



**Horsham
District
Council**

Helping Local Businesses Succeed

Health & Safety Policy for

August 2008

Health and Safety Manual Index

Section No	Section	Page No
01	Mission Statement	3
02	Health & Safety Policy Statement	4
03	The organisation of Health & Safety within the Company	5
04	Arrangements in Place and Safe Systems of Work	7
05	Company Safety Commitments – An Overview	10
06	Employer and Employee Responsibilities	13
07	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	17
08	Health & Safety First Aid	19
09	The Control of Substances Hazardous to Health (COSHH)	20
10	Working at Height	21
11	Fire Safety	22
12	Personal Protective Equipment (PPE)	24
13	Manual Handling	25
14	The Control of Asbestos	26
15	Work Equipment	28
16	Display Screen Equipment	29
17	Driving	31
18	New and Expectant Mothers	32
19	Employment of Young Persons	33
20	Lone Working	38
21	Work Related Stress	39
22	Appendices	40

Section 1

Mission Statement

Our company policy maintains that we adhere to a strict health & safety code of practice. A full risk assessment is available on request detailing all hazards and risks associated with all activities undertaken by this Company.

All risks are periodically re-evaluated for each activity following consultation with employees to determine whether existing precautions are adequate and the correct controls measures are in place.

Our risk assessment is periodically reviewed in liaison with Statutory Authorities to ensure full compliance with legal responsibilities.

Signed

Section 2

Health and Safety Policy Statement

General Policy Statement

The Company aims to act as a good employer in all matters relating to your health and Safety. The Company believes that Health and Safety should have equal importance to productivity and quality.

It accepts its responsibility to provide a working environment that is safe and with minimal risk to health. The Company will meet all legal requirements under health and Safety legislation.

The Management of the Company will take all reasonable practicable to meet this responsibility. It will:

- Provide a safe working environment.
- Provide and maintain equipment, materials and systems of work that are safe and do not endanger the health of employees and any other person likely to be affected by work activities.
- Provide Health & Safety information, instruction, training and supervision as necessary.
- Provide adequate arrangements for the use, handling, storage and transport of articles and substances.
- Provide and maintain safe access and exit from any place of work.
- The provision of adequate welfare arrangements.

This policy will be made available to all employees for their information. In addition, -----will communicate with staff on all aspects of Health and Safety and Safe Working Practice, including training and guidance where necessary.

The allocation of duties for safety matters and the arrangements that the Company will put in place in order to implement this policy are set out in this document. The Health and Safety Policy is a 'living' document and will evolve over time to take into account of organisational changes or significant acquisitions. The policy will be kept up to date by means of an annual review.

Workplace health and safety will appear regularly on the agenda for board meetings however this policy can only be successful with the active co-operation of all employees. It is the responsibility of all employees to perform their assigned duties safely by following established safe working procedures, using proper safety equipment and by reporting or correcting unsafe acts or conditions.

Signed.....

Date.....

Section 3

The Organisation of Health and Safety within the Company

Overall Responsibility

- Responsibility for the implementation of this Health and Safety Policy rests with '-----'
'who will:
- Co-ordinate all training in Health and Safety procedures, First Aid and Fire Safety/Prevention matters.
- Ensure that all accidents are promptly recorded, the cause investigated and that appropriate action is taken where necessary to minimise re-occurrence.
- Review this safety policy document at least annually or in light of new or amended legislation, including any accidents arising that indicate a need to review.
- Co-ordinate the communication of information and instructions regarding new developments in Health and Safety to ensure that policies and practices within the company reflect legal requirement.
- Define the duties of employees in relation to Health and Safety related matters and ensure employees carry out these duties satisfactorily.
- Ensure that all equipment purchased or hired is in a safe condition and that all users are properly and effectively trained in its safe operation.
- Ensure that all materials purchased for use by the Company's employees are safe if used in the manner recommended by the suppliers. Provide appropriate guidance in their use to employees.
- Arrange for employees to be instructed in fire evacuation procedures and fire prevention measures. It is particularly important that any new employees are given such instruction as part of their induction training, i.e. on their first day of employment.
- Ensure that regular inspections of Company premises are undertaken at least annually, and that defects are noted and rectified as soon as reasonably practicable.
- Develop staff awareness for observing instructions and co-operating with management or a delegated responsible person in matters of Health and Safety

Delegation of Health and Safety Duties

In the absence of -----, health and safety responsibilities will be delegated to -----

The Company may, at its discretion, delegate certain duties in connection with Health and Safety specifically to certain employees. Such employees will be expected to carry out those duties competently and effectively and to report to ----- any incidents which may give rise to concern regarding the health and safety of customers, colleagues or other persons.

All Staff

It is the responsibility of every member of staff to carry out his/her duties in a safe manner and to avoid exposing colleagues, customers, or visitors to any risks to their Health and Safety.

In particular, no employee must whilst on duty, act carelessly, negligently or recklessly in matters which may affect the Health and Safety of themselves or any other person. "Skylarking" or "Horseplay" at work will not be condoned and can lead to disciplinary action against the employee concerned.

All employees are expected to promptly report any defect or hazard of whatever type, so that this can be investigated and made safe.

All employees are required to undertake such training and instruction in Health and Safety matters as the Company deems necessary. The cost of any such training will be borne by the Company.

It is the duty of all members of staff to familiarise themselves with the contents of the Health and Safety Policy and to indicate that they have done so by providing their signature on the sheet provided in this Manual.

Section 4

Arrangements in Place and Safe Systems of Work

Detailed Arrangements

Risk reduction requires a regular and thorough audit of the Company's premises to identify those matters which could give cause for concern. Management will, either themselves, and/or through the services of their consultants, carry out such audits on an on-going basis.

Safe systems of work

The Health and Safety at Work Act 1974, provides for a safe place and safe system of work for all personnel on site. In accordance with this Policy Statement, ----- occupation of its premises in relation to items listed under Appendix 1 are periodically reviewed and appraised where necessary to ensure a safe working environment. Suitable training is provided to personnel within the Company, specifically in relation to emergency procedures.

Health and safety risks arising from our work activities

Risk assessments are periodically undertaken by ----- or by external consultants as appropriate. Action will be taken were there are significant findings in order to control risks. The controls and remedial actions will ensure that risks have been eliminated or sufficiently reduced. Assessments will be reviewed annually or whenever the work activity changes, whichever is the soonest.

Safe Plant and Equipment

----- will be responsible for identifying all equipment and plant that requires maintenance and will ensure that effective maintenance and purchasing procedures are drawn up and meet with relevant health and safety standards.

Health and Safety Management Log and Fire Record Keeping Log

Health and Safety arrangements and assessments will be fully documented within the Health and Safety Management Log and the Fire Record Keeping Log.

General Fire Safety

Appointed Fire Marshals will check fire escape routes regularly. Any problems or obstructions noted by staff should be reported to a member of the management team.

An outside contractor inspects fire extinguishers annually. Please report any accidental expending of a fire appliance immediately to a member of the management team.

The fire alarm system will be tested on a regular basis. Please report any malfunction of the fire alarm system in your area to a member of the management team.

