  
(NON CONSTRUCTION)**

**Name of Company:**

**Address:**

**Tel:**

**Fax:**

**Email address:**

**Nature of business:**

Does your organisation have five or more direct employees? If yes, please answer all questions. If no, please answer all questions except 1 and 2.	YES/NO	
Does your organisation have/operate the following:	Rating	
1. A Health and Safety Policy? Please attach your policy statement, describe the health and safety responsibilities of management, and provide an index listing of your general arrangements, and health and safety procedures	YES/NO	
2. An environmental policy? Please attach your policy statement	YES/NO	
3. A procedure for making risk assessments? Please attach an example of a completed assessment	YES/NO	
4. A procedure for making COSHH assessments? Please attach an example of a completed assessment	YES/NO	
5. A person appointed in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations? Please provide details and evidence of health and safety training and qualifications or CV  Name:  Position:  Company:	YES/NO	
6. A health and safety training programme for employees? Please supply details of courses attended in last 5 years	YES/NO	
7. A health and safety training programme for management/supervisory staff Please supply details of courses attended in last 5 years	YES/NO	
8. An accident investigation procedure? Please provide details	YES/NO	

<p>9. An accident recording system? Please provide the number of accidents in the last 3 years</p> <p>“Over-three/seven- day” reportable:</p> <p>Major/Specified:</p> <p>Fatal:</p>	<p>YES/NO</p>	
<p>10. A plant/equipment selection and maintenance procedure? Please provide details</p>	<p>YES/NO</p>	
<p>11. A vetting procedure for contractors or sub-contractors to ensure that they are competent to carry out their work? Please provide details</p>	<p>YES/NO</p>	
<p>12. A procedure for informing staff about health and safety matters? Please provide details</p>	<p>YES/NO</p>	
<p>13. A procedure for discussing/consulting staff about health and safety? Please provide details</p>	<p>YES/NO</p>	
<p>14. Access to health and safety information? Please provide details</p>	<p>YES/NO</p>	
<p>Any other comments that you wish to bring to our attention regarding health and safety</p>	<p>YES/NO</p>	

**Name of person completing questionnaire:**

**Job Title:**

**Date of completion:**

Required action (for assessor's use only):

Grading:

Evaluated by:

Date:



## SELF EMPLOYED CONTRACTOR COMPETENCE ASSESSMENT

**Name:**

**Address:**

**Tel:**

**Mobile:**

**Email:**

**Trade / Skill:**

		Rating
<p><b>Training</b>                      Have you recently undertaken any of the following types of training courses?</p> <ul style="list-style-type: none"> <li>• Site Safety for Operatives</li> <li>• Site Safety for Supervisors</li> <li>• Asbestos Awareness</li> <li>• Trade or Skill (refresher)</li> <li>• First Aid (4 day full or 2 day refresher)</li> <li>• Other health and safety related training (e.g. fire)</li> </ul> <p style="text-align: right; margin-right: 20px;">If</p> <p>yes please indicate which and provide course details, dates and copies of certificates where possible</p>	<p>YES/NO</p>	
<p><b>Qualifications/memberships</b>                      Are you working towards or do you currently hold any of the following qualifications or individual memberships?</p> <ul style="list-style-type: none"> <li>• CSCS card (trainee, operative, experienced, supervisory)</li> <li>• CCNSG safety passport</li> <li>• CPCS or equivalent plant operators card</li> <li>• CISRS, Gas Safe, IPAF, SKILLcard, other</li> <li>• NVQ, C&amp;G or certificates</li> <li>• Trade or professional associations</li> </ul> <p>If yes please indicate which and provide a photocopy of cards, certificates or relevant correspondence as appropriate</p>	<p>YES/NO</p>	

		Rating
<p><b>Experience</b> Do you have relevant work experience?</p> <p>If yes please provide details such as a list of some recent projects or contracts on which you have worked along with contact details of the person who can verify that the work was carried out with due regard for health and safety</p>	YES/NO	
<p><b>Insurance</b> Do you have any of the following insurance cover?</p> <ul style="list-style-type: none"> <li>• Public and product liability</li> <li>• Employers liability</li> <li>• Personal accident</li> </ul> <p>If yes please indicate which and provide a copy of your current insurance schedules which should contain the level of cover held, policy numbers and expiry dates</p>	YES/NO	
<p><b>Signed:</b></p> <p><b>Date of completion:</b></p>		
<p>Required action (assessor's use only):</p>		
<p>Grading:</p>		
<p>Evaluated By:</p>		<p>Date:</p>

## SECTION T

### Arrangements for Safety Monitoring, Audit and Inspection

Progressive improvement in health and safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control.

