HEALTH & SAFETY MANUAL

Green Corridor
Main Road Nurseries
Stanwell Moor Road
Heathrow
TW19 6BS

Blank page

DOCUMENT CONTROL

Document Number	**15 b**
Description	Health & Safety Manual: This document supports the health & safety policy & provides a wide range of useful information, guidance & resources on health & safety issues.
Document Type	Guidance
Document Owner	CEO
Document Approvers	Board of Trustees
Approval Date	April 2019
Date of Next Review	April 2021

ISSUE CONTROL

Version	**Date**	**Comments**	**Author**
2	15/04/19	Updated every 2 years to take account of recent legislation	T Knight

PRINCIPAL RELATED POLICIES & PROCEDURES

Document Title	**Location**
Health & Safety Manual	GC Guidance

CONFIRMATION OF RECEIPT OF POLICY & PROCEDURE

Name	
Job Title	
Line Manager	

I confirm I have received a copy of this policy and procedure and have read and understood the contents. I also confirm I have sought clarification from my line manager on any issues which I am not clear about.

Signed:

Date:

Please return this signed copy to your individual Policies and Procedures folder for future reference.

Blank page

FOREWORD

The Board of Trustees of Green Corridor is committed to, and places great emphasis on the provision of a safe and healthy environment for all learners, volunteers, staff and visitors to our site.

As such the Health, Safety and Wellbeing of all persons is an integral part of every activity that we undertake. This can only be achieved with the vigilance and assistance of all members of staff, learners and volunteers.

This Health and Safety manual has been provided to assist you in the identification and control of common workplace hazards.

On behalf of the Board of Trustees I would like to highlight the importance to managers and staff of making full use of this manual and integrating it into your local management systems and day to day work practice.

T. J. Knight

Tim Knight
Chief Executive Officer

April 2019

INTRODUCTION

This manual is for managers and members of staff within Green Corridor and aims to provide a first line source of general guidance and advice on health and safety matters. It may also direct staff to further sources of guidance and information. A wide range of web links have been included in this manual providing on-line users with a vast source of additional information. (To access these click on the blue title in capitals next to the document)

This manual should be read in conjunction with the Green Corridor Policy on Health and Safety which outlines general duties and responsibilities of managers and staff.

In particular, managers and supervisors must ensure that the guidance in the Green Corridor Health and Safety Policy and relevant parts of this supporting Health and Safety Manual are followed and implemented within their area of control and responsibility. Managers must ensure relevant information is communicated and brought to the attention of staff. In effect, the basic standards and guidance described in this publication should be part of everyday practice already.

Managers should regularly undertake monitoring of compliance with these procedures within their area of control or responsibility. Any concerns should be communicated to line managers or senior members of management.

Managers are not expected to be safety experts, however they should endeavour to follow and implement the common sense advice within this manual. They must consider, and integrate health and safety as part of everyday management practice. The guidance in this manual has been provided for this purpose and to assist managers to comply with their statutory duties under health and safety legislation.

As a rule, health and safety problems are often straightforward to overcome and need not be cumbersome. Health and safety should be considered and integrated as part of everyday practice, and not as a separate activity. If you require advice or assistance on health and safety matters you should contact your line manager in the first place.

This manual has been produced to assist and guide managers and employees, to ensure that you, staff under your control, learners and volunteers, visitors and contractors do not come to any harm (either physical or health related). This can only be achieved with the help of all staff working in a positive culture towards a safe and healthy environment.

If you have any feedback or comments regarding the contents of this manual, please pass them to the Chief Executive Officer for consideration in the next review or update.

1. LEGAL DIMENSION

- The Health and Safety at Work Act 1974 (HSW Act) places duties on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees (Section 2 of the HSW Act) and the health and safety of persons not employed (Section 3 of the HSW Act) who may be affected by the work activities, such as volunteers and visitors. Employers have additional duties under other health and safety legislation such as Regulations.

- Persons who conduct an undertaking which involves control of premises also have duties under Section 4 of the HSW Act to take reasonable measures to ensure so far as is reasonably practicable that the premises and any plant and substance provided for work use are safe and without risk to health

- All employees have duties under Section 7 of the HSW Act to ensure they work in ways which are safe and without risk to health to themselves and other persons. They must also co-operate with their employer, for example by adhering to advice and instructions on health and safety matters from supervisors and managers and by reporting unsafe practices.

- The Occupiers Liability Act (1984) places a duty on the Occupier to take reasonable care to make sure that any visitor will be safe whilst on the premises.

- The Act and Regulations are enforced by the Health and Safety Executive. Contravention of any Act or Regulation may result in an inspector issuing a prohibition notice, improvement notice, or a prosecution. Successful prosecution due to breach of legislation may result in a fine or even imprisonment.

HEALTH & SAFETY AT WORK ACT

This is the Primary legislation which sets out responsibilities in a legal framework. It places responsibilities on employers, employees, self-employed persons, designers, manufacturers and suppliers. The duties are designed to be general and not specific with more specific contained in subordinate secondary legislation such as Regulations.

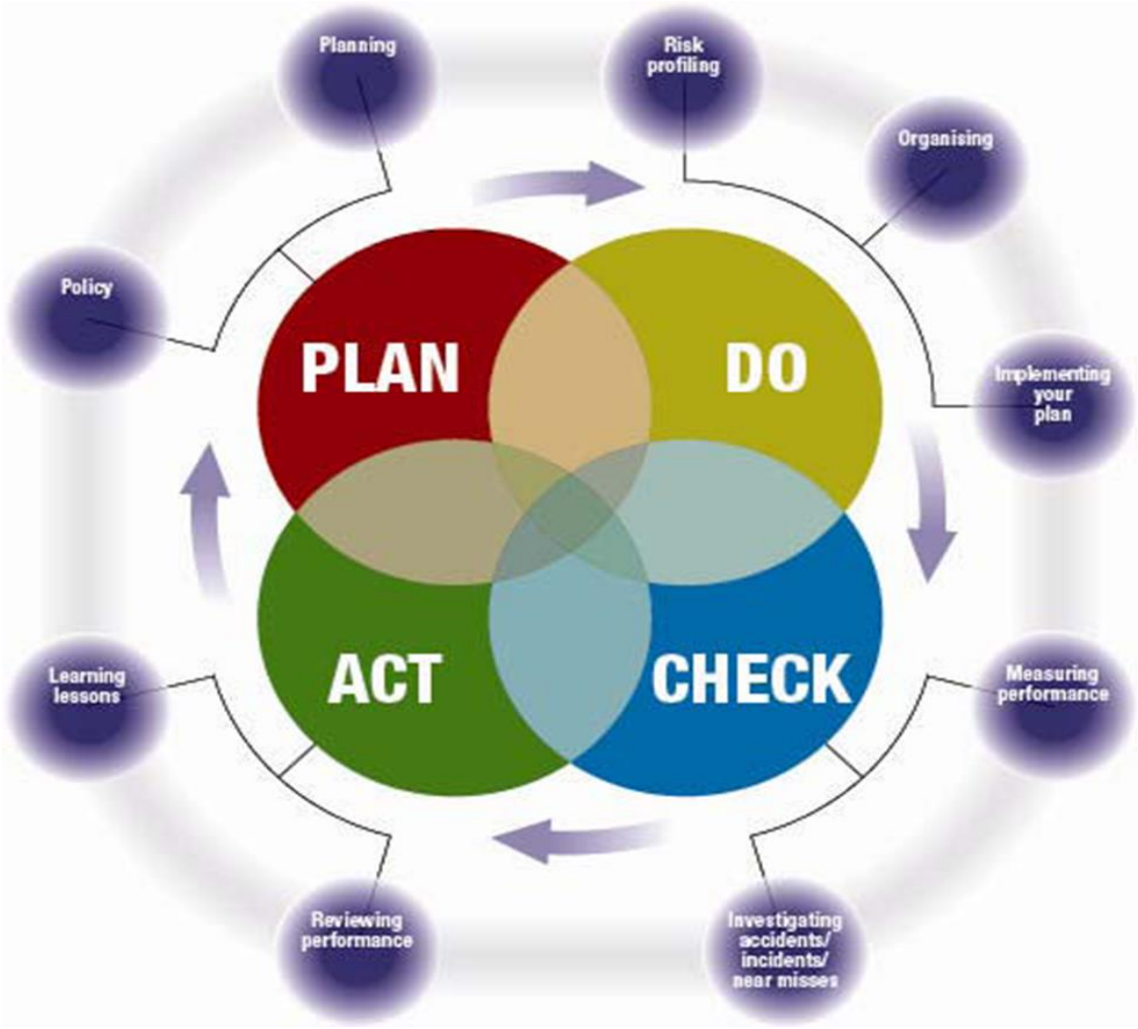
HEALTH & SAFETY LAW: WHAT YOU NEED TO KNOW

This is a leaflet version of the approved Health and Safety at Work Poster which outlines the basic duties of employers and employees under the HSW Act. Where the poster cannot be displayed in the workplace this leaflet may be passed to employees instead.

2. MANAGEMENT of HEALTH & SAFETY

The Management of Health and Safety at work, Regulations 1999 require employers to have in place appropriate systems and procedures for the effective management of health, safety and welfare. Directors and Managers have a duty to ensure the effective management of health and safety within their area of control and responsibility.

The Plan, Do, Check, Act management system treats health and safety management as an integral part of good management generally, rather than as a stand-alone system. The diagrame below is explained in-depth in document HSG 65: Managing for Health and Safety



PDCA	ACTION
PLAN	Determine your policy / Plan for implementation
DO	Profile risks / Organise for health and safety / Implement your plan
CHECK	Measure performance (monitor before events, investigate after events)
ACT	Review performance / Act on investigations lessons learned

PLAN

Think about where you are now and where you need to be.
Say what you want to achieve, who will be responsible for what, how you will achieve your aims, and how you will measure your success. You may need to write down this policy and your plan to deliver it.
Decide how you will measure performance. Think about ways to do this that go beyond looking at accident figures; look for leading indicators as well as lagging indicators. These are also called active and reactive indicators
Consider fire and other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them.
Remember to plan for changes and identify any specific legal requirements that apply to you.

DO

Identify your risk profile
Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what you will do to manage the risk.
Decide what the priorities are and identify the biggest risks.
Organise your activities to deliver your plan
In particular, aim to:
Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours.
Provide adequate resources, including competent advice where needed.
Implement your plan
Decide on the preventive and protective measures needed and put them in place.
Provide the right tools and equipment to do the job and keep them maintained.
Train and instruct, to ensure everyone is competent to carry out their work.
Supervise to make sure that arrangements are followed.