Emergency evacuation drills will be carried out on a periodic basis.

Pregnancy

The Company recognises the special position of new and expectant mothers and the need to conduct a specific risk assessment. This will be undertaken with immediate effect upon receipt of notification in writing that an employee is pregnant, has given birth or miscarried in the last six months, or is breast-feeding.

The risk assessment will take account any risks where the worker may be exposed to any process, working conditions, or physical, chemical, or biological agents which might adversely affect the health and safety of the worker or their baby.

The risks will be avoided by initiating sufficient prevention and control measures. If the risks cannot be avoided however, we will make necessary provision to alter the working conditions or hours of work of new or expectant mothers. In certain circumstances this may mean suspending the employee from work for as long as is necessary to avoid the risks identified.

Work Related Stress

The Company recognises that the nature of work undertaken at -----
----- can be demanding and that the workplace can become a stressful environment. Work related stress is a health and safety issue and we acknowledge the importance of identifying and reducing workplace stressors.

The Company will endeavour to identify all workplace stressors and conduct risk assessments to eliminate stress or reduce the risks from stress.

General First Aid

The Company will appoint and ensure that a suitable number of staff are suitably trained and equipped to administer First Aid. Whenever First Aid is rendered a report will be completed by the First Aider and sent to -----
----- who is responsible for reporting accidents to the necessary authorities. First aiders should inform ----- as soon as practicable after an accident has happened.

Young Persons

The Company recognises that “young persons” may need additional training and supervision where the person is inexperienced in a working environment. This practically can apply to any young visitors, contractors, persons gaining work experience or any other employment of a young worker.

Languages

The Company recognises that the employment of foreign nationals presents specific problems in relation to the provision of Health and Safety information due to language translation. The Company will therefore endeavour to provide such information in a manner that is understood by all employees.

Health and Safety Inspector's Office

The local health and safety inspector's office is at:

Horsham District Council

Public Health & Licensing ,
Park House,
North Street,
Horsham,
West Sussex
Telephone 01403 215453
Email: publichealth.licensing@horsham.gov.uk.

Health and Safety Executive

Phoenix House
23 – 25 Cantelupe Road
East Grinstead
West Sussex
RH19 3BE
Telephone 01342 334222

EMAS (Employment Medical Advisory Service)

AW House,
6-8 Stuart Street,
Luton,
Bedfordshire,
LU1 2SJ
Telephone 01582 444200

Section 5

Company Safety Commitments – An Overview

- 1.1 The Building.** The fabric of the premises will be maintained in a safe condition, as will all normal and emergency entrances and exits.
- 1.2 Building Atmosphere.** We shall endeavour to maintain levels of heating, lighting, ventilation and temperature as recommended by the Approved Code of Practice to the Workplace (Health, Safety & Welfare) Regulations 1992.
- 1.3 Electricity.** Electrical appliances and wiring will be maintained at the level required by "The Electricity at Work Regulations 1989". This regulation requires initial and periodical testing by a qualified electrical contractor of both the mains electrical system and portable appliances. Sufficient power outlets will be provided for all electrical equipment supplied by the Company and/or other authorised contractors or information providers. Staff should not attempt to carry out any repair or modification to electrical equipment, unless such work is part of their job specification and should not, under any circumstances, bring electrical appliances from home to plug in to the building electrical system.
- 1.4 Catering.** Rest room facilities are available for employees to take breaks. The rest room is equipped a kettle, microwave oven and refrigerator.
- 1.5 Cleaning and Waste Disposal.** General workplace cleaning will be carried out to a satisfactory standard. Suitable receptacles will be provided for the disposal of all forms of waste and adequate arrangements will be made for the collection of waste from the premises.
- 1.6 Clothing Lockers.** Suitable clothing storage will be provided for outdoor clothing that is not worn during the day.
- 1.7 Display Screen Equipment.** Individual Risk Assessments will be undertaken in respect of Display Screen Equipment work stations in accordance with the "Health & Safety Display Screen Regulations 1992". Employees are entitled to request a review of their workstation if they suspect that it does not conform to current legislation and/or is causing discomfort.
- 1.8 Drinking Water.** Cold water for drinking and culinary use will be drawn direct from the main supply and not from a storage tank. Hot water will be supplied at a suitably controlled temperature.

- 1.9 Eye Tests.** Eye damage, eyestrain and related problems e.g. headaches, can be caused by constant visual display use without regular break periods; particularly where eyesight problems already exist. Employees who regularly use visual display equipment are entitled to request a suitable eye test if it is thought that a problem exists. It is Company policy to arrange for staff that operate display screen equipment, to have a suitable periodical eye test.
- 1.10 First Aid.** Suitably qualified first aid personnel and back-up supplies will be provided to at least the minimum level required by the "Health and Safety (First Aid) Regulations 1981 Act" and the relevant "Approved Code of Practice (ACOP)".
- 1.11 Fire Safety.** Fire safety signs will be provided in accordance with the "Health and Safety (Safety Signs and Signals) Regulations". Walkways will be kept clear of obstruction at all times. Fire evacuation and emergency procedures are documented. Regular fire alarm tests will be carried out and the Centre Manager and these will be logged.
- 1.12 Furniture and Equipment.** All furniture and equipment will be both ergonomically and electrically satisfactory for the purpose for which it was designed.
- 1.13 Information, Instruction and Training.** The provision of information, instruction and training will be consistent with that required for employees to safely carry out their duties, e.g. First Aid and Fire Marshals.
- 1.14 Manual Handling and Storage.** Employees should take extreme care when lifting heavy objects. Only employees that are required to lift heavy objects in the course of their normal workday should attempt to lift such objects and only after suitable training. If you have reason to reach up to high shelves only the correct equipment should be used; i.e. a stepladder or step stool, not a chair.
- 1.15 Sanitary Arrangements.** Sanitary and washing facilities will be provided at least to the quantity specified in the "Work Place (Health & Safety & Welfare) Regulations 1992".
- 1.16 Work Related Stress.** The Health & Safety Executive defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. The Company operate a '**Stress Policy**' and provides medical services designed to assist employee's suffering from stress.
- 1.17 Upper Limb Disorders (RSI).** Can be caused by incorrect posture and/ or continuous keyboard operation without a rest period or alternative tasks. Team members are entitled to request a review of their workstation.

- 1.18 Floors and traffic routes.** All floors and the surface of every traffic route will be kept free from obstructions and from any article or substance which may cause a slip or fall.
- 1.19 Work Area.** The allocated work area for each member of staff will satisfy the minimum standard floor area or volume specified in the "Work Place (Health & Safety & Welfare) Regulations 1992".

Section 6

Employer and Employee Responsibility

Director

- The Owner/Proprietor/Managing Director of -----
-----is responsible for the overall effectiveness of the Company Health and Safety Policy.
- Responsible for establishment and achievement of the Company Health and Safety programme.
- Will regularly appraise the effectiveness of the Health and Safety Policy.
- Will establish clear lines of communications and identify the person to contact if there is imminent risk.
- Will ensure that all employees receive adequate safety training for the job they are doing.
- Will ensure that all work necessary for Health and Safety is carried out as promptly as possible.
- Shall ensure that all contractors who work on behalf of the Company are aware of the Company Health and Safety Policy and ensure that they do not commence work until they have been adequately briefed by a representative of the Company.
- Whilst overall responsibility rests at the highest level, individuals at every other level will need to accept degrees of responsibility in order to effectively implement the policy.
- Establish risk and ensure risk assessments are implemented.