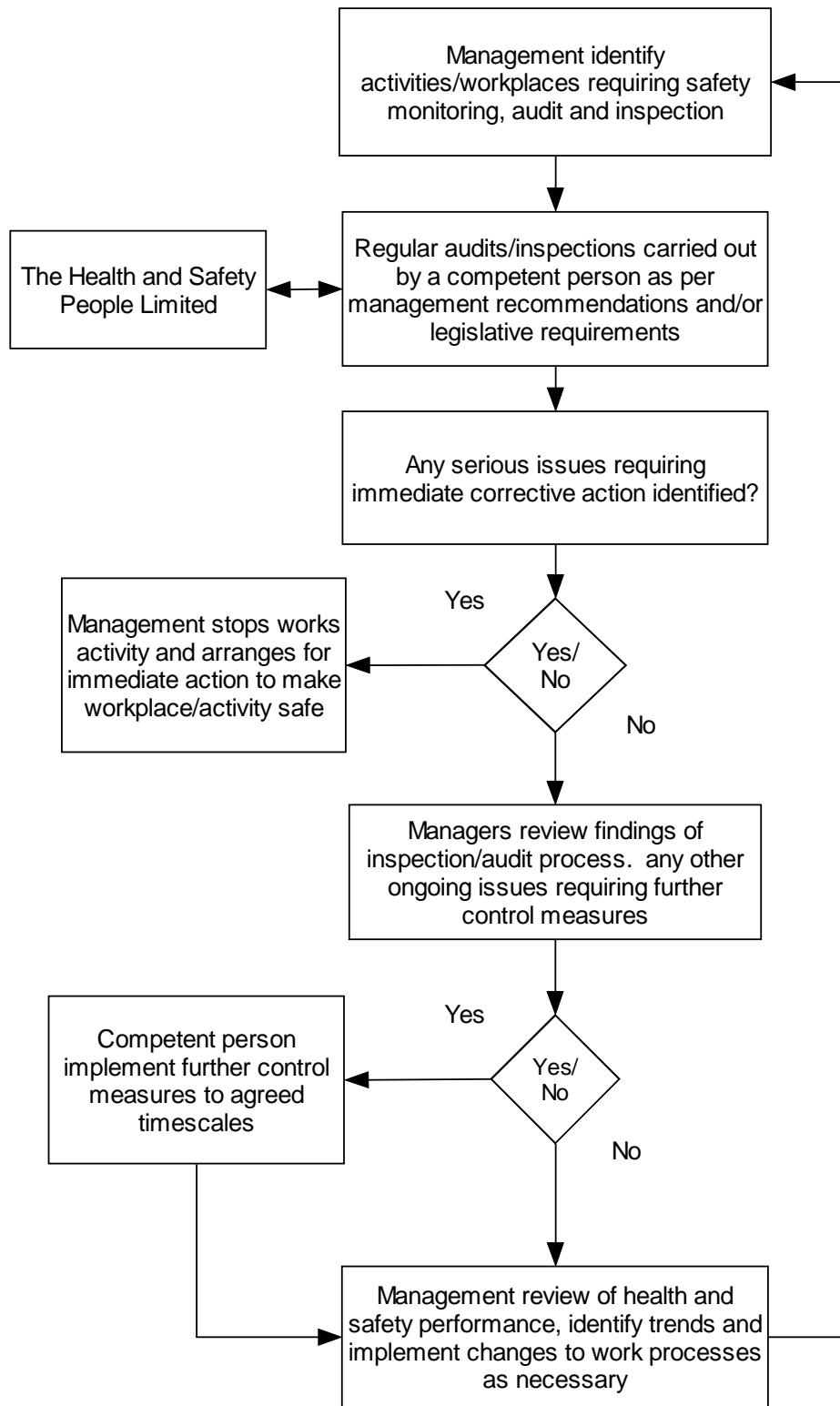
**Alan Mannings** will ensure that a systematic audit of all safety arrangements will be carried out on a regular basis.

**Alan Mannings, Karl Little and Edward Gordon** will ensure that places of work are inspected regularly and in accordance with statutory requirements.