CHECK

Measure your performance
Make sure that your plan has been implemented – 'paperwork' on its own is not a good performance measure.
Assess how well the risks are being controlled and if you are achieving your aims.
In some circumstances formal audits may be useful.
Investigate the causes of accidents, incidents or near misses

ACT

Review your performance
Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations.
Revisit plans, policy documents and risk assessments to see if they need updating.
Take action on lessons learned, including from audit and inspection reports

The questions below are set out in relation to the Health and Safety Executives guidance to managers and are based upon the HSE document HS(G) 65. "Successful Health and Safety Management".

At the start of each stage basic questions are asked, relating to your health and safety management systems. (A Health & Safety Inspector may well ask similar questions).

STEP 1 POLICY

- Does your organisation / department follow and implement your health and safety policy?
- Does your department have local guidance/policy?
- Does it specify who is responsible and the arrangements for identifying hazards, assessing risks and controlling them?
- Do your staff know about the policy and understand it so far as it effects them?
- Is your policy reviewed and updated regularly?

STEP 2 ORGANISATION

- Can you describe the health and safety organisation within your department?
- Are you aware of internal/external sources of assistance?
- Does your organisation / department have a positive health and safety culture in which your staff are involved and committed?
- Have you allocated responsibilities for health and safety to specific people?
- Do you consult and involve your staff and safety representatives?
- Do your staff have sufficient information concerning risks at work and the preventative measures?
- Are your staff properly trained?
- What system do you have to enable staff / volunteers to feedback concerns regarding health and safety?
- Do staff understand their roles and responsibilities?
- Do you have a system to ensure the effective flow of health and safety information?

STEP 3 PLANNING AND SETTING STANDARDS

- Do you have a health and safety plan for your organisation / department?
- Do your staff follow the advice, guidance and standards contained within your policy, health and safety manual and any other local guidance?
- Have you identified hazards and assessed risks that may cause harm to people?
- Have you produced any local guidance or safe systems of work as a result of risk assessments carried out?
- Have you set out and identified standards for premises, plant, substances, procedures, training and people?
- Are the standards implemented and risks effectively controlled?

STEPS 4 & 5 MONITORING / MEASURING and REVIEWING

- Do you know how well you perform in health and safety?
- Do you investigate incidents/accidents and near misses?
- Do you carry out regular inspections?
- Do you maintain records of training given to staff?
- Do you maintain records of testing of equipment?
- Do you review your policy, procedures and risk assessments on a regular basis and when an accident or significant change occurs?

LOCAL RECORDS

In the following areas of Health and Safety Management, it is important, in order to comply with legal requirements, that appropriate records are maintained at a local level. These records will also assist you when monitoring and reviewing your systems.

- Risk Assessments - held by managers

eg. Hazardous substances
Manual handling
Display screen equipment
Use of mechanical equipment
Off-site activities
New & expectant mothers
General risk assessments for horticultural activities
Fire risk assessment
Working near / in water

- Incident /accident reports
- Reports to the HSE under RIDDOR Regulations
- Investigations of the accidents/incidents
- Training of Staff
- Administration of first aid
- Testing of portable electrical appliances
- Maintenance and testing of machinery and work equipment including lifting equipment
- Fire log - including details of checking & maintenance of appliances, emergency lighting, alarm call points, alarm bells, evacuation exercises etc.
- Any health surveillance being undertaken for employees
- Health and safety meetings -held by managers

HSG 65 MANAGING FOR HEALTH & SAFETY

This revised edition of one of HSE's most popular guides is mainly for leaders, owners and line managers. It will particularly help those who need to put in place or oversee their organisation's health and safety arrangements.Over-arching guide on the essential philosophy of good health and safety: what it means; how to achieve it; and how to maintain it. For directors, managers, health and safety professionals and employee representatives wishing to improve healthy and safe organisational standards, this is a succinct manual addressing the 'who, what, when, where and how' elements of responsible practice.

MANAGING HEALTH & SAFETY: 5 STEPS TO SUCCESS (indg 275).pdf

This booklet summarises the key messages of the latest edition of Successful health and safety management (HSG65) which retains the well-received framework for managing health and safety set out in earlier editions, as well as providing improved guidance on: planning for health and safety; accident and incident investigation; & health and safety auditing.

This booklet also explains what is involved in good management of health and safety and the cost of getting it wrong.

HEALTH & SAFETY TOOLBOX

Packed with simple, straightforward advice, this book covers the most common workplace hazards. It shows how most small to medium-sized businesses can put measures in place to control the risks. Easy to use, it will help you comply with the law and prevent workplace accidents and ill health.

HSE BOOKS CATELOGUE

This catalogue contains a wide selection of useful HSE publications and video material including codes of practice, guidance and leaflets on health and safety issues.

3. RISK ASSESSMENT

WHAT IS A RISK ASSESSMENT?

"An assessment of risk is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm"

Whilst generic assessments and advice may be reasonably comprehensive and will for the most part provide workplaces with suitable and sufficient generic advice on controlling and minimising risks, it is quite likely that there will be hazards which are particular to a workplace/department, its activities or a local environment and these will need to be identified and acted upon. For this reason, it is important that managers should be confident in undertaking their own risk assessments.
Staff should have access to appropriate manuals and adopt and understand the advice, guidance, and findings of risk assessments and safe systems of work contained within.

Regulation 3 of the Management of Health & Safety at Work Regulations 1999 states;

Every employer shall make a suitable and sufficient assessment of –

- The risks to the health and safety of his employees to which they are exposed whilst they are at work: and
- The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

There are 5 simple steps to a risk assessment.

STEP 1	Look for and identify the hazards
STEP 2	Decide who might be harmed and how
STEP 3	Evaluate the risks and decide if the existing precautions are adequate or whether more should be done to control the risks
STEP 4	Identify and implement additional control measures to reduce the risk to an acceptable level
STEP 5	Record your findings. Review your assessment and revise it if necessary

A **HAZARD** is something with the potential to cause harm including ill health. A hazard may include a substance, an activity or a process. Eg. Chemicals, tools, electricity, working at height, deep water, noise, lone working etc.

The **RISK** is the likelihood or chance (high or low) that somebody will be harmed by the hazard.

A BRIEF GUIDE TO RISK ASSESSMENT
This leaflet aims to help you assess health and safety risks in the workplace and describes the 5 steps to risk assessment.

5 STEPS TO RISK ASSESSMENT

1. Identify the hazards

Consider the range of hazards encountered by your activities or present in the workplace. You may find it useful to involve all staff in this exercise, to identify concerns they may have. You will find that hazards cover a wide range and will be associated with work activities, materials, substances, equipment, workplace layout, buildings, people and procedures. Each hazard in turn may have a particular range of risks associated with it.

2. Consider who may be harmed

This may include staff, volunteers, contractors and visitors. You will need to identify which of these groups are exposed to the hazard. Particular attention should be paid to any vulnerable groups such as young persons, anyone with disabilities, lone workers, new employees and members of the public.

3. Determine the likelihood of harm and severity of the consequences (Risk rating)

When considering the level of risk (Risk rating), you should consider:

- The likelihood of harm being realised and:
- The severity of injury if this happens.

Each of the above are allotted a score which are multiplied together to give the overall risk rating.

Having assessed these factors, you can determine how great the risk is that people face. This will affect the risk level and consequently the priority and speed at which control measures should be implemented.

Take account of any specific legal requirements relating to the hazard. In most situations the law requires employers to take steps to control the hazard `so far as is reasonably practicable'. This means that the cost, time and trouble of control measures to be implemented are balanced against the severity of potential harm that could occur. The law does not expect expensive control measures to be undertaken which will only marginally reduce the risk level.

4. Identify and implement additional control measures that minimise the risks to acceptable levels

When deciding how to control the risk you will need to consider the following in the order shown:

- Eliminate the risk, e.g. can you use a different machine, substance or activity that does not contain the original hazard.
- Avoid the risk. eg combating the risk at source, can you change the activity so the hazard and risk is avoided.
- Reduce the risk by physical or technical control measures, e.g. by guarding, distance dust extraction, replacing the dangerous by the less or non-dangerous. Adapting to technical progress.
- Reduce the risk by suitable safe systems of work, e.g. by a set of rules or procedures, supervision, information, instruction and training, signage.
- Reducing risk by using personal protective equipment, e.g. safety spectacles, gloves, boots, hard hats etc. This is only as a last resort when the above control measures are not enough.

5 Review of assessment

The risk assessment form has a column in which you are required to specify a review date. All assessments must be reviewed from time to time to ensure that the control measures implemented are effectively reducing risk levels. An investigation of a serious accident/incident must include the consideration as to whether local control measures are required or need reviewing.

Although no statutory period is given for when assessments must be reviewed, a review should take place when:

- There is a significant change in the work being carried out.
- There is a change of legislation.
- The working environment changes.
- There are other changes that could affect the original assessment.
- There have been significant accidents or near misses
- The technology being used is updated.

ASSESSMENT OF RISK LEVEL

RISK LEVEL = HAZARD SEVERITY (A) X LIKELIHOOD OF OCCURRENCE (B)

Be aware that risk ratings are only a very broad guideline to the level of risk in any area. These may be dependent on an individual's subjective view, experiences and perception of risk. Risk rating should allow you to prioritise actions where a range of hazards exist.
All risks should be reduced to the lowest level possible, however any score of 8 or over should receive immediate attention.

SEVERITY IS ASSESSED ON A SCALE OF 1-5

5-VERY HIGH	Causing multiple deaths, (injury or ill health) and widespread destruction
4-HIGH	Causing death or serious injury to an individual. Reportable specified injuries/diseases/dangerous occurrences under RIDDOR
3-MODERATE	Causing injury or disease capable of keeping an individual off work for 3 days or more and reportable under RIDDOR
2-SLIGHT	Causing minor injury which will allow the individual to continue work after first aid treatment.
1-NIL	No risk of injury or disease

LIKELIHOOD OF OCCURRENCE IS ASSESSED ON A SCALE OF 1-5

5-ALMOST CERTAIN	If activity continues there is almost 100 % certainty that the accident will happen sometime. (eg, exposed electrical conductor, unstable stack of objects)
4-LIKELY	Taking into account the effects of human error, defective equipment etc. it is likely that an accident will occur sometime. (eg puddle of slippery waste oil or water on floor or stairs, unguarded dangerous machinery)
3-QUITE POSSIBLE	The accident will happen if additional factors precipitate it.
2-POSSIBLE	Probability is low
1-NOT LIKELY	There is really no risk present. Only under freak conditions could a risk be present. All reasonable precautions have been taken.