Managers/Supervisors

- Will support the Owner/Proprietor/Managing Director in all areas of Health and Safety but specifically:
- Will establish clear lines of communications and identify the person to contact if there is imminent risk.
- Will ensure that all employees receive adequate safety training for the job they are doing.

- Will ensure that all work necessary for Health and Safety is carried out as promptly as possible.
- Shall ensure that all contractors who work on behalf of the Company are aware of the Company Health and Safety Policy and ensure that they do not commence work until they have reported to the Director.
- Shall monitor and conduct spot checks to ensure that personal protective equipment is worn when issued and that machine safety devices are fitted where necessary.
- Shall monitor and report on all safe systems of work.
- Shall support the Director in identifying risk and the implementation of new risk assessments.
- Must familiarise themselves and their colleagues with the Company Health and Safety Policy.
- Must ensure that safety hazards pertaining to Company work activities are identified and brought to management's attention.
- Must ensure that each employee knows and understands the fire procedures especially with regard to evacuation and assembly points.
- Shall ensure that all hazards are promptly reported and rectified.
- Shall be responsible for good housekeeping within the Company premises.
- Shall participate in the investigation of accidents to discover cause and eliminate reoccurrences. Shall complete or ensure accident report forms are completed.
- Shall ensure that personal protective equipment is issued.
- Shall advise employees and obtain information about the safe use and hazards of any substance or process used by the Company or its employees.
- Shall coordinate fire evacuation at the Company.

Company Employees

- Shall make themselves familiar with and conform to the Health and Safety Policy.
- Shall observe all safety rules, wear the personal protective equipment provided and ensure that appropriate machine safety devices are used correctly.
- Will conform to all reasonable instructions given by members of staff with a responsibility for Health and Safety.
- Must report all accidents to a member of the management team whether persons are injured or not.
- Must immediately report to a member of the management team any defects or damage to personal protective equipment used.
- Make suggestions to improve Health and Safety in the Company through the management team in the first instance.
- Must be aware of any risk assessments relevant to their working activities and conduct their own risk assessments if visiting a client's premises.
- Must work in accordance with any other legislative requirements e.g. Food Safety legislation.

Contractors

- Must report to a Company representative before starting work within/for the Company.
- Shall observe the Company safety rules and instructions given by the persons enforcing the Company Health and Safety Policy.
- Shall observe the obligation to ensure the Health and Safety of their own employees and have due regard to the safety of others who may be affected by their work activities.
- Must report all accidents or dangerous occurrences to the Company without delay.

Visitors

Non Company personnel visiting the Company premises must be accompanied at all times and must observe all Company safety requirements.

General Duties

Health and Safety needs to be managed in exactly the same way as any other aspect of running a business.

The Health and Safety Management Regulations apply to all work situations and place specific duties on Employers and Employees as follows:

Employers must:

- Carry out risk assessments relevant to their staff and visitors making appropriate provision for all aspects of Health and Safety.
- Record their findings in writing if employing five or more persons and where necessary appoint competent persons to assist with these assessments. The objective is to develop safe methods of dealing with dangerous situations which will include managing the activities of Contractors and self employed workers frequenting their premises.
- Provide adequate information, instruction and training so as to ensure the Health and Safety of their employees.

Employees must:

- Conduct themselves in accordance with the training and instruction given by their employer.
- Employees have a legal duty to report any unsafe situations arising from their work activities to their employer. This is so as to allow for any necessary remedial actions to be implemented before an accident takes place.

Section 7

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

These regulations require the reporting of specific types of injury and occupational ill health which arise from work activities:

- Accidents resulting in 3 day sick leave or more
- Major injuries-broken bones or injury resulting in hospital visit.
- Any injuries/occurrence where a member of the public or any non-employee is taken to hospital.
- Fatalities

They must be reported to:

The Incident Contact Centre (ICC)
Caerphilly Business Centre
Caerphilly
CF83 3GG

Telephone: 0845 300 9923

Website: www.riddor.gov.uk

Failure to report a reportable injury or disease described in RIDDOR is a criminal offence.

Accidents must be reported using forms F2508 for injuries and F2508A for diseases within seven days. Forms are available from the website given above.

Accidents include acts of violence to people at work, but not acts of violence to others such as customers, visitors, etc.

The duty to report accidents/ill health under RIDDOR rests with the Employer, a Self Employed person or somebody in control of the premises where the work is being carried out.

Records of reportable injuries or diseases must be kept for three years from the date of the incident.

These must include:

- The name and occupation of employee affected.
- The name and status of non- employed person (e.g. visitor) affected.
- A brief record of circumstances leading to the event and the date and method of reporting to the enforcing authority.

Accident book

A local accident book must be kept to ensure records of all accidents at work. The accident book must contain details and personal information. Social Security legislation requires this information to be kept in a secure place and must not be available for general view.

The Company keeps completed “Personal Accident reports” (Appendix 5) in a separate “Completed Accident reports” folder in the centre office. This folder is held and controlled by the Hotel Manager. Each accident is identified by an “Accident number”. A blank copy of the Accident number index is held in the Appendix of this Manual.

All accidents must be investigated internally to establish:

- How the accident occurred
- If anyone else was involved
- Likelihood of it happening again
- If the injured party had been trained
- If the correct instructions or procedures had been carried out
- If the appropriate personal protective equipment was being used
- The condition, repair, suitability, etc of any work equipment involved
- If the activity/task, etc been risk assessed
- If existing controls are adequate
- Whether existing controls need reviewing
- Steps required to prevent reoccurrence

Section 8

Health and Safety First Aid Regulations

All workplaces should have provision for First Aid. The minimum requirement is at least one appointed person to take charge during an emergency situation. This will include that person calling for an ambulance and taking charge of first aid equipment and restocking the first aid box etc.

A qualified First Aider is someone who has completed an approved training course (by the HSE) and holds a current First Aid Certificate.

The designated Company First Aiders are:

Refresher courses are will be arranged as necessary.

The number of First Aiders required depends on the circumstances of the business but should have regard to cover for shifts, holidays etc.

All cases dealt with by the First Aider should be recorded and include as a minimum the name of the casualty, date, time and circumstances of the accident. Details of treatment given and whether the casualty was sent to hospital or advised to seek qualified consultation should also be noted.

The Company have a number of Appointed First Aiders on site. Details will be advertised in prominent positions.

Section 9

The Control of Substances Hazardous to Health Regulations (COSHH)

COSHH requires that work which is liable to expose anyone to substances hazardous to health shall not be carried out until an assessment has been made. This requires:

- Evaluating the risks to health arising from work involving substances hazardous to health;
- Establishing what has to be done to meet the requirements of the whole of the COSHH regulations.