Where requested, Mannings Harlequin Limited's health and safety advisers, THSP, will visit the workplace to carry out safety inspections and audits.

Records of safety inspections and audits will be kept in order that management of Mannings Harlequin Limited can monitor our performance and improve the overall safety culture within the workforce.

### Procedure for Safety Monitoring, Audit and Inspection



## **Safety Monitoring, Audit and Inspection**

### **INTRODUCTION**

Workplace monitoring, and health and safety performance checks are key management responsibilities for ensuring ongoing health and safety standards within the workplace remain at an acceptable level. Regular workplace audits, inspections and management reviews go some way to help ensure those standards are maintained.

### **WORKPLACE INSPECTIONS**

Inspections should only be carried out by a competent person, such as a health and safety manager or an external safety advisor. Any issue posing a significant risk to health and safety requires immediate management action and should, where possible, be rectified there and then. All issues are to be recorded and reasonable timescales specified for rectifying/addressing any outstanding issues.

Where required, a formal report shall be completed before the end of the working period with a copy issued to the person for whom the inspection was carried out. The safety manager or appointed person shall regularly check that any outstanding issues have been suitably addressed and rectified.

Statutory inspection reports shall be kept at the workplace for at least 3 months after the date of the report.

### **SAFETY AUDIT CHECKLIST**

The following should be checked when carrying out an inspection:

- Organisation health and safety policy is being adhered to.
- Relevant documentation such as risk assessments, method statements, safety plans, etc. is specific to the works being carried out.
- Workplace inductions have been carried out for all personnel.
- All personnel are adequately trained to carry out their tasks safely.
- All protective clothing and equipment is in good order and is being used correctly.
- All equipment is in good order, suitably guarded and inspected/maintained at the required intervals by a competent person.
- Any potentially hazardous substances used have been COSHH assessed, are being handled and stored correctly, and relevant safety information, where appropriate, is readily available.
- All places of work, including access routes, are safe and have been inspected in due time by a competent person.
- The provision of adequate lighting, including secondary lighting systems.
- The provision of adequate first aid facilities.
- The provision of adequate fire precautions.
- The provision of adequate welfare facilities.
- The provision of adequate emergency arrangements.
- The provision of safe pedestrian and vehicular traffic routes.
- That all statutory notices are displayed in the workplace.

### Premises Safety Inspection Check Sheet

Location:

Date:

Carried out by:

	Satisfactory / Unsatisfactory Y/N	Action Date
<b>SAFETY MANAGEMENT</b>		
Policy available to employees?		
<b>HEALTH AND WELFARE</b>		
Toilets adequate?		
Rest facilities adequate?		
Drying space adequate?		
First aid facilities adequate?		
Washing facilities adequate?		
Drinking water and cups provided?		
<b>FIRE PRECAUTIONS</b>		
Alarm system/detection system?		
Extinguishers adequate?		
Fire procedures understood?		
<b>RISK</b>		
Hazards Identified?		
Assessments produced?		
Effectiveness monitored?		
Assessments complied with?		
<b>COSHH</b>		
Substance survey?		
Data sheets collected?		
Assessments produced?		
Assessments complied with?		
<b>NOISE</b>		
Monitoring?		
Hearing protection in use?		
Hearing protection zones established?		
<b>TRAINING</b>		
Induction carried out for all?		
Task training OK?		
Fire training carried out for all?		

	Satisfactory / Unsatisfactory Y/N	Action Date
<b>MANUAL HANDLING</b>		
Risks assessed?		
Staff trained?		
Good practice observed?		
<b>POWER TOOLS</b>		
Trained operators?		
Maintenance register up to date?		
<b>MACHINERY</b>		
Trained operators?		
Maintenance forms signed/ up to date?		
Sufficient space?		
<b>ELECTRICS</b>		
Circuits earthed?		
Trip switches in use?		
All tools/equipment checked?		
Maintenance register held?		
<b>EMERGENCY PLANS</b>		
Published?		
Tested?		
Secondary lighting in place?		
<b>TRAFFIC ROUTES</b>		
Signed?		
Separation working?		
<b>GASES</b>		
Properly stored?		
Trained users?		
<b>PPE</b>		
Being used properly?		
In good repair?		
Correct equipment?		
<b>HOUSEKEEPING</b>		
Site tidy?		
Traffic routes clear?		
Material stacking OK?		
Waste removal OK?		