RISK GRID

Red Zone: 17-25: High risk

Do not proceed with the activity until a full assessment has been undertaken and steps put in place to minimise/reduce the risks. Seek further advice from your Health and Safety Advisors if necessary.

Orange Zone: 10-15: Medium / high risk:

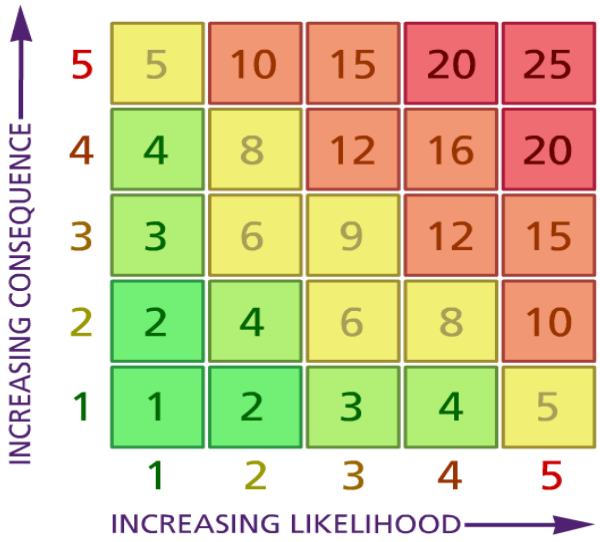
Identify suitable methods of controlling the risk presented by the activity and take extra care and attention. Persons who are unfamiliar with the activity / or are not competent should not undertake this task until a full assessment has been undertaken. Seek further advice from your Health and Safety Advisors if necessary

Yellow Zone: 5-9: Medium risk

Consider if the risk can be reduced further by suitable control measures.

Green Zone: 1-2: Very low risk, 3-4: Low risk

Remember, even low risks can cause harm. Consider, can you reasonably reduce the risks to the lowest level possible.



A risk assessment form suitable for general risk assessments is contained on the next page.

Further specific forms & guidance to assist risk assessment are included in this manual. These include:

DSE (Computer) assessment: Ch.6

Manual Handling assessment: Ch.8

Hazardous Substance (COSHH) assessment: Ch.9

Checklist for New & Expectant Mothers: Ch. 26

Be aware that risk ratings are only a very broad guideline to the level of risk in any area. These may be dependent on an individual's subjective view, experiences and perception of risk. Risk rating should allow you to prioritise actions where a range of hazards exist.

All risks should be reduced to the lowest level possible.

RISK ASSESSMENT FORM: ACTIVITY: **VENUE:**

HAZARD HARM	WHO MIGHT BE HARMED	CURRENT CONTROLS	RISK LEVEL			FURTHER ACTION REQUIRED	ACTION BY WHOM & WHEN	RESIDUAL RISK LEVEL AFTER ACTION (L) X (S)
			Likelihood (L)	Severity (S)	Total L X S			
DATE OF ASSESSMENT:		ASSESSED BY:					REVIEW DATE:	

The form below should be used at the pre-contract stage meetings to identify hazards associated with any project or work and should be completed by the Client in consultation with Green Corridor management.

The form can also be used by Green Corridor managers when identifying site hazards.

CLIENT SITE HAZARD IDENTIFICATION CHECKLIST		GreenCorridor
CLIENT		
LOCATION		**DATE**
BRIEF DESCRIPTION OF WORK		

Please indicate on this form which of the following hazards affect or present a risk to the health and safety of persons involved in the proposed work.

Yes /no ✓ or X	**Hazard**	**Comment**
	Buildings / construction work	
	Hazardous Substances/COSHH	
	Demolition Works	
	Asbestos / Lead	
	Explosives	
	Working at Heights	
	Scaffold	
	Work overhead in place	
	Trenches / excavations	
	Confined spaces	
	Vehicles / Plant	
	Compressed Air	
	Electrical	
	Fire Hazards	
	Hydraulics	
	Falling Objects	
	Lone Working	

	Violence at Work	
	Buried services	
	Working near / over water	
	Noise	
	Working outdoors	
	Access & egress	
	Overhead services	
	Restricted areas	
	Vermin	
	Biological / Diseases	
	Other hazards - please specify	

GENERAL COMMENTS

IDENTIFICATION OF MANAGEMENT SYSTEMS / PROCEDURES

Yes/no	System/procedure	Comments
✓ or X		
	Principal Contractor	
	Site Foreman / Manager	
	Site Regulations/procedures	
	Welfare facilities / washrooms	
	Accident Reporting	
	Fire Precautions /Arrangements	
	Site boundaries/ Site Security	
	First aid arrangements	
	Access to site	
	Parking / Traffic controls	
	Pedestrian arrangements	
	Hard hat areas	
	Waste disposal	
	CDM Regulations applicable	
	Principal Contractor (CDM)	
	Principal Designer (CDM)	
	Applicable national or local codes of practice	
	Other issues /comments	

Name ……. Position in Company ……

Contact details: Phone: …… Email: ……

Signature …… Date ……..

4. TRAINING & INFORMATION (INCLUDING INDUCTION)

Line Managers should identify and ensure staff receive adequate training and information to enable them to undertake their role safely. This shall include induction, on the job and update training.

Induction Training

All new members of staff, whether full time, temporary, work experience, agency or internal transfers must receive an appropriate safety induction to enable them to work in a safe manner. The induction should be carried out by the line manager or suitably competent person, using the Workplace Induction Checklist contained below.

On commencement of employment the line manager shall ensure:

- New staff receive Induction on the morning of the first day at work using the Induction Checklist.(This is an essential requirement)
- New staff are issued with a copy of (or have access to) the Health & Safety Policy, Health and Safety Manual document, and any other relevant publications and local guidance. Line managers must explain and clarify the relevant sections of these documents to the new employee.
- New staff, (including agency, temporary and consultancy) fully understand, the information passed during induction, their health & safety responsibilities and any information contained in generic/specific risk assessments, applicable to their job.
- New staff and others as above, are provided with/in possession of all necessary personal protective equipment/safety clothing and instructions on its proper use.
- A copy of the completed and signed induction checklist is passed to the Manager for inclusion on employee personal records.

Health & Safety Training (General and refresher)

- Managers should liaise with employees and ensure any specific training needs are identified and addressed.
- Training needs should also be identified during staff Annual Development Review (ADR).
- Records should be maintained of any training undertaken.(eg. in house or external provider)
- Refresher and update training should be undertaken at regular intervals to ensure staff remain competent and aware relevant standards/guidance.
- Employees should maintain awareness of current best practice through their own professional associations and organisations.

HEALTH & SAFETY INDUCTION CHECKLIST: PART 1 (DAY 1)

Employee name:	Start date:
My Line Manager is:	
My Head of Department/Section is:	

DAY 1- You should be given information and instruction on the topics below by your Departmental/Line Manager. Ask if you do not understand any of the information given to you. Tick each box if you are satisfied that these points have been covered.

1. Your job - basic health & safety issues relating to it and the programme of support training that you will be given (as appropriate).	
2. Your welfare facilities and arrangements e.g. rest areas, toilets and washing facilities, arrangements for breaks, etc.	
3. How to report any incident, accident, or near miss.	
4. How to report any problem or concern.	
5. How to call upon First Aid support if required.	
6. Emergency procedures (e.g. evacuation/fire alarm points) in the case of:	
7. Fire	
8. Bomb alert	
9. This should include what to do if you are the first to become aware of the situation.	
10. The general dangers from slips, trips and falls within your environment.	
11. The general basic principles of safe manual handling.	
12. A basic understanding of electrical safety.	
13. Any specific office/environment rules/codes of practice/procedures.	
14. What protective clothing or equipment, (PPE), you should wear.	
15. Any commonly understood risks within your workplace.	
16. Where you can find the company Policy and other relevant information (including the health & safety manual) on health & safety	
Other items:	

JG 2019

HEALTH & SAFETY INDUCTION CHECKLIST: PART 2 (WEEK 1-2)

WEEK 1-2. During the first two weeks at work, or before you are exposed to any specific risk, you should be told or receive information on the following, if they apply to your job. Take your time to read any written information & ask if you are unsure of any point. Tick the box when you are satisfied that you have received adequate information

1. Display screen equipment- the safe ergonomic use of any keyboard, display screen, workstation & seating.	
2. Display Screen Assessment to be undertaken for your workstation using the DSE assessment proforma. (available on intranet)	
3. Manual handling- correct lifting & handling procedures for tasks that may pose a significant risk. This should include the findings of any assessment presently in place.	
4. Safe procedures for working with any substances hazardous to health including COSHH assessments & safety data sheets for those substances.	
5. How to carry out a visual check of portable electrical appliances.	
6. Information on any other significant risk you may be exposed to including the findings of any risk assessments.	
7. Guidance on : Lone working	
Dealing with threatening/aggressive behavior	
8. Advice on how to control infection eg Hepatitis	
9. Information, guidance & advice on any safe systems of work, best practice etc. relevant to your work.	
10. Identification of any training needs. (List below)	

Managers Comments/Notes/Actions to be taken

Upon completion of the induction process listed within this form, the new employee & line manager must sign below to acknowledge this.

Employee signature: Date:

Line Manager signature: Date:

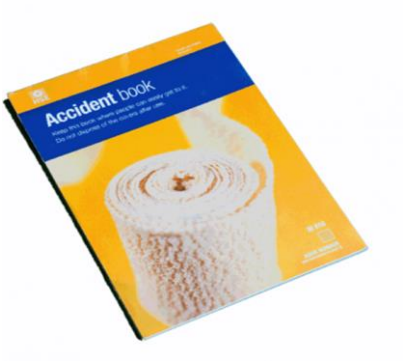
5. ACCIDENT/INCIDENT REPORTING, RECORDING & INVESTIGATION

Two Levels of accident / ill-health reporting are in place

1. **General day to day accidents / incidents / ill-health using local "Orange Accident Book". (B1510)**
2. **More serious accidents / incidents / ill-health reported to HSE under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

Responsibilities

Accident reporting is a legal requirement placed upon all employers & employees. Managers must ensure that all staff under their control understand & follow the correct procedures for reporting.



What should be reported?