The assessment must be suitable and sufficient in relation to both these elements. It will need to be reviewed if work circumstances change or if it becomes apparent that the original assessment is no longer valid.

Substances that are hazardous to health include: gases, vapours, liquids, fumes, dusts and solids and can be components of a mixture of materials.

Suppliers of substances are legally bound to provide the necessary technical data to users of their products to enable assessments to be completed. They will supply unique data sheets for each substance supplied. This will indicate how hazardous the substance is if: inhaled, swallowed, absorbed through the skin or injected into the body by high pressure equipment or contaminated sharp objects.

Evaluating the risks involves asking the following questions:

- What is the potential of a substance for causing harm (i.e. the hazard)?
- What is the chance of exposure occurring?
- What quantity are people exposed to and for what duration?

It is especially necessary to know precisely about the amount/concentration of substance length of exposure when:

- Exposure occurs routinely very frequently.
- A high level of exposure can be foreseen at any time.
- A substance has a maximum exposure standard, or when it is listed in appendix 1 to the COSHH carcinogens Approved Code of Practice, or is otherwise known to be particularly hazardous.

The Company will provide and fund all Personal Protective Equipment.

Section 10

Working at Height

Working at height should be avoided wherever possible as this activity is a common factor associated with serious injuries to employees due to falls from height. Working at height includes any height even if it is at or below ground level (i.e. in a cellar).

Employees must never attempt to use ladders or step ladders unless specifically directed by a senior manager. They must only be used as a temporary means of access and for short duration only. They must be suitable for the purpose, properly maintained and used (e.g. by being levelled, secured at top and bottom, etc).

Staff should not attempt to change ceiling mounted or high level light bubs under any circumstances. If any light fitting fails to operate it must be reported to the management team.

All ladders, step ladders and footstools must be regularly inspected for damage prior to use.

A copy of the Ladder Inspection Form is held in the Appendix of this manual

Section 11

Fire Safety

In an effort to consolidate existing fire safety legislation the Government has introduced the Regulatory Reform (Fire Safety) Order. This act replaces the Fire Precautions Act and the Fire Precautions in the Workplace Regulations. The Order places a duty on the Company to make sure that everyone on the premises, or nearby can escape safely if there is a fire. This includes employees, visitors and contractors.

The act firmly places a responsibility on the 'Responsible Person' (person with control over the premise) and outlines all the measures that must be taken to ensure the safety of all the people they are directly or indirectly responsible for. At the same time it allows the Enforcing Authority (normally the Fire Service) to make sure that it is enacted (by force if necessary) and sets penalties if it is not. It requires the responsible person to carry out a Fire Risk Assessment, produce a Policy, develop Procedures (particularly with regard to evacuation), provide staff Training and carryout Fire drills. The responsible person must provide and maintain

- **Clear Means of Escape**
- **Signs**
- **Notices**
- **Emergency Lighting**
- **Fire Detection**
- **Alarm**
- **Extinguishers**

Fire Risk Assessment – The foundation of the Act is the Risk Assessment. This must be reviewed regularly and if necessary amended.

The 'Responsible Person' for meeting Order is -----

All persons employed should be instructed and trained to ensure they understand fire precautions and the action to be taken in the event of an outbreak of fire within their workplace. This must include persons employed on regular duties outside normal working hours. The overall objective is to ensure all staff receives instruction and training appropriate to their responsibilities in the event of an emergency. It should be based on written instructions.

Instruction should be given frequently by a competent person. Staff should be instructed preferably twice a year but at least once in each period of twelve months.

Suitable instruction and training should include:

- The action to be taken on hearing the fire alarm.
- The action to be taken on discovering a fire.
- How to raise the alarm, including the location of alarm call points and any internal fire alarm telephones.
- The correct method of calling the fire brigade.
- The location and correct use of fire fighting equipment
- Knowledge of escape routes.
- An understanding of the importance of fire doors and the need to close all doors at the time of a fire and on hearing the fire alarm.
- Procedures for stopping machines and processes and isolating power supplies, where appropriate.
- Evacuation procedures relevant to the building (where members of the public are present this will include reassuring them and escorting them to exits, etc).

In addition to these items, certain categories of staff should be instructed and trained in any matters peculiar to their particular responsibilities at the time of a fire.

At least once a year, more frequently in larger premises or in premises designated as high fire risk establishments, a practice fire drill should be carried out simulating conditions in which one or more of the escape routes from the building are obstructed. Details of any training given in respect of fire precautions should be recorded in a suitable dedicated fire log book.

Training records should include:

- Date and time of instruction or exercise.
- Duration.
- Name of competent person giving instruction.
- Names of persons receiving the instruction.
- The nature of the instruction, training or drill.

Fire instruction notices should be displayed in all parts of the building. Printed notices should be exhibited stating in concise terms the action to be taken upon discovering a fire and on hearing the fire alarm.

Section 12

Personal Protective Equipment

- The Company will ensure availability of Personal Protective Equipment (PPE) to suit the tasks carried out within the organisation.
- Such equipment will be issued where necessary by the Company.
- Lost or defective equipment will be replaced immediately by the Company.
- All employees have a responsibility to report lost or defective equipment to a senior manager.

Section 13

Manual Handling

There are manual handling activities undertaken by employees at the Company. Significant manual handling is undertaken by outside contractors such as delivery drivers.

The fundamental principle is to avoid employee manual handling, using mechanical aids instead. However, if this does not completely remove the hazard posed to the then you should conduct an assessment of the risk from manual handling.

Employers should aim to:

- Eliminate the need for hazardous manual handling, as far as reasonably practicable.
- Assess the risk of injury from any hazardous manual handling that cannot be avoided.
- Reduce the risk of injury from hazardous manual handling, as far as reasonably practicable.
- Assess the need for training.

When it proves impossible to make any significant change to the task then training in safe handling may prove the only control step available. The physical fitness and aptitude of the employee will need to be considered as well as the arrangement of workplace and work activity.

Employees should:

- Follow appropriate systems of work laid down for their safety.
- Make proper use of equipment provided for their safety.
- Co-operate with their employer on Health and Safety matters.
- Adopt good handling techniques

Section 14

The Control of Asbestos

Approved Code of Practice

There are 2 Approved Codes of Practice which provide guidance on of the Control of Asbestos Regulations 2006. One covers the 'Duty to Manage' under Regulation 4 and the other Code covers the remaining requirements.

The 'Duty to Manage' has particular relevance to those who have responsibilities for the maintenance and repair of non-domestic premises where asbestos-containing materials are or are likely to be present in those premises.

The Regulations came into effect on 1st October 2006 and largely restate previous duties set out in law and Codes of Practice, but with some further requirements.

People who have duties under regulation 4 should be aware of their requirement to manage the risks from asbestos in their premises. It must be stressed that a 'duty to manage' is not necessarily a duty to remove, and the aim is to prevent the unexpected exposure to workers who may be exposed to materials containing asbestos.

Duty holders are required to:

- Take reasonable steps to find materials in premises likely to contain asbestos.
- Presume that materials contain asbestos unless strong evidence exists to the contrary.
- Keep a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACMs).
- Assess the risk of the likelihood of anyone being exposed to these materials
- Prepare a plan to manage the risk and implement the plan to ensure that:
 1. any material known or presumed to contain asbestos is kept in a good state of repair
 2. any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed
 3. information on the location and condition of the material is provided to any person potentially at risk.