**WORKPLACE SAFETY INSPECTION CHECK SHEET**

Location:	Satisfactory / Unsatisfactory Y/N	Action Date	Carried out by:	Satisfactory / Unsatisfactory Y/N	Action Date
<b>SAFETY MANAGEMENT</b>			<b>MANUAL HANDLING</b>		
Policy available to employees?			Risks assessed?		
Registers being completed?			Staff trained?		
Safety plan adhered to/updated?			Good practice observed?		
<b>HEALTH AND WELFARE</b>			<b>ELECTRICS</b>		
Toilets adequate?			Circuits earthed?		
Rest facilities adequate?			Trip switches in use?		
Drying space adequate?			All 110 volts?		
First aid facilities adequate?			All tools checked?		
Washing facilities adequate?			Maintenance register held?		
Drinking water and cups provided?			<b>EMERGENCY PLANS</b>		
<b>FIRE PRECAUTIONS</b>			Published?		
Alarm system/detection system?			Tested?		
Extinguishers adequate?			Secondary lighting in place?		
Fire procedures understood?			<b>TRAFFIC ROUTES</b>		
Hot works permits?			Signed?		
Flammable store?			Separation working?		
<b>RISK</b>			<b>SCAFFOLDS</b>		
Hazards identified?			Plumb and level?		
Assessments produced?			All boards there?		
Effectiveness monitored?			Toe-boards/ guardrails ok?		
Assessments complied with?			Ladders sound and tied?		
<b>COSHH</b>			Competent inspection?		
Substance survey?			<b>EXCAVATIONS</b>		
Data sheets collected?			Shored/Battered?		
Assessments produced?			Barriers/Warnings?		
Assessments complied with?			Access/egress safe?		
<b>NOISE</b>			Underground services checked?		
Monitoring?			Competent inspection?		
Hearing protection in use?			<b>GASES</b>		
Hearing protection zones established?			Properly stored?		
<b>TRAINING</b>			Trainers used?		
Induction carried out for all?			<b>PPE</b>		
Task training OK?			Being used properly?		
Fire training carried out for all?			In good repair?		
<b>POWER TOOLS</b>			Correct equipment?		
Trained operators?			<b>HOUSEKEEPING</b>		
Maintenance register up to date?			Site tidy?		
<b>PLANT</b>			Traffic routes clear?		
Trained operators?			Material stacking ok?		
Maintenance forms signed/up to date?			Fencing secure/signed?		
Sufficient space?			Waste removal ok?		
Properly used/loaded?			Timber denailed?		
<b>LIFTING OPERATIONS</b>					
Trained operators?					
Trained banksmen?					
All equipment tested?					
Certificates seen?					
Maintenance forms signed?					

## SECTION U

### Arrangements for Waste Disposal

All waste generated during the course of this organisation's activities shall be deemed "controlled waste" and disposed of in a responsible manner in accordance with our duty of care under the Environmental Protection Act.

**Alan Mannings** shall ensure that all waste materials are stored and disposed of in accordance with company procedures and relevant legislation.