All accidents, incidents, cases of ill health, near misses or acts of violence should be reported using "Orange Accident Book". (B1510)

Who should complete the form?

The form should ideally be completed by a member of staff who witnessed the incident. However if no such persons were present during the incident, a member of staff from the relevant department should complete the form to the best of their ability, taking into account what was verbally reported to them by the injured/reporting person. In such cases witnesses may play a key role.

It is essential that managers and supervisors are informed of accidents, incidents, ill health etc. so that they are aware of occurrences within their areas of responsibility & can consider remedial action to prevent a recurrence. **Managers must identify if the accident is reportable to the Health & Safety Executive (HSE) under RIDDOR Regulations as soon as is possible and inform the** Chief Executive Officer or nominated deputy immediately. Guidance on what types of injury are reportable is shown below.

Who should reports be passed to?

Once completed and signed the accident book entry should be passed to the Chief Executive Officer or nominated deputy as possible. Be aware that a completed form is subject to data protection laws and should be treated as confidential (If left unattended this should be placed in a sealed envelope).

The Chief Executive Officer or nominated deputy will co-ordinate accident reports & inform the HSE of those that are reportable under RIDDOR. Under RIDDOR certain types of injury must be reported to the HSE within set time scales. Failure to fulfil this legal obligation is a criminal offence. ***The responsibility is therefore placed on managers to inform the Chief Executive Officer (or other designated person) of accidents or incidents listed below under RIDDOR as soon as possible***, even if a local accident form, B1510 report form has not yet been completed.

If a major injury occurs out of normal hours, a senior member of staff must be informed immediately.

RIDDOR Reports to the Health and Safety Executive

RIDDOR covers the requirement to report fatalities, certain categories of injury and disease sustained at work, along with specified dangerous occurrences, to the relevant enforcing authority.

What accidents to employees need to be reported to the HSE?

2 types of work-related accidents must be reported to HSE if they injure your employees or self-employed people working on your site:

1. Accidents which result in a death or specified injury* (see list below);
2. Accidents which prevent the injured person from continuing at his/her normal work for more than seven days.

SPECIFIED INJURIES (RIDDOR 2013) The list of specified injuries is:

- Any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes.
- Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen.
- Any burn injury (including scalding) which:
    - covers more than 10% of the whole body's total surface area; or
    - causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of scalping requiring hospital treatment.
- Loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness; or
    - requires resuscitation or admittance to hospital for more than 24 hours.

DISEASES (RIDDOR 2013)

- Carpal Tunnel Syndrome (CTS), where the person's work involves regular use of percussive or vibrating tools.
- Cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm.
- Occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitizer or irritant.
- Hand Arm Vibration Syndrome (HAVS), where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration.
- Occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitizer.
- Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

Exposure to carcinogens, mutagens and biological agents

- Any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation).
- Any disease attributed to an occupational exposure to a biological agent.

DANGEROUS OCCURRENCES (RIDDOR 2013)

Dangerous occurrences are events that have the potential to cause death or serious injury and so must be reported whether anyone is injured or not.

Examples of dangerous occurrences that must be reported are:

- The failure of any load bearing part of any lifting equipment, other than an accessory for lifting.
- The failure of any pressurised closed vessel or any associated pipework.
- Any unintentional incident in which plant or equipment either:
    - Comes into contact with an uninsulated overhead electric line exceeding 200 volts.
    - Causes an electrical discharge from such an electric line by coming into close proximity to it.

- Electrical short-circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.

How do we report them?
The HSE must be notified of fatal and major injuries by the quickest practicable means (usually by telephone) without delay. This will normally be done by the Managing Director, (once they have been informed), however in their absence a Senior Manager must inform the HSE immediately on the number below. Within ten days this must be followed up with a report on Form 2508. (This can be done electronically by going to the HSE website: www.hse.gov.uk). We do not need to notify other accidents immediately, (eg over 7 day injury) but these must be reported to the HSE on Form 2508 within fifteen days. Please note that there is still a legal requirement to record locally any over 3 day injury absence, (including those related to acts of physical violence).

Over 7 day injury
If injury to an employee results in more than 7 days (excluding the day of the accident) incapacity for routine work, but is not one of the specified non-fatal injuries, this must be reported on Form F2508 within 15 days.

What about other people who are not at work?
We need to report an accident that happens to someone who is not at work, eg a member of the public or customer, if:

- the person involved is killed or taken to hospital; **and**
- the accident arises out of or in connection with work.

These accidents must be reported to the HSE without delay and then within ten days on Form 2508.

How do we decide whether an accident "arises out of or is in connection with work"?
An accident will be reportable if it is attributable to:

- work organisation (eg the management of an activity);
- plant or substances (eg machinery, equipment etc);
- the condition of the premises.

Disease
If a doctor notifies you that your employee suffers from a reportable work - related disease then we must send a completed disease report form (F2508A) to the enforcing authority. Diseases include:

HSE Riddor Reports –
Telephone notifications and Riddor reports should be made to the Incident Contact Centre, Caerphilly Business Park on 0845 300 9923. Online and e-mail reporting is also possible by visiting www.hse.gov.uk/riddor

Investigating and Monitoring Accidents
The requirement to investigate a local accident/incident will depend on the significance of the event and level of injury/damage sustained. Investigations must be undertaken by Managers in the first instance using the incident investigation form . Any findings, recommendations and actions of an investigation should be recorded.

Records of RIDDOR reports
Records must be kept for at least 3 years and kept at the place where the work it relates to is carried out and must be readily available should a local Environmental Health Officer ask to see them.

A BRIEF GUIDE TO RIDDOR 2013 (indg 453).pdf
This guide contains in-depth information on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and is suitable for senior managers, health and safety officers and personnel staff.

IF IN ANY DOUBT REGARDING THE REPORTING OF A SERIOUS INCIDENT OR ACCIDENT YOU MUST SEEK FURTHER ADVICE IMMEDIATELY

HEALTH & SAFETY ACCIDENT/INCIDENT INVESTIGATION REPORT FORM

Incident Number:	
RIDDOR Reference (if applicable):	
Date of Incident:	
Department	
Name of Injured Person (if applicable):	
Status of injured person (employee / visitor / sub-contractor)	
Injured Person contact details	
Date(s) of investigation:	
Investigated by:	
Persons contributing to the investigation:	

1. INCIDENT DETAILS - gather the facts
1.1 Circumstances & sequence of events
1.2 Injury / ill health / damage sustained & treatment given:
1.3 Details of plant / equipment / substances / location (include photographs and sketches)
1.4 Witnesses (attach statements)
1.5 Management / emergency response to the incident
1.6 Appendices: Supporting documentation & information

2.	INVESTIGATION FINDINGS
2.1	**Immediate cause(s)**
2.2	**Underlying and contributory factors**
2.4	**Comments**
2.3	**Recommendations and conclusion (what action is needed, by when and by whom?)**

Name of Author:

Date of Report:

CHECKLIST FOR ACCIDENT / INCIDENT INVESTIGATIONS

1. Obtain the basic facts

- Date and time of incident
- Names and contact details of injured / affected person(s), age, sex, occupation
- The nature of the injury / ill health / assault / property damage sustained, details of treatment received, hospital attended, length of stay, length of absence from work/study
- Location details and layout of the area in which the incident occurred
- Details of witnesses / people first on the scene of the incident / first aiders who attended
- Condition and description of plant or equipment involved (before and after the incident) - including make, model, serial number, safety devices provided etc.
- If appropriate, take photographs, draw sketches and take measurements to record the scene of the incident before things are moved, repaired and cleaned up. We may need this evidence later.
- Any hazardous substances in use or present (obtain Safety Data Sheets if they are not already available), if applicable to the incident
- Names, contact details of any contractors involved, you may need to contact them later.

2. Establish the circumstances of the incident

- Events leading up to the incident - what was the sequence of events?
- What was being done at the time of the incident: was this unusual or different from normal?
- What were the immediate causes of the incident – how did it happen?
- If investigating a case of occupational disease or ill health, is there any evidence linking this to work activities?
- What instructions were given to those involved, before the incident?
- What were the established methods of work and procedures?
- What was the behaviour and actions of individuals before, during and after the incident?
- What was the role of supervisors and managers in the activities concerned?

3. Identify the underlying causes of the incident

There is often far more to accidents than simply unsafe acts by individuals or unsafe conditions, you need to consider why the circumstances leading to the incident occurred, and went unnoticed and unchecked. How did things get this far? Consider the following:

- Has anything similar happened before? Check the accident book, ask around
- Has the problem been mentioned before, when, by whom, what action was taken?
- Was this risk known and had a risk assessment been completed for this activity / substance / these premises, is it suitable and sufficient?
- Were local guidelines, policies or rules being followed?
- What control measures and safety equipment were identified by the risk assessment – are they still in place and effective (were the individuals doing the work aware of these)?
- Are any management or supervision failures evident?
- Was communication between the relevant parties adequate and effective?
- What was the level of competence of those involved – including the nature of any training, instruction or information provided, was it adequate?
- Are there any shortcomings in the original installation or design, if relevant?
- Were adequate performance standards set and monitored by management?
- Was there an adequate system for maintenance and cleaning of premises or equipment?
- Were systems of work that individuals were expected to follow actually being followed in practice?
- Were these systems workable and realistic (if not, why not?)
- Was personal protective equipment provided, was it suitable and effective (if not, why not?)
- Is record keeping adequate?

4. Establish whether the initial management and emergency response was adequate

- Was the initial response to the incident prompt and effective? Consider the actions taken to make the situation safe, or to deal with any continuing risks
- Was the response to the incident by the Emergency Services or other external agencies, prompt and effective?
- Was the fire fighting and first aid response suitable, were correct spillage procedures known and followed?
- Was the incident promptly reported to the relevant parties (if not, why not)?
- How was the injured person treated and supported –was this adequate?
- Were the needs of witnesses adequately addressed (de-briefing, counselling etc)?

5. Identify any further action needed to prevent a recurrence

You should assess or reassess the risks of this particular activity / equipment / area. When doing this you should question the adequacy of existing control measures and work methods and any discrepancy between these and what was intended. You will need to establish if the existing controls meet current standards are adequate to effectively control risks.