Typical Occurrences

- Lagging.
- Spray Coatings.
- Insulation.
- Millboards.
- Cement.
- Flooring materials.
- Rope & Textiles.
- Paints & textured coatings.

Why is asbestos dangerous?

Inhaling air containing asbestos fibres can lead to asbestos related diseases which are mainly related with the respiratory system. These are Asbestosis, Mesothelioma and Lung cancer.

Asbestos is only a health risk if the fibres are released into the air and inhaled. The risk is greatly increased by associated smoking. Asbestos is “dose” related. The risk is greatly enhanced as exposure increases. Mesothelioma can be caused by lower exposure.

There is no current cure for an asbestos related disease.

Persons at risk

- Heating and ventilation engineers.
- Roofing contractors.
- Fire and burglar alarm installers.
- General maintenance staff.
- Electricians.
- Plumbers.
- Carpenters and joiners.
- Plasterers.
- Gas fitters.
- Cable layers.
- Demolition workers.
- Painters and decorators.

Although it is now illegal to use asbestos in the construction or refurbishment of any premises, thousands of tonnes were used in the past and much of it is still in place. As long as it is in good condition and is not disturbed or damaged there is no risk.

Companies engaging external surveyors to identifying asbestos bearing materials should to check their levels of competence.

Section 15

Work Equipment

The Provision and Use of Work Equipment Regulations states that every employer shall ensure that work equipment is safe and suitable for use. Work equipment has a wide definition that includes machinery, appliances, installations, tools, and even chairs.

The Company shall ensure that all equipment is maintained in an efficient state, in efficient working order, good repair and ensure that effective measures have been taken to prevent access to dangerous moving parts of machinery through protective guards, interlocking guards, etc.

All staff that use equipment at work must be suitably trained, instructed or provided with relevant safety information prior to use.

Electrical appliances and wiring will be maintained at the level required by "The Electricity at Work Regulations 1989". This regulation requires initial and periodical testing by a qualified electrical contractor of both the mains electrical system and portable appliances.

Sufficient power outlets will be provided for all electrical equipment supplied by the Company and/or other authorised contractors or information providers. Staff should not attempt to carry out any repair or modification to electrical equipment, unless such work is part of their job specification and should not, under any circumstances, bring electrical appliances from home to plug in to the building electrical system.

Reporting defects and the keeping of suitable records is essential as this enable the company to closely monitor work equipment highlighting potential faults or adverse trends. They are also essential in forming an accurate assessment of the necessary frequency of testing.

Section 16

Display Screen Equipment

Terms

Display Screen Equipment is a term which refers to a range of electronic display equipment which is usually part of a computer system. The most common form is the Visual Display Unit (VDU), but more recently also includes the laptop computer used in a variety of environments.

Workstation means an assembly comprising of display screen equipment and optional accessories to the display screen equipment; any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment and the immediate work environment.

User means an employee who habitually uses display screen equipment as a significant part of their normal work.

Main Provisions

Employers are required to:

Assess workstations to assess risks to the Health and Safety of any user. Risks identified must be reduced to the lowest extent reasonably practicable. Workstations must be assessed irrespective of a person's DSE classification.

Assess users and advise them if they are legally classed as a "Display Screen Equipment user".

Provide employees with guidance and training to reduce the risk of DSE related injuries e.g. upper body disorders.

Protection of users' eyes and eyesight

An employee has a right to an eyesight test if they have been classed as a DSE user. If the eye test shows it to be necessary the user will also be entitled to corrective spectacles. The entitlement only provides for spectacles that are needed for DSE work only.

NOTE

Employers are not responsible for any corrections for near or distance vision defects or examinations for eye complaints not attributable to display screen work. Special corrective appliances proved to meet the requirements of the regulations will be those prescribed for vision defects at normal display screen viewing distance.

Schedule of minimum requirements for employers

The schedule has three parts which deal with the equipment, the environment and the user/computer interface.

- Equipment: Display Screen deals with characters, screen image, brightness, controls, swivel and tilt, reflective glare etc.
- Keyboard deals with tilt and mobility, space for hands and arms, arrangements of characters etc.
- Work desk or work surface deals with flexibility of arrangement of screen, keyboard, documents, document holder, sufficient working space etc.
- Work chair deals with stable but easily moved chair, height adjustment, seat back adjustment, provision of footrest.
- Environment: space requirements deal with space for change of position and to vary movements.
- Lighting: General and local lighting, reflections and glare.
- Noise: Equipment should not distract attention or disturb speech.
- Heat: Equipment should not produce excess heat.
- Radiation: Should be reduced to negligible levels from Health and Safety viewpoint.
- Humidity: An adequate level should be established and maintained.

User/Computer interface

In designing, selecting, commissioning and modifying software and in designing tasks using display screen equipment the following principles should be taken into account:

- Software must be suitable for the task, must be easy to use and where appropriate, be adaptable to the user's level of knowledge and experience.
- No quantitative or qualitative checking facilities may be used without the knowledge of users.
- Systems must display information in a format and at a pace adapted to users.

Section 17

Driving

A number of vehicles are used as part of the business. -----
will ensure that suitable vehicles for the purpose are provided.
Maintenance and repairs will be carried out in accordance with Road Traffic
legislation and manufacturers recommendations.
Drivers of the vehicles are required to undertake daily/weekly maintenance
checks and ensure the vehicle is roadworthy.
Defects should be reported immediately to the management team.
Drivers are required to supply a copy of a current driving licence and report
any changes to their licence or medical status which would affect their ability
to drive.

Section 18

Expectant and New Mothers

Immediately after notification by an employee that she is pregnant, a specific and individual risk assessment must be made by her immediate supervisor/manager. The risk assessment must be reviewed with the expectant employee and the appropriate identified actions applied.

Risks may arise from physical, biological, chemical agents, working conditions and processes. The risk assessment should be regularly revisited to ensure that any changes in the condition of the expectant/new mother are dealt with.

The physiological changes must be taken into account when assessing the risks, including:

- Morning sickness;
- Backache associated with prolonged periods of sitting or manual handling;
- Haemorrhoids and varicose veins associated with posture;
- Ready and easy access to toilets;
- Increasing tiredness as the pregnancy develops; and
- Balance as size increases.

The purpose of completing risk assessments is to enable the employer to determine what measures need to be taken to eliminate or control risk and, by acting on the findings, to demonstrate that the employer's duty of care has been fulfilled.

High-risk work should not be carried out until suitable controls are introduced, the work should only proceed when any remaining risks are acceptable.

Section 19

Employment of Young Persons

Child employment registration

West Sussex County Council is responsible for registering all child employment in Sussex, and for monitoring the effects of work on the health and education of children. There are strict regulations governing child employment rights and eligibility, which you should be aware of.

Employment legislation applying to children

The legislation is set out in The Children and Young Persons Act 1933 as amended by the Children (Protection at Work) Regulations 1998/2000 and supplemented by West Sussex County Council (WSCC) Byelaws under Section 18 of the 1933 Act.