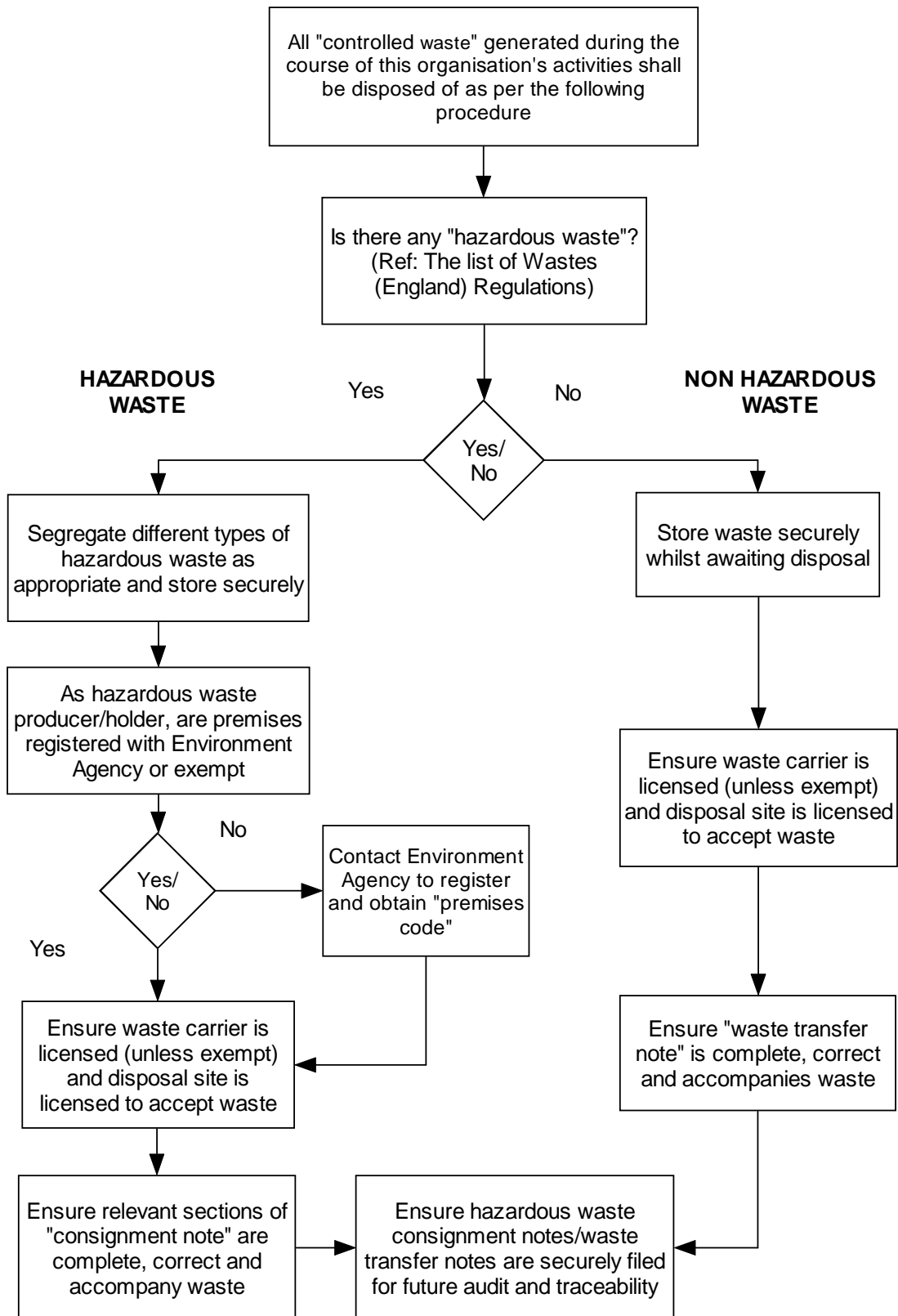
**Alan Mannings** shall ensure that disposal of all "non-hazardous waste" is accompanied by and recorded through a system of signed "waste transfer notes".

**Alan Mannings** shall ensure that disposal of all "hazardous waste" is accompanied and recorded through a system of signed "hazardous waste consignment notes".

**Alan Mannings** shall ensure that all Consignment and waste transfer notes are kept on file.



## Procedures for Waste Disposal



## Waste Disposal

### WASTE MANAGEMENT DUTY OF CARE

The duty of care applies to "controlled waste". Waste is defined as "any substance or object which the producer or the person in possession of it discards or intends or is required to discard". Additionally, the duty of care applies to anyone who is the holder or carrier of such waste. The only exception to this is for occupiers of domestic property for the household waste generated from their home.

"Controlled waste" means waste from households, commerce or industry. A further subdivision can be made into "hazardous" and "non-hazardous" wastes depending on the effect of these wastes on health and the environment.

"Producer" means anyone whose activities produce waste or who carries out pre-processing, mixing or other operations resulting in a change in its nature or composition.

"Holder" means anyone who imports, produces, carries, keeps, treats or disposes of controlled waste or, as a broker, has control of it.

The Environmental Protection (Duty of Care) Regulations, the Controlled Waste Regulations and the Hazardous Waste Regulations place legal responsibilities on waste producers and holders to ensure that the disposal of all controlled waste is safely managed and that records are kept for audit by the relevant authorities.

### AUTHORITIES AND ADVISORY BODIES

The following authorities and advisory bodies should be consulted where appropriate:

- The Environment Agency (EA).
- The Scottish Environment Protection Agency (SEPA).
- The Health and Safety Executive (HSE).
- The Local Authority Environmental Health Department.
- The Local Authority Waste Disposal Department.
- The Interdepartmental Committee of the Redevelopment of Contaminated Land, Department of the Environment, 43 Marsham Street, London SW1 3PY.