In particular, you may need to:

- Improve physical safeguards or safety features or modify design or workplace layout
- Improve existing work methods or introduce new safe working procedures
- Provide additional safety equipment e.g. lifting aids, personal protective equipment
- Produce or review risk assessments
- Update written health & safety rules, standards or policies, communicate these to employees / visitors, as appropriate
- Improve communications systems
- Make changes to or provide extra training, supervision or information sources
- Introduce better testing, maintenance or cleaning arrangements
- Introduce inspection, monitoring and audit systems
- Review similar risks in other sections

Once you have identified what action is required to prevent a recurrence of the incident in question, you should record your recommendations in the form of an action plan, making it clear what is required, by when and who will be responsible for implementing the improvements required.

Remember:

- Always talk to the injured person and witnesses to get their account of events
- Verify the facts – do not make assumptions about what happened
- The most important thing is not to apportion blame, but to learn from our mistakes, so as to continually improve health and safety standards.

6. DISPLAY SCREEN EQUIPMENT

Work with DSE equipment is not generally high risk but can lead to musculoskelatal and other physical problems, eye fatigue and mental stress for users if adequate precautions are not followed.

Definitions

- Display Screen Equipment (DSE) –Any alphanumeric or graphic display screen - conventional, liquid plasma or any other emerging technology. Also referred to as a visual display unit (VDU).
- User – An employee who habitually uses DSE to complete a significant part of their normal work.
- Operator – A self-employed person working in the same way as a user.
- Workstation – A workstation exists wherever there is DSE (including portable DSE in prolonged use). The workstation is defined as the 'assembly', which is made up of the screen, keyboard and other parts of the computer and its accessories (such as the mouse and document holder) along with the chair and the immediate working environment.

Managers have a duty to:

- Assess display screen equipment workstations and reduce risks which are discovered;
- Make sure that workstations satisfy minimum requirements which are set for the display screen, keyboard, desk and chair, working environment and task design and software;
- Plan display screen equipment work so there are breaks or changes or activity;
- Provide information and training for display screen equipment users;
- Provide users with appropriate eye tests and supply special spectacles if needed.

DSE risk assessments

The Green Corridor **Display Screen Equipment Risk Assessment Form** is contained within this document.

DSE assessments must be conducted when there is:

- A new DSE user.
- A new DSE workstation.
- New or additional equipment which significantly changes the workstation.
- Relocation of an existing DSE workstation.

Managers should ensure DSE assessments are periodically reviewed; at least annually, but also if there have been any significant changes to the workstation, change of personnel, or any report of ill health or injury that is related to the DSE.

Although the guidance refers specifically to DSE users, the requirements are equally relevant to all office staff (whether temporary or permanent), peripatetic staff and staff working from home as a significant part of their normal working day. It is the responsibility of managers to ensure that workstation risk assessments are undertaken and records kept within their department.

Involving the workstation users in the assessment will ensure they understand the risks involved and how to use their workstation properly.

Once managers have identified any risks by assessing workstations, they need to develop an action plan to control these risks. The action will often be straightforward and will usually cover things like postural and visual issues, fatigue and stress.

Assessments should be reviewed if there is a significant change to the workstation, for example a change in software/hardware, the task or the working environment.

Managers should be able to carry out workstation assessments themselves either by following the guidance provided or after being trained to do so. Further assistance and advice is available from the Health and Safety Advisor.

Managers should ensure DSE assessments are periodically reviewed; at least annually, but also if there have been any significant changes to the workstation, change of personnel, or any report of ill health or injury that is related to the DSE.

GENERAL GUIDANCE ON SAFE USE OF DSE

Daily work routine

There is no laid down maximum time for a period of work with DSE, neither is there a requirement for fixed breaks. However work should be planned so that periodic breaks and interruptions are built in to the daily routine. Intensive screen work should be broken by work activities that do not require similar use of the arms or hands, eg. filing/administration tasks.

Frequency of breaks is more important than duration. An example being – three breaks of five minutes spread evenly through a period of work is more beneficial than one fifteen minute break.

Eye and eyesight tests

DSE users have an entitlement in law to an eye sight test and corrective appliances if necessary.
DSE users can request a full eyesight test by an optician of their choice. Usually this will need to be repeated at the frequency recommended by the optician (usually every 2 years).

Green Corridor as the employer is liable for costs incurred and will reimburse the costs of an eyesight test.

If a DSE user requires spectacles for DSE use, they may exercise their own choice of style and frames. Green Corridor will reimburse up to a set maximum amount. This amount will cover either a complete pair of spectacles for DSE use or the middle distance element of bifocals or varifocals. Should the user's choice be above this amount, the DSE user must meet the costs of optional treatments, coating to the lenses, additional prescription (bifocals or varifocals) etc.

For reimbursement, DSE users must produce confirmation from the optician that a corrective prescription is required for DSE use. This should be processed through your line manager.

INFORMATION, INSTRUCTION & TRAINING

Managers should identify the training needs of staff under their control. This is aimed at reducing and minimising the risks arising from the use of DSE.

All users and operators of DSE, including temporary workers, agency staff and work experience persons should be provided with suitable and appropriate information (written or verbal) and instructions regarding the hazards involved and control measures required to minimise risks.

The following information and guidance is based on that contained in HSE publication INDG 36 - Working with VDU's. Copies of the full document are available free, in pdf format at www.hse.gov.uk/pubns

DESKTOP COMPUTERS

Setting up a workstation – what to consider

The diagram on page 35 shows the correct working position that should be adopted when sitting at a workstation and using any form of display screen equipment.

Seating and posture for typical office tasks

- Seat back adjustable
- Good lumbar support
- Seat height adjustable
- No excess pressure on underside of thighs and back of knees
- Foot support if needed
- Space to allow change in posture, no obstacles under desk
- Forearms approximately horizontal
- Wrists not excessively bent (up, down or sideways)
- Screen height and angle adjustable to allow comfortable head position
- Space in front of keyboard to support hands/wrists during pauses in keying

More detailed guidance on each aspect of the workstation is provided below.

Chairs

- You must be able to adjust the seat height and the height and tilt of the seat back. The adjustments should be easy to make when seated. The chair should swivel easily, be stable, and have five castors.
- The chair must be suitable and comfortable for each individual. Make sure that the seat length is suitable for the length of your thighs. If it is too long then you are likely to sit forward with your back unsupported.
- Correct posture is achieved by sitting at the correct height. The upper arms should be vertical, lower arms horizontal and wrists straight, with the hands hovering just above the keys. Feet should be flat on the floor, without too much pressure from the seat on the back of the legs. If this is not the case, a foot rest may be needed.

Screens

- Position the screen/laptop approximately 50-60cms from the eyes (an arm's length). If possible, adjust back and forth during the day, as required, to reduce eyestrain.
- The top of the screen/laptop should be approximately at eye level when you are sitting at the correct height. You may need to remove the PC hard drive box, placing the screen/laptop on the desk, or raise it on something stable.
- Use adjustments (swivel, tilt, contrast and brightness etc) throughout the day to reduce glare and reflections.
- Sit squarely in front of the screen, not at an angle to it, to prevent possible problems from twisting and bending the neck or back etc.
- Screens should usually be at right angles to windows, to reduce the effects of glare and reflections (this may be difficult in large, open-plan, offices). Use window blinds, anti-glare filters etc.
- Characters should be clearly legible and the screen image should be stable (no waving or wobbling). The screen should be kept clean.

Keyboards

- The keyboard should be placed squarely in front of the user and close enough to eliminate arm stretching, bent wrists or over stretching of the fingers. It should be able to provide support for the hands when not keying. The elbows should be held approximately at right angles when typing.
- Don't place copy work in front of the keyboard so that you need to stretch over it.
- Don't use the keyboard at an angle otherwise you will need to stretch one arm to reach it.
- There should be space in front of the keyboard to allow the user to rest their wrists when not typing and avoid surface pressure contact, which could restrict circulation. Ensure there is room to push the keyboard back to make space when required. Wrist rests may be required if wrists are not supported when resting.
- Use the legs at the rear of the keyboard to adjust the slope of the keyboard if necessary.
- Ensure characters on the keyboard are legible and clear. If not you may need a new keyboard.

Mouse, Trackball etc

- Place your mouse immediately adjacent to the keyboard to reduce the risks that arise when stretching for it, and ensure that the wrist is straight and supported when using it.
- Rest your hand gently on the mouse when using it and click gently to reduce the risk of injury. Any tension in the hand can result in quite severe problems. Remove your hand from the device when not using it.

Desks/Tables

- Preferably use a shaped workstation or a large table.
- The working area should be large enough to carry out your work (but it should not become cluttered - use good housekeeping practices).
- You should be able to get your feet and legs under the desk. Do not store boxes and other items under your desk.

Other Furniture/Equipment

- Wrist rests; resting your wrists on the desk, bending them upwards to use the keyboard, could cause RSI (Repetitive Strain Injuries). This is a common term that covers a number of specific medical conditions. If you work with bent wrists, then either change your posture or use a thick (approximately 25mm, or 1 inch) gel-filled wrist rest or mouse mat. You can also get a mouse mat with a built-in gel-filled wrist rest. Gel wrist rests are not for resting on while keying as this can cause damage. They are for resting your wrists on when you are not keying.
- You may need a document holder if you need to copy from other documents. The holder should be positioned so that it minimises uncomfortable head and eye movements. Your head weighs approximately 15% of your total body-weight, so if it is continually bent forwards and/or sideways it places great strain on the neck, shoulders and upper back.
- Pedestal units or fixed drawers should not interfere with leg space under the desk, or force twisting of the body. This can put strain on your back or pelvis and makes you tired. Remove/relocate them so that you have enough leg room.
- Screen filters should only be used if glare and reflections cannot be eliminated by other means; they are a last resort. Use screen adjustments or window blinds or reduce the number of lighting tubes to try to obtain comfortable lighting. You will need to consider the effect on other people in the office when making adjustment to the lighting.
- Your telephone should be within comfortable reach (depending on how many times a day you use it) and it must never be cradled between the ear and shoulder, as this can place a strain on your neck, upper back and shoulder. If the telephone is used constantly while typing or writing at the same time, then you probably need a hands-free system.

Equipment Restrictions

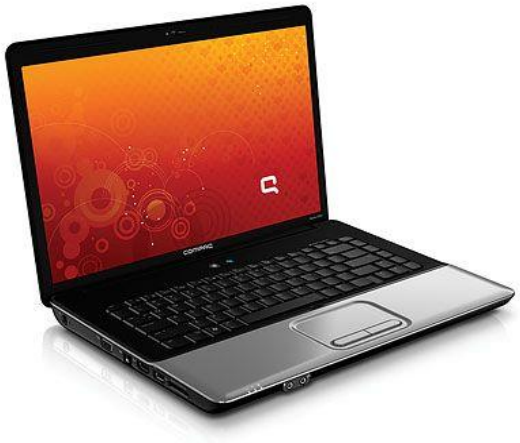
- Don't accept discomfort because cables are too short to place the equipment in the most convenient and comfortable position. Ask for an extension cable to reduce the likelihood of overreaching, stretching or sitting awkwardly.