You can download a copy of the Byelaws from the WSCC website www.westsussex.gov.uk alternatively you can request a copy from the Local Education Office. It establishes the restrictions on the nature of work that children may undertake, restrictions on the hours of work, procedures for registering child employment and provision for penalties against employers breaching the legislation.

Basic Guide to Child Employment Legislation

Here are some of the key points of information about children in employment. This is intended as a guide only and is not exhaustive. For more detailed information please see the WSCC Byelaws.

“employment” includes assistance in any trade or occupation which is carried on for profit, whether or not payment or other reward is received for that assistance; provided that a chorister taking part in a religious service or in a choir practice for a religious service shall, for the purposes of these byelaws, be deemed not to be employed.

“light work” means work which, on account of the inherent nature of the tasks which it involves and the particular conditions under which they are performed

- is not likely to be harmful to the safety, health or development of children; and
- is not such as to be harmful to their attendance at school, their participation in work experience in accordance with section 560 of the Education Act 1996, or their capacity to benefit from the instruction received or, as the case may be, the experience gained.

Prohibited Employment

No child of any age may be employed –

- a) In a cinema, theatre, discothèque, dance hall or night club, except in occasional; charitable entertainments or in connection with a performance given entirely by a children;
- b) To sell, serve or deliver alcohol except in sealed containers;
- c) To deliver milk;
- d) To deliver fuel oils;
- e) In a commercial kitchen including the kitchen of any hotel, boarding house, fried fish shop, café or any establishment of a similar kind;
- f) To collect or sort refuse;
- g) In any work which is more than three meters above ground level or, in the case of internal work, more than three meters above floor level;
- h) In employment involving harmful exposure to physical, biological or chemical agents;
- i) To collect money except under the direct supervision of an adult;
- j) To sell or canvass door to door; for the avoidance of doubt this includes collecting money for items previously delivered;
- k) In work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children;
- l) In telephone sales;
- m) In any slaughterhouse or in that part of any butchers shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale;
- n) As an attendance or assistant in a fairground or amusement arcade or in any other premises used for that purpose of public amusement by means of automatic machines, games of chance or skill or similar devices;
- o) In the personal care of residents of any residential care home or nursing home unless under the supervision of a responsible adult;
- p) In or in connection with any racing course or track or other place where any like sport is carried on, or as an assistant in any business conducted therein.

Permitted employment of children aged 14 and over

A child aged 14 or over may be employed only in light work.

Permitted employment of children aged 13

A child aged 13 may not be employed except in light work in one or more of the following specified categories:

- (a) Agricultural or horticultural work;
- (b) Delivery of newspapers, journals and other printed material but not collecting payment for same;
- (c) Shop work, including shelf stacking;
- (d) Hairdressing salons;
- (e) Office work;
- (f) In a café or restaurant;
- (g) In riding stables; and
- (h) Domestic work in hotels and other establishments offering accommodation.

Employment before school

Subject to the other provisions of these byelaws, children may be employed for up to one hour before the commencement of school hours on any day on which they are required to attend school.

Additional condition(s)

No child may be employed in any work out of doors unless wearing suitable clothes and shoes.

Street Trading

Street trading is regulated under section 20 of the Children and Young Persons Act 1933, which provides that no child may engage in street trading unless authorised to do so by local authority byelaws. No byelaws have been made in this regard by West Sussex County Council and therefore no child shall engage in street trading in the County of West Sussex.

Time and Hours of Work

Section 18 of the Children and Young Persons Act 1933 includes the following limitations on permitted employment:

No child shall be employed –

before seven o'clock in the morning or after seven o'clock in the evening on any day;
or

for more than two hours on any day on which he is required to attend school; or

for more than two hours on any Sunday; or

for more than eight hours or, if he is under the age of fifteen years, for more than five hours in any day –

(i) on which he is not required to attend school, and

(ii) which is not a Sunday; or

for more than thirty-five hours or, if he is under the age of fifteen years, for more than twenty-five hours in any week in which is not required to attend school; or

for more than four hours in any day without a rest break of one hour; or

at any time in a year unless at that time he has had, or could still have, during a period in the year in which he is not required to attend school, at least two consecutive weeks without employment.

Risk Assessment

Young people, especially those new to the workplace, will be facing unfamiliar risks from the job they will be doing and from the working environment. They are seen to be particularly at risk because of their possible lack of awareness of existing or potential risk, immaturity and inexperience.

Definitions of young people and children by age:

- A young person is anyone under 18 years of age
- A child is anyone who is not over compulsory school age

You have a particular duty under the Management of Health and Safety Regulations 1999 2 to assess the health and safety risks to any young persons in your employment. A procedure for undertaking a risk assessment

for young persons has been included in the appendix to the Company Health and Safety Policy.

A risk assessment for the employment of young persons must be undertaken before the employee commences work.

The risk assessment must take into account the following:

- that work is not beyond their physical or psychological capacity
- that they are not exposed to extreme heat or cold, or from noise or vibration
- their work activities must not involving exposure to harmful or inflammable substances
- insufficient experience and knowledge of health & safety
- they are not allowed to operate dangerous machinery
- they must not undertake work involving high voltage electricity

Section 20

Lone Working

A lone worker is a person who works where there are no other members of staff present in the same room at the same time and their exact location is not known to any other member of staff or security. In most cases they will work without close or direct supervision in a wide variety of situations.

Employees must be made aware that they have a legal obligation to take reasonable care for their own health and safety and that of others while they are working.

Examples include CCTV, Alarms, mobile communication or tracking devices, etc

Section 21

Work Related Stress

The Company are committed to protecting the health, safety and welfare of our employees and recognises that workplace stress is a health and safety issue. We acknowledge the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Assessment Criteria

Work-related stress is a recognised workplace hazard and the principles of risk assessment can be applied in the same way as for other workplace hazards.

The risks must be reduced “so far as is reasonably practicable”. To address a problem to the extent of “so far as is reasonably practicable”, usually means to ascertain and apply up-to-date good practice.

The good practices adopted by the Company are set out in the HSE guidance booklet ‘Managing the Causes of Work-Related Stress – HSG218’ and on the HSE website www.hse.gov.uk/stress/experience.htm.