### PREMISES NOTIFICATION

Where more than 500kg of hazardous waste is produced at, or removed from, premises during any 12-month period there is a requirement to notify the premises to the EA or SEPA.

It must be noted that exemption from notification does not exempt the producer from any other aspect of the Hazardous Waste Regulations, e.g. an office disposing of small quantities of spent fluorescent light tubes (i.e. less than 500kg) must still prepare hazardous waste consignment notes.

## **DISPOSAL CONTROLS**

All waste processes must be regularly monitored. This should include weekly (or daily) checks on all waste collection areas, checks on the correct segregation of waste and checks on the contractors who remove the waste.

Appropriate documentation must be completed to provide an auditable trail for the waste.

Carriers must be registered in order to collect waste, and the disposal and recovery facilities must be licensed to take the waste.

It must be remembered that the duty of care for waste continues all the way down the line to the point of final disposal. Thus, if an incompetent contractor allows waste to escape after collection then the responsibility may rest with the producer of the waste. It is therefore crucial that organisations select competent contractors to deal with their waste.

In summary, the following actions must be carried out:

- Notify the premises (unless exempt) to the EA or SEPA where hazardous waste is produced;
- Appoint a competent waste carrier, ensuring that they are registered and hold an appropriate license (this can be checked through the EA's website);
- Ensure that appropriate documentation is completed and accompanies waste:
  - ▶ Waste transfer notes for non-hazardous waste (see example form below);
  - ▶ Hazardous waste consignment notes for hazardous waste (multi-part forms are available from the EA or SEPA);
- Ensure documents are securely filed (waste transfer notes must be kept for a minimum of 2 years and hazardous waste consignment notes for a minimum of 3 years);
- Ensure that the final disposal site is registered and has a license to accept specific types of waste.

It is strongly recommended that you also:

- Get references from other clients before you appoint a waste sub-contractor. It may also be appropriate to audit the contractor on issues such as staff training, equipment and vehicles, any previous convictions for waste offences, and policies and procedures;
- Visit the disposal or recovery facilities that finally deal with the waste. It may be appropriate to audit the facility to ensure compliance with your duty of care and legal obligations.

**NON-HAZARDOUS WASTE TRANSFER NOTE**

**A. DESCRIPTION OF WASTE**

1. Description of the waste being transferred:
2. European Waste Catalogue Code:
3. How is the waste contained?  
 Loose     Sacks     Skip     Drum     Other     please describe
4. What is the quantity of waste? (number of drums, tonnes etc.):

**B. CURRENT HOLDER OF THE WASTE (TRANSFEROR)**

Full name:  
 Name and address of the Organisation:

Which of the following are you? (one or more boxes may apply)

Waste producer	<input type="checkbox"/>	Holder of waste management licence	<input type="checkbox"/>	Licence no: Issued by:
Waste importer	<input type="checkbox"/>	Exempt from waste management licensing	<input type="checkbox"/>	Reason why:
Waste collection authority	<input type="checkbox"/>	Registered waste carrier	<input type="checkbox"/>	Registration no: Issued by:
Waste disposal authority (Scotland only)	<input type="checkbox"/>	Exempt from requirement to register	<input type="checkbox"/>	Reason why:

By signing Part D below, I confirm that I have fulfilled my duty to apply the 'waste hierarchy', as required by Regulation 12 of the Waste (England) Regulations 2011.    YES

**C. PERSON COLLECTING THE WASTE (TRANSFEEE)**

Full name:  
 Name and address of the Organisation:

Which of the following are you? (one or more boxes may apply)

Waste collection authority	<input type="checkbox"/>	Authorised for transport purposes	<input type="checkbox"/>	Specify purpose:
Waste disposal authority (Scotland)	<input type="checkbox"/>	Holder of waste management licence	<input type="checkbox"/>	Licence no: Issued by:
		Exempt from waste management licensing	<input type="checkbox"/>	Reason why:
		Registered waste carrier	<input type="checkbox"/>	Registration no: Issued by:
		Exempt from requirement to register	<input type="checkbox"/>	Reason why:

**D. ADDRESS OF PLACE OF TRANSFER:**

Date of Transfer:		Time of transfer (for multiple loads give between dates):
Name and address of broker (if applicable):		

<b>TRANSFEROR</b>		<b>TRANSFEEE</b>
Signature:		
Full name: Representing:		

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