POSTURE & BREAKS

Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot rearrange your workstation)

Most jobs provide opportunities to take a break from the screen, i.e. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better that fewer long ones.

LAPTOPS & OTHER SIMILAR PORTABLE COMPUTERS



Increasing numbers of employees are using portable computers as part of their work. This includes persons who work from home (either occasionally or on a regular basis) and those who travel between a variety of locations to carry out work (i.e. to deliver training, inspect premises, advise clients) etc.

The use of portable DSE (laptop computers) allows greater flexibility of working. However, because laptops are not fully adjustable, have smaller keyboards and screens than desktop computers and may be used for prolonged periods in cramped, unsuitable surroundings, their use can lead to health problems for the worker. If the body maintains awkward or constrained positions for long periods, especially when sitting unsupported, muscle fatigue, aches and other work related upper limb disorders (WRULD's) can result over a period of time.

Eye strain and headaches may result from use in poor lighting conditions.

Other hazards associated with this type of equipment include manual handling (bearing in mind that equipment such as power adapters, spare batteries, printers or papers may add to the burden of a portable laptop) as well as the risk of theft, possibly involving an assault.

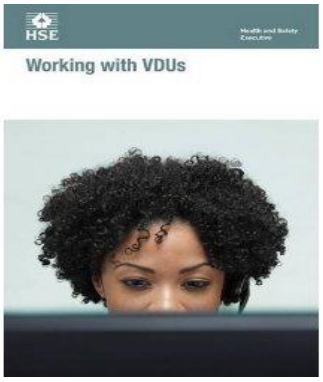
Significant use of smaller hand held computers/electronic note-pads may result in similar health hazards to those described above.

It is therefore important to ensure that users of laptops are aware of the hazards and whenever possible use laptops in an optimum position and suitable surroundings.

The following general guidelines should be followed to minimise the risks of using laptops:

Avoid using laptop computers for long periods, use a full sized desktop if one is available. Alternatively if laptop computers are used at one location regularly and for prolonged periods the provision of a docking station should be considered. This enables a full size keyboard and/or screen to be used with the laptop. The aim of this is to achieve a more comfortable working position.

- Laptops and similar portable computers are not suitable for prolonged use by staff working within buildings.
- When using mains power, the a.c. adapters provided/recommended by the manufacturer should be used.
- Before plugging in, visually check the adapter, power cables and plugs to ensure they are in good condition.
- Keep power cables free from twists and away from pedestrian walkways.
- If possible, choose software that allows you to adjust image size, colour and contrast.
- When using a laptop for more than a few minutes, make sure you are sitting comfortably with good posture, and adjust the screen to give the best viewing position without screen reflections. It is better to use the laptop on a table (providing this is of a sufficient height) rather than on your lap or on the seat of your car.
- Be aware that a laptop can generate a significant amount of heat and if placed on your lap can cause physical harm including burns.
- Take regular breaks from using the laptop if the work is prolonged.
- When carrying the laptop use a good quality well-padded carrying case with a comfortable shoulder or handgrip. Change carrying position regularly. Do not carry additional equipment with the laptop unless it is likely to be needed.
- Do not leave or use a portable computer in a parked car. If possible avoid carrying laptops in cases bearing the manufacturer's logo. When travelling by car the laptop should not be stored where it can be easily seen as this could attract an opportunist thief.
- Any information held on a laptop or stored on disc should be treated in the strictest confidence and security protected in case of loss or theft.



HSE: WORKING WITH VDU's (indg36.pdf)

This leaflet is a guide for people who work with visual display units (VDUs), and their employers. It answers questions that are most often asked about VDUs and health, gives a summary of the law on VDU work (the Health and Safety (Display Screen Equipment) Regulations 1992), and outlines what employers and employees should do to comply, suggests some simple adjustments that users can make to workstations and screens to make them more comfortable and easy to use and explains how employers and users can get further advice.

HSE DSE RISK ASSESSMENT FORM

The following HSE checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992.

An alternative form is shown below

DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT FORM

NAME JOB TITLE

LINE MANAGERS NAME

Is the workstation shared? ☐ ☐

Taking an average day, how long do you use the DSE? ☐ less than 1 hour per day ☐ 1 – 2 hours per day ☐ Other

Step 1 – DSE user to complete self-assessment questionnaire with assistance from line manager.

	Yes	No	Use this column to clarify your answers	Assessors recommendations
DISPLAY SCREEN				
1. Are the letters and images on the screen easy to read?				
2. Are brightness & contrast controls satisfactory?				
3. Is the screen adjustable sideways & up/down?				
4. Is the screen image free from flicker?				
5. Is your screen free of reflection, eg. from lights, walls & windows?				
6. Do you have access to a screen filter?				
7. Is the screen 350-600mm (700mm max) from your face?				
8. Do you require a document holder?				
9. Do you have access to a screen cleaning kit?				
KEYBOARD & WORKTOP/DESK				
10. Are the keyboard symbols clear?				
11. Can the keyboard be tilted or adjusted?				
12. Is there space in front of the keyboard to support your wrists?				
13. Is your worktop stable?				
14. Is the equipment on your worktop stable?				
15. Is there sufficient space on your worktop?				
16. Do you have access to a padded wrist rest?				
17. Does your desk have sufficient leg room?				
18. Do your feet fully touch the floor?				
19. Is a footrest provided?				
20. Does your worktop have a matt finish?				

WORKCHAIR	Yes	No	Use this column to clarify your answers	Assessors recommendations
21. Is the height & backrest adjustable?				
22. Is the chair comfortable?				
23. Is the chair easily rotatable?				
24. Can all adjustments be made easily & safely from the seated position?				
WORKSPACE				
25. Do you have sufficient space to work?				
26. Can people walk past your desk without Moving or striking your chair?				
27. Is your workspace clear from trailing cables?				
LIGHTING & NOISE				
28. Have adequate window blinds been provided where necessary?				
29. Is the lighting suitable for other office tasks?				
30. Is the back ground noise low enough so as not to impair concentration?				
HEATING & VENTILATION				
31. Is the temperature within your workspace Comfortable?				
32. Are you free from draughts?				
33. Is ventilation adequate?				
PERSONAL HEALTH				
34. Are you free from eye discomfort?				
35. Can you focus on the screen adequately?				
36. Are you free from aches, pains, tingling or pins and needles in the neck/ back/ wrist /shoulder or upper limbs?				
37. Please describe any other symptoms				
ELECTRICAL SAFETY				
38. Is equipment in date for electrical pat testing?				
39. Do you switch off your pc at the end of the day / when you leave work?				
40. Are there any hazards present? eg.damaged or overloaded sockets				
OTHER				
41. Do you have adequate screen breaks?				
42. Have you received adequate training to operate the software?				

DSE ASSESSMENT - MANAGERS ACTION SHEET

Step 2- Manager to complete action sheet in conjunction with DSE user.
A copy of this assessment should be passed to the employee & a copy held on file by the line manager.

RISK ASSESSMENT OVERALL RISK EVALUATION	High Medium Low

DSE USER / ASSESSORS RECOMMENDATIONS; to reduce the risk of harm being realised so far as is reasonably practicable - (in priority order):

ACTIONS - (in priority order) Date to be actioned by:

Assessed by Date ....

TRAINING: Date/details of any training attended

OCCUPATIONAL HEALTH
Detail any appointments with GP, Optician and Occupational Health Unit relating to use of DSE

ACTIONS COMPLETE

Signed by Line Manager …… Date ……..……..

REMEMBER TO REVIEW YOUR RISK ASSESSMENT
If any significant changes occur, Change of workstation, Change in personnel, Office move or reshuffle, If injury or ill health is reported, and at least annually.

Review date :

JG 2019

WORKSTATION LAYOUT: POSTURE & SEATING

DSE POSTURE

Workstation layout demands the consideration of many factors. These illustrations are not intended to represent a specific design but summarises some of the key factors that need to be assessed.

Figure 2 Seating and posture for typical office tasks

- Seat back adjustable
- Good lumbar support
- Seat height adjustable
- No excess pressure on underside of thighs and backs of knees
- Foot support if needed
- Space for postural change, no obstacles under desk
- Forearms approximately horizontal
- Wrists not excessively bent (up, down or sideways)
- Screen height and angle to allow comfortable head position
- Space in front of keyboard to support hands/wrists during pauses in keying

Figure 1 Subjects dealt with in the Schedule

- Adequate lighting
- Adequate contrast, no glare or distracting reflections
- Distracting noise minimised
- Leg room and clearances to allow postural changes
- Window covering if needed to minimise glare
- Software: appropriate to task, adapted to user, providing feedback on system status, no undisclosed monitoring
- Screen: stable image, adjustable, readable, glare/reflection-free
- Keyboard: usable, adjustable, detachable, legible
- Work surface: with space for flexible arrangement of equipment and documents; glare-free
- Chair: stable and adjustable
- Footrest if user needs one

7. ERGONOMICS

Ergonomics is a science concerned with the 'fit' between people and their work. It puts people first, taking account of their capabilities and limitations. Ergonomics aims to make sure that tasks, equipment, information and the environment suit each worker.

Ergonomics not only applies to computer operators but to all other work activities.

To assess the fit between a person and their work, ergonomists have to consider many aspects. These include:

- The job being done and the demands on the worker;
- The equipment used (its size, shape, and how appropriate it is for the task);
- The information used (how it is presented, accessed, and changed);
- The physical environment (temperature, humidity, lighting, noise, vibration); and
- The social environment (such as teamwork and supportive management).

Ergonomists consider all the physical aspects of a person, such as:

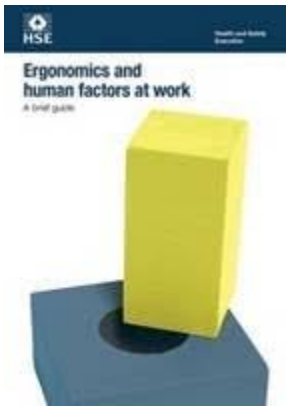
- Body size and shape;
- Fitness and strength;
- Posture;
- The senses, especially vision, hearing and touch; and
- The stresses and strains on muscles, joints, nerves.