Section 22

Appendices

1. Company Risk Assessments
2. Young Persons Assessment
3. Display Screen Equipment User Assessment.
4. Manual Handling Risk Assessment.
5. COSHH Risk Assessment Form.
6. Accident Report Form.
7. New & Expectant Mothers Risk Assessment.
8. Accident Register Index
9. Workstation Assessment
10. Fire Drill Register
11. Ladder inspection form
12. Health and Safety Manual Circulation Record
13. Employee Training Record Form

Appendix 1

Company Risk Assessments

See attached

Risk Assessment

Fire Risk Assessment

Appendix 2

RISK ASSESSMENT Young Persons Assessment

Employees Name			
Job Title			
Working hours per week			
Work Activities			
<p>Consider the following processes & assess whether the tasks are beyond the physical or psychological capacity of a young person. Consider the following: Lack of experience & training Their perception of risk Attention to safety Immaturity</p>			
Age		Gender	
Process	Is there a risk?	Specify controls in adjacent column	E.g. <ul style="list-style-type: none"> Employee prohibited from doing the task Supervision Training
Physical capacity Do the tasks require heavy lifting, repetitive tasks, forceful movements, excessive standing, etc?	Yes/No	If yes what controls are in place	
Psychological capacity Are the tasks stressful, at a fast pace or potentially confrontational?	Yes/No	If yes what controls are in place	
Extreme heat or cold Do the tasks take place in a hot or cold environment?	Yes/No	If yes what controls are in place	

Potentially harmful substances Do the tasks involve the use of chemicals or other substances?	Yes/No	If yes what controls are in place	
Flammable gases/substances Will the employee be working with flammable materials?	Yes/No	If yes what controls are in place	
High voltage electrical hazards Will the employee be using electrical appliances in potentially dangerous situations i.e. in close proximity to water?	Yes/No	If yes what controls are in place	
Use of machinery or equipment Will the employee be using potentially dangerous equipment i.e. deep fat fryer, knives, etc?	Yes/No	If yes what controls are in place	
Journey to & from the workplace Does the employee finish the working shift late at night or during the hours of darkness?	Yes/No	If yes what controls are in place	

Appendix 3

RISK ASSESSMENT

Display Screen Equipment user assessment

Company Name and Address	
Name of person being assessed	
Job title	
Name of assessor	
Date of assessment	
Date of review	

1	Is active use of the DSE more or less continuous throughout the working day, with little or no interruption by other activity?	Yes/No
---	--	--------

If the answer to question 1 is “yes” the person is a DSE user. If “no” please answer questions below.

2	Is the DSE used because alternative means are not readily available to achieve the same results as cost effectively?	
3	Does the user have discretion as to when and if DSE is used?	
4	Is significant training/and or particular skills in the use of DSE needed to do the job?	
5	Is DSE normally used for prolonged periods (e.g. 2 hours or more), whether or not these periods are broken by short breaks or changes in activity?	
6	Is DSE used more or less daily?	
7	Is fast input of information an important requirement of the job?	
8	Are high levels of attention and concentration required?	

Analysis of results

The individual should be classed as a DSE user when:

- The answer to question “1” is “yes”
- There are 5 “Yes” answers.
- The answers to questions “3”, “6” and “7” are all yes and the DSE is used daily for more than two hours at a time.

Certification

You have been assessed as a DSE/non-DSE user (delete as appropriate)

Signature of Assessor

Signature of person assessed

Appendix 4

RISK ASSESSMENT

Manual Handling using HSE Manual Handling Assessment Charts (MAC)

No	Question	Yes/No/NA
1.	Can movement of the load be avoided?	
2.	Are mechanical aids available?	
3.	Have staff been trained on kinetic lifting methods?	
4.	Do the working tasks avoid:	
	- holding the load away from the body	
	- twisting	
	- stooping	
	- reaching upwards	
	- excessive vertical movement	
	- carrying long distances	
	- strenuous pushing or pulling	
	- movement of unpredictable or imbalanced loads	
	- repetitive handling	
	- rate of work imposed by process or machinery	
5.	Can rest/recovery breaks be taken?	
6.	Has guidance been given to staff not to lift loads without assistance when they are found to be:	
	- heavy	
	- bulky	
	- difficult to hold	
	- unstable	
	- contain sharp edges	
7.	In the working environment is the:	
	- space ample to allow good posture	
	- floor even	
	- lighting level sufficient	
	- temperature/humidity reasonable	
8.	Can the task be conducted:	
	- without special capability	
	- by those with health problems	
	- by those who are pregnant	
	- with guidance/training	
	- with personal protective equipment	
9.	Does clothing or PPE allow free movement and posture for the manual handling task?	
10.	Has training been provided to all staff on manual tasks and the use of associated equipment and tools?	

Assessment date:

Assessor:

Review date:

Manual Handling Assessments

Task Description.....

Are there indications that risks are high?	
Employees sweating, breathing hard or red faced etc?	
Task has a history of causing injuries?	
Task is known to be physically hard work or difficult?	
Other indications, if so what?	

- **Spend time observing the task to ensure that you are witnessing normal working procedures**
- **Consult employees on the task in question to develop an insight to the task from their perspective**
- **Select appropriate type of assessment from the MAC Assessment Guide**
- **Ensure you read the guide and understand how to undertake the assessment**
- **Follow the appropriate assessment guide and flow chart to determine level of risk for each task**
- **Enter the colour band and numerical score on the score sheet**
- **Add the total score.**
- **Determine a course of action if necessary**

What can I do to reduce the risk of musculoskeletal injury when considering the individual?

All tasks should be designed so that they can be undertaken without the risk of musculoskeletal injury. There is no valid scientific screening test, which can predict the future development of musculoskeletal problems in particular individuals. Job placement should take account of the risk assessment, job requirements and the possible individual capabilities.

In particular, consider the needs of new employees, particularly young workers, and those returning to work from a holiday, sickness or injury. All these may need to start or resume work at a slower rate than the existing 'workforce', followed by a gradual increase in pace

Introducing newcomers at a slower pace will help them to develop good working practices and take in the training more effectively before they have to concentrate on working at a normal rate.

What can I do to reduce the risks of Psychosocial Factors?

As with physical risk factors, psychosocial issues are best addressed with full consultation and involvement of the workforce. Consider the following control measures that can often be applied to improve the working environment within the workplace:

- reducing the monotony of task where appropriate;
- ensuring there are reasonable workload (neither too much or too little) deadlines and demands;
- ensuring good communication and reporting of problems;
- encouraging teamwork;
- monitoring and control of shiftwork or overtime working;
- reducing or monitoring payment systems which work on piece rate;
- providing appropriate training.

Practical controls

Where practicable lifting operations should be avoided wherever possible. Delivery drivers should be instructed to place deliveries directly into the designated storage areas. In most cases delivery drivers are equipped with trolleys and other lifting equipment to eliminate or reduce manual lifting.

Stored items can then be broken down into smaller, lighter and easy to manage loads. Ensure that deliveries are placed in safe areas and preferably at waist height. Large, heavy items should not be stored at high levels where person have to reach up to lift, or, at low levels which require persons to stoop down to lift.

Use trolleys, pallet trucks, sack carts, etc whenever possible or seek assistance from a colleague to carry as a two person task. If in doubt, do not attempt to lift.

Appendix 5

Control of Substances Hazardous to Health (COSHH)

Assessment Form

Company Name	
Company Address	
Workplace location	
Number of staff exposed	

Substance List

Substance	Physical state	Mode of exposure	Toxicity class

Transport and transfer

Describe how substances are moved from store point to point of use.

Is inhalation or skin contact possible?

If yes, state which and describe control measures used?

Are spills possible?

If yes, state how and methods of control?

Use

Describe how substances are used.

Are emissions given off into the atmosphere when these substances are used?

If yes, how is this minimised?

Waste Products

Describe products and how they are disposed of. Waste products should be included in the substance list.

Is inhalation or skin contact possible?