Ergonomists also consider the psychological aspects of a person, such as:

- Mental abilities;
- Personality;
- Knowledge and experience.

A poorly ergonomically designed task can result in a number of physical ill-health conditions including upper limb disorders (ULDs): See section below as well as mental/psychological il lhealth conditions.

The pdf guidance below gives basic guidance on understanding ergonomics and suggests simple control measures that may reduce the risks associated with a work activity



ERGONOMICS & HUMAN FACTORS AT WORK AT WORK (indg90.)pdf

You may have heard of the term 'ergonomics'. This is sometimes referred to as 'human factors'. This leaflet will help you to understand how ergonomics can improve health and safety in your workplace.

It is aimed at anyone who has a duty to maintain and improve health and safety and who wants to gain insight into ergonomics. It gives some examples of ergonomics problems and simple, effective advice on what can be done to solve them.

WORK RELATED UPPER LIMB DISORDERS

Upper Limb Disorders (ULDs) are problems with the shoulder and arm, including the forearm, elbow, wrist, hand and fingers. ULDs can include neck pain.

ULDs are widespread across a range of industries and jobs. Any type of work that involves a worker using their arms to carry out tasks, can lead to ULDs. Computer use and assembly work are frequently associated with ULDs, but there are many other tasks that may have higher risks.

ULDs can be caused by a variety of work tasks involving, for example, forceful or repetitive activity, or by poor posture. The way that the work is organised and managed can cause ULDs as well as make them worse.

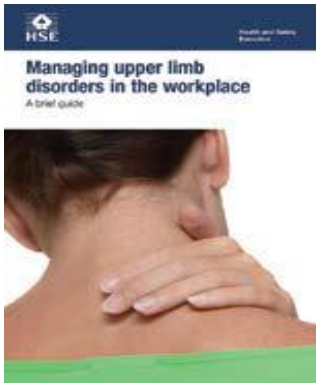
There is a wide range of symptoms, such as tenderness, aches and pain, stiffness, weakness, tingling, numbness, cramp, or swelling. The symptoms may be slight, but even if they are, they should not be ignored. Something may be wrong which needs to be dealt with. Any worker who experiences these symptoms should inform their line manager and also seek advice fronm their General Practitioner.

Hand arm vibration syndrome (HAVS) or vibration white finger (VWF) can be caused by tasks requiring regular and frequent use of vibrating tools and equipment and handling of vibrating materials. Eg use of chainsaws or brush cutters.

What is the difference between RSI and ULDs?

They basically refer to the same conditions, although the term repetitive strain injury (RSI) is used by some to refer to pain in the arm when working with computers. The term ULDs covers a range of over 20 medical conditions. HSE prefers to use the general term ULD because problems might not be due to strain.

The pdf guidance below gives basic guidance on understanding ULDs, RSI and Hand arm vibration syndrome and suggests simple control measures that may reduce the risks associated with work activities.



MANAGING UPPER LIMB DISORDERS IN THE WORKPLACE (indg171).pdf

This booklet is designed to help employers and managers to understand Upper Limb Disorders (ULDs), which are often called 'RSI' (repetitive strain injury).

HAND ARM VIBRATION AT WORK:A BRIEF GUIDE (indg175).pdf

The leaflet will give you a brief introduction to:

What hand-arm vibration (HAV) is, the ill health it can cause; what the Control of Vibration at Work Regulations 2005 require you to do; simple things you can do to control the risk & where you can get further information.

8. MANUAL HANDLING

Manual Handling is the lifting, pushing, pulling or carrying of loads by hand or by bodily force. Use of incorrect techniques can result in strains, particularly of the back, fractures, cuts and other injuries. These in turn can lead to lost working days and even permanent injury.

Managers have a duty to:

- Avoid manual handling where reasonably practicable. If a load must be transported mechanical aids should be used if possible. A good starting point will be to identify the manual handling activities that take place within your department/section and the persons involved.
- Carry out a risk assessment on those manual handling tasks which cannot be avoided. You should consider as part of this assessment:
  - **The task** - i.e does it involve bending or stretching, repetitive movements or carrying over long distances?
  - **The load** - is it heavy? can it be made lighter?, is it bulky?, the ease of grip and whether there are any sharp edges on it.
  - **The environment** - does the load need to be transported outside, slippery surfaces, lighting levels and the presence of any steps.
  - **Individual capability** - Any health problems, pregnant workers and whether training has been provided to those required to carry out these tasks.
- Reduce the risk from manual handling tasks so far as is reasonably practicable. This may be achieved by, for example:
  - **Rearranging the task** so handlers do not have to adopt awkward postures. Using two persons for the task.
  - **Reducing the load**, i.e. emptying filing cabinets before moving them.
  - **Providing training and information**. This is required so that handlers know the correct techniques to use when lifting or handling. A diagram describing the kinetic technique of handling is shown over page.
  - **Providing mechanical aids** - such as a trolley to reduce the amount of effort needed to move the load.

MANUAL HANDLING AT WORK: A BRIEF GUIDE (indg143).pdf

This booklet explains the problems associated with manual handling and sets out best practice in dealing with them. This guidance gives useful practical advice for employers, managers, safety representatives and individual employees on how to reduce the risk of injury from manual handling. The general principles are relevant to all workplaces, whatever their size. Avoiding injuries from manual handling makes sound business sense.

GOOD HANDLING TECHNIQUES

THE KINETIC METHOD

1. STOP AND THINK

Plan the lift, use appropriate equipment, break the load down if possible, and get help if required.

2. POSITION THE FEET

Feet apart, giving a balanced and stable base for lifting with the leading leg as far forward as is comfortable.

3. ADOPT A GOOD POSTURE

Bend at the knees, keep the back straight and keep the hips facing the same direction as the shoulders.

4. GET A FIRM GRIP

Lift from the base whenever possible, if load has sharp edges, wear protective gloves.

5. DON'TJERK

Lift smoothly, keeping control over the load.

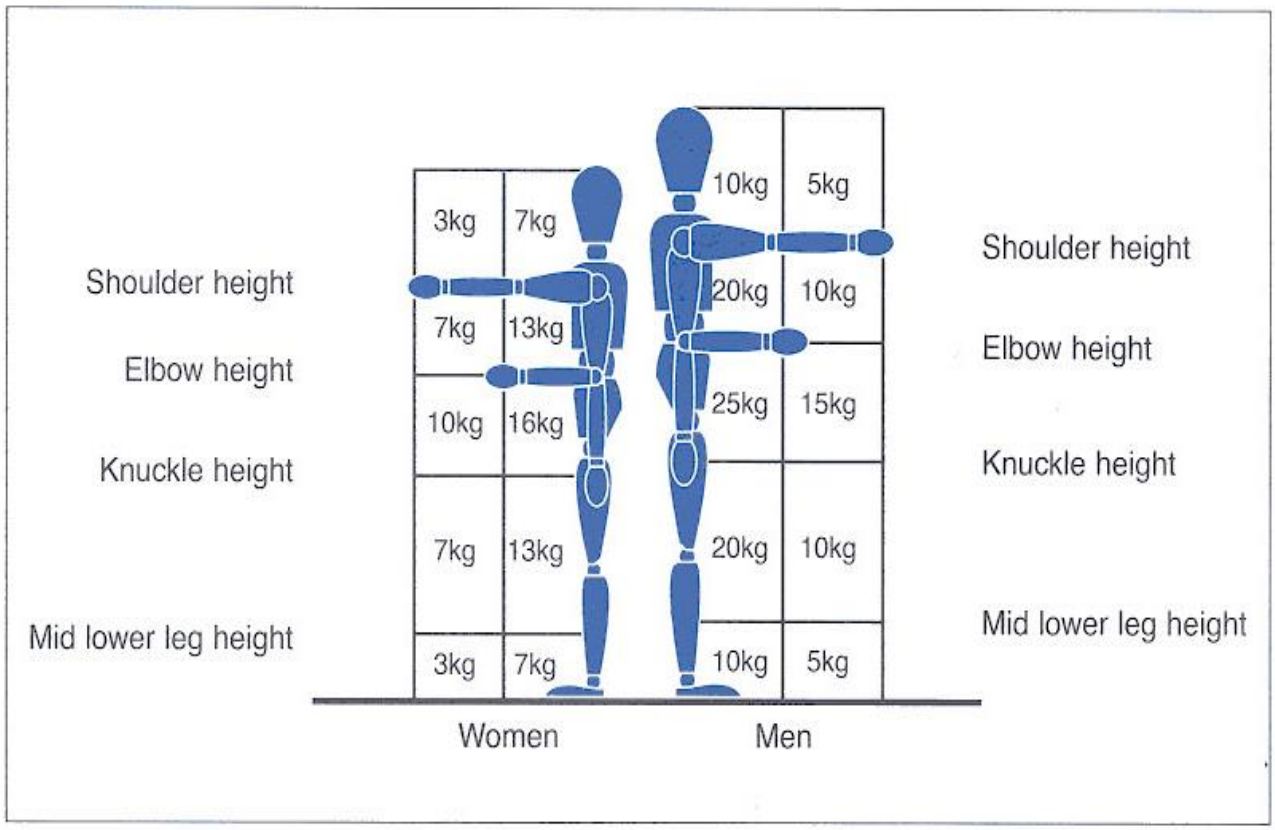
6. KEEP THE LOAD CLOSE TO THE BODY

Keep the load close, with the heaviest side next to the trunk.

7. PUT DOWN, THEN ADJUST

If precise positioning is necessary, put it down first.

GENERAL RISK ASSESSMENT GUIDELINES



Each box in the diagramme above shows guideline weights for lifting and lowering.

These guidelines are not safe limits for lifting. However, handling outside the guidelines is likely to increase the risk of injury, so you should examine the operation closely for possible improvements. A manual handling assessment should be undertaken using the assessment forms over page.

Observe the activity and compare to the diagramme. If the lifters hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes.

The weights assume that the load is readily grasped with both hands and the operation takes place in reasonable working conditions with the lifter in a stable body position.

Any operation involving more than twice the guideline weights should be rigorously assessed- even for very fit, well trained individuals working under favourable conditions.

There is no such thing as a completely safe manual handling operation. However, working within the guidelines and using a safe handling technique will reduce the risk of injury.

Reduce the guideline weights if the lifter twists to the side during the operation. As a rough guide, reduce them by 10% if the handler twists beyond 45 º and by 20% if the handler twists beyond 90º.