If yes, state control measures

Intermediate products e.g. temporary by-products of a process.

List any intermediate products that may occur and state where they could be inadvertently emitted in the workspace. Also include these products in the substance list.

Is decontamination of protective clothing/equipment necessary?

If yes, give details.

Other methods of control

Give details of any other methods of control used.
Are these methods sufficient and operating effectively?
If no, state what improvement measures can be made.

Training

Do any of the work activities described involve special training?
If yes, give details.

Is any Health and Safety training given?

Are data sheets held for all substances listed?
If yes, do results show a hazard to health exists?
If no, data sheets **must** be acquired.

Are surface contamination measurements necessary?
If yes, give details

Biological/Health Monitoring
Are biological measurements taken?
If yes, state what and give reference numbers of record and summary of results. Do not mention individuals.

Do results of biological/health monitoring show any risks to health?

THE ASSESSMENT

In the opinion of the assessor, taking in account the toxic nature of the substances and how they are used and controlled, does a risk to health occur?

If yes, describe how, where and what improvements are required to minimise those hazards to achieve satisfactory control. Use a separate sheet if necessary.

Date of Assessment:

Name of assessor:

Date of review:

Appendix 6

Accident Report Form

Company Accident book reference	
Company Name	
Company Address	
Name of manager	
Name of injured person	
Home address of injured person	
Date of birth	
National Insurance number	
Employee Number	
Normal occupation	
Activity at time of accident	
State precise nature of injury (if limb or eye state left or right)	
Date, time and place of accident	
Date and time of ceasing work	
To whom was the accident first reported	
Did the injured person receive first aid treatment on site? If Doctor or hospital state name.	
Was the injured person authorised to be at the place where the accident happened	
How was the accident caused	<i>Give full description on separate sheet, including sketch and attach to this report. State what the injured person was doing at the time of the accident.</i>

What action has been taken to reduce likelihood of reoccurrence of this type of incident?	
If machinery was involved: <ul style="list-style-type: none"> - state name/type of machine - was it operated by mechanical power at time of injury? 	
Names and addresses of any witnesses to the accident	
Date the accident was reported in company accident book	
Date RIDDOR form sent	
Date HSE informed by phone	
Date form B176 form received from DHSS	
Date form returned to DHSS	

Appendix 7

RISK ASSESSMENT **New and expectant mothers**

Physical Tasks	Yes/No
Does this work involve significant manual handling tasks?	
Are these within the capability of the employee during pregnancy?	
Is provision made for adequate rest periods and the avoidance of standing still for long periods?	
Have noise and vibration levels been established for the tasks carried out?	
Would these put the woman or baby at risk?	
Does the work expose the employee to a source of radiation?	
Is advice given on the steps to avoid problems with posture, increased fatigue, dexterity, mobility and balance during the later stages of pregnancy?	
Biological Risks	
Are steps taken to prevent the employee coming into contact with German measles e.g. working in a school?	
Are steps taken to prevent the employee coming into contact with Toxoplasmosis at work?	
Chemical Risks	
Are safety data sheets available covering all substances attributed with the following risks?	
• Cancer	
• Possible risk of irreversible effects	
• Possible risk of harm to unborn child	
• May cause heritable genetic damage	
• May cause harm to breastfed babies	
General Provision	
Has the Company received written notification that the employee is pregnant, breast feeding or has given birth within the last six months?	
Is there adequate supervision to ensure that the employee is monitored throughout the pregnancy?	
Are pregnant employees encouraged to report any difficulties they encounter to their manager?	
Existing Controls	

Are these controls sufficient?	
Further control measures required	

Name of assessor:	Signature:
Date of assessment:	
Review date:	

Appendix 8

Accident Register Index

Accident Number	Date	Name of person injured	Reported by
AS1			
AS2			
AS3			
AS4			
AS5			
AS6			
AS7			
AS8			
AS9			
AS10			
AS11			
AS12			
AS13			
AS14			
AS15			
AS16			
AS17			
AS18			
AS19			
AS20			

Appendix 9

Workstation Assessment

Question	Y/N	If "No" action taken and by whom.
Do all chairs have adjustment for seat height, backrest height and angle?		
Have footrests been provided by those who need them?		
If document holders are required, have they been provided?		
Is there adequate leg room under all desks?		
Are work surfaces large enough to accommodate equipment and documentation?		
Are the keyboards separate from the DSE screens?		
Can all the keyboards be adjusted for tilt?		
Can all screens be adjusted for tilt and swivel?		
Do all screens have adjustment for brightness and contrast-does the person know how to adjust?		
Are all screens free from reflections that obscure the display?		
Are all screens free from glare?		
Are the images on the screen clearly defined, stable and flicker-free?		
Is the lighting level satisfactory for the type of work being carried out?		
Is task lighting available if required?		
Are noise levels acceptable and not intrusive to work activity?		
Is the room temperature comfortable?		
Is the level of humidity comfortable?		
Is the software suitable for the task?		
Is the software easy to use?		

Assessment conducted by:

Date:

Review date:

Appendix 10

Fire Drill Register

Date/time of exercise	Time taken to evacuate	Name of person coordinating	Names of persons present	Notes

Appendix 11

Ladder Inspection Form

Ladder Identification

Item	Comments/Findings
Ladder Number	
Type of ladder (step ladder, extending ladder, wooden, aluminium, etc)	
Number of steps/rungs	
If extending ladder, number of stages	
Approximate full height of ladder from floor level to top rung/step at full extension	
Location where ladder stored	
Is the ladder CE marked?	

All Ladders

Item	Comments/Findings
Are all rungs/steps securely in position?	
Are there any signs of damage/corrosion/decay on any of the rungs/steps?	
Are there any signs of damage/corrosion/decay to vertical sections/sides?	
Are rubbers stops fitted to feet of ladder/step ladders – if not, do they appear to be missing?	
Are the feet of the ladder/step ladder even such that when used on level ground the ladder/step ladder does not move/wobble?	

Step ladders

Item	Comments/Findings
Is the ladder fitted with a locking device to secure legs when ladder is used?	
Does the ladder locking device lock the legs securely in the open position?	
Do any hinges show signs of wear/looseness?	

All ladders

Item	Comments/Findings
Is any corrective action recommended?	
Are ladders deemed to be in satisfactory condition and fit for purpose?	

Signed _____ Position _____

Dated _____

Appendix 12

**HEALTH AND SAFETY MANUAL
CIRCULATION RECORD**

I have read and understood the Health and Safety Policy.

Name (print) Signature Date	Name (print) Signature Date	Name (print) Signature Date

Appendix 13

HEALTH AND SAFETY MANUAL Training Plans

Employee Name:			
Job Title			
Subject	Trainer	Signed by Employee	
Policy arrangements and your responsibilities			
Equipment:			
Manual handling techniques			
Work station assessment			
Cleaning procedures			
Spillages of chemicals			
Eye test results			
Working at height/use of step ladders			
Loading/unloading delivery vehicles			
Use of hand tools, knives, etc			
Safe stacking/storage techniques			
Fire safety procedures			
Visual display unit use			
Use of personal protective equipment			