The guideline weights are for infrequent operations, where the pace of work is not forced, adequate rest breaks are possible and the load is not supported for any length of time. As a rough guide reduce weights by: 30% if operation is repeated every minute, 50% if repeated 5-8 times per minute and by 80% where repeated more than 12 times a minute.

MANUAL HANDLING ASSESSMENT FORM

GreenCorridor

ACTIVITY: _____ **DATE:** _____

DEPARTMENT: _____

1. THE TASK	HAZARD If yes tick appropriate box			NOTES ON CONTROL MEASURES/REMEDIAL ACTIONS
1. Does the task involve	Low	Med	High	
a) Stooping over?				
b) Twisting at the waist?				
c) Bending the body sideways?				
d) Long periods of static effort?				
e) Reaching above shoulder height?				
f) Excessive lifting or lowering distance?				
g) Generally having to make awkward movements?				
h) Team handling?				
i) Frequent physical effort?				
j) Prolonged physical effort?				
2 .Is the load handled, or force applied at a distance from the body?				
3 .Is the load handled in such a way that it is necessary to:				
a) Change the grip?				
b) Use jerky actions?				
c) Apply high force levels?				
d) Use one hand only?				
4. Could the load move unexpectedly?				
5. Could the feet slip?				
6. If pushing or pulling:				
a) Are the hands positioned on the item being handled above shoulder height or below the waist?				
b) Is the distance of push/pull too long?				
7. If carrying:				
a) Is the distance excessive?				
b) Is load handled up steps/slopes?				
8. 1s the handling:				
a) Repetitive?				
b) Carried out frequently throughout the day				
9. Are there insufficient rest or recovery periods between handling				
10. Are there time constraints to the task				

2. THE LOAD	HAZARD			NOTES ON CONTROL MEASURES/REMEDIAL ACTIONS
11. Is the load:	Low	Med	High	
a) Heavy?				
b) Bulky or unwieldy?				
c) Difficult to grip firmly?				
d) Unstable?				
e) Likely to shift its centre of gravity?				
f) Hot?				
g) Cold?				
h) Likely to resist movement?				
i) Likely to obscure handlers vision?				
12. Does it have				
a) Sharp edges?				
b) Any other damaging factors?				
c) An offset centre of gravity?				

3. THE WORKING ENVIRONMENT	HAZARD			NOTES ON CONTROL MEASURES/REMEDIAL ACTIONS
13. Are there space constraints preventing good posture?	Low	Med	High	
14. Is it necessary to reach over or around obstacles?				
15. Are there other persons in the handling area?				
16. Are there:				
a) Steps, slopes, uneven surfaces?				
b) Likelihood of spillages?				
c) Rubbish/debris in work area ?				
d) Objects to bump into, fall or trip over?				
17. Is the working environment:				
a) Too hot?				
b) Too cold?				
c) Too humid?				
d) Poorly lit?				
e) Dusty or otherwise- reducing visibility?				
f) Excessively noisy?				
g) Dirty?				
h) Cluttered?				
i) Wet?				
j) Windy?				

4. THE INDIVIDUAL	HAZARD			NOTES ON CONTROL MEASURE/SREMEDIAL ACTIONS
18. Could the task be harmful to those:	Low	Med	High	
a) Who are pregnant or have recently given birth?				
b) With a history of health problems? Eg. heart disease, angina, hernia, repetitive strain injury, arthritis, musculoskeletal disorder, back injury, reduced physical strength?				
c) Less than 18 years of age (young persons)?				
19. Does the task require unusual strength?				
20. Is movement /posture hindered by :				
a) Protective clothing/equipment				
b) Normal clothing?				
21. Does the task require special knowledge or training for safe performance?				

SUMMARY OF MANUAL HANDLING ASSESSMENT

Activity	
Work area	
Weight of load	
Handling aids used	
Persons involved	

THE FOLLOWING GENERAL CONTROL MEASURES WILL BE IMPEMENTED (IN ADDITION TO THOSE LISTED ABOVE) TO MINIMISE THE RISKS IDENTIFIED IN THE HANDLING ACTIVITY.

CONTROL MEASURES	DETAILS
Reduce the amount of manual handling req'd.	
Use of mechanical aids where possible	
Good handling technique	
Information	
Instruction	
Training	
Supervision	
Briefing prior to task	
Team handling	
Lighten the load	
Planning	
Remove obstructions	
Workplace layout	
Protective clothing (PPE)	
Other controls: List	

COMMENTS			
NAME OF ASSESSOR:		**DATE**	
REVIEW DATE FOR ASSESSMENT			

JG 2019

9. HAZARDOUS SUBSTANCES

References: The Control of Substances Hazardous to Health Regulations 2002

WHAT IS A DANGEROUS / HAZARDOUS SUBSTANCE?

Substances can be found in a variety of forms including solids, liquids, gasses, dusts, fumes, vapours and biological.

Hazardous / Dangerous substances can be categorised in many ways. They may include paints, white spirit, petrol, glues, resins, solvents, bleaches, acids, oils, insecticides, pesticides, poisons, garden chemicals, prescription drugs, fireworks, flares, significant amounts of dust and biological infections. When discussing or describing them in health and safety terms they are categorised according to the type of harm they can cause.

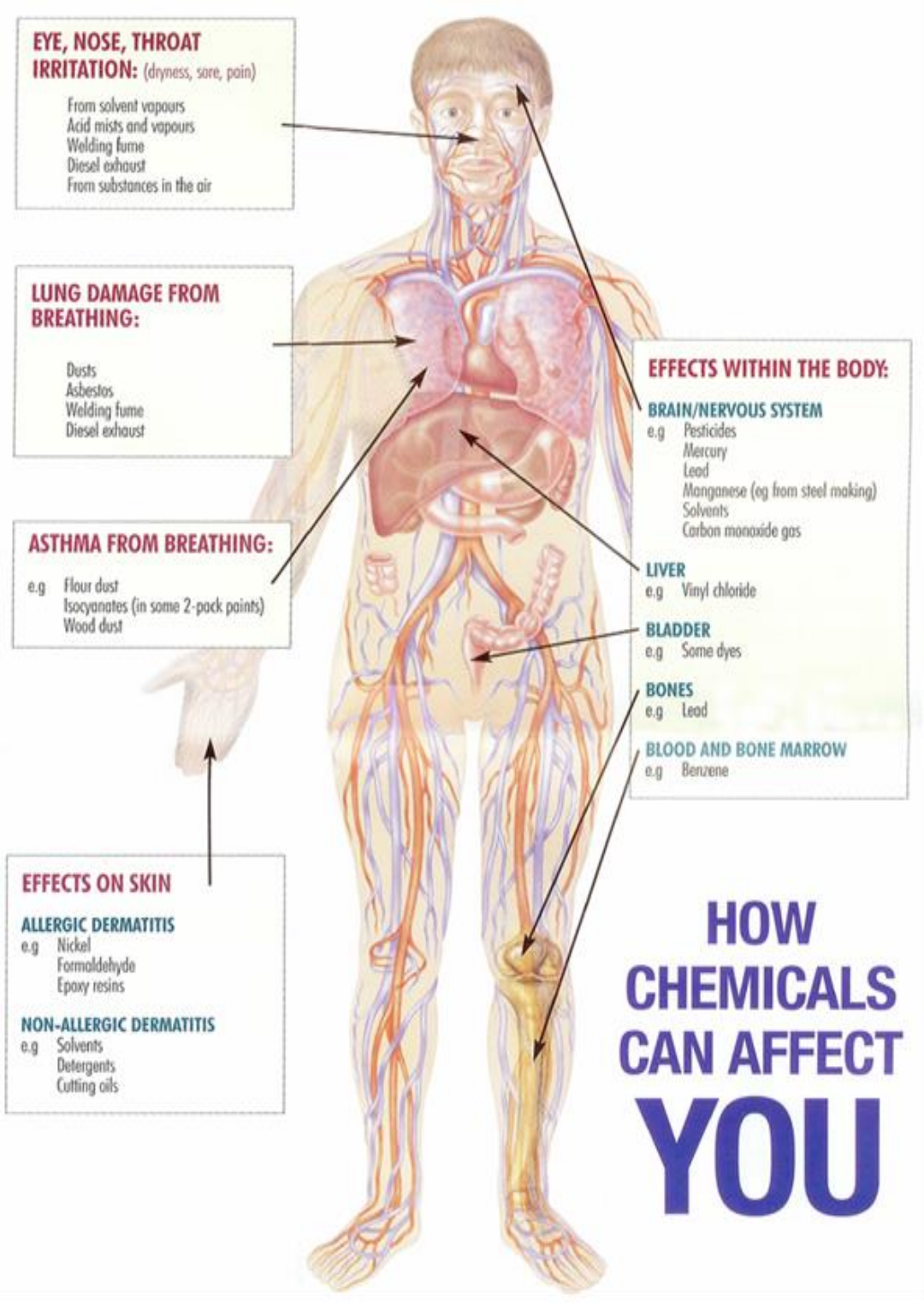
Information relating to a hazardous substance may be found on the container or package itself, the suppliers safety data sheet or the supply label for the substance.

Managers have a duty to ensure that:

- Risk assessments have been carried out for all hazardous substances used and held on site. This will take into account not only the chemical properties of the substance but also where it is used (i.e. in a confined space) and how it is used (i.e. hand applied or sprayed). A hazard data sheet from the supplier of a product is necessary for carrying out a risk assessment but is not a substitute for one.
- COSHH procedures and assessments are regularly reviewed.
- Following assessment, control measures are taken to eliminate or minimise the risks presented from the use, storage and disposal of hazardous substances.
- All staff members are issued with instructions as to the precautions to be taken when using such substances. Volunteers who use such substances should also be given instructions on safe use and be properly supervised.
- When risk assessments have identified the need for personal protective equipment to be worn, such as gloves and safety glasses these items should be available and worn by anyone (staff or volunteers) using those products. Such equipment should be kept clean and in a good condition.
- First aid information contained in COSHH risk assessment sheets should be readily available to those who need to access it. Science staff should be able to carry out immediate remedial measures for accidents by ingestion or inhalation of hazardous chemicals, or splashes to the skin or eyes before the arrival of first aid.
- All hazardous products are to be stored in locked cupboards and any flammable substance is to be stored away from flammable materials and in a flame proof container.

COMMON HEALTH HAZARDS

- Long term disability from lung/respiratory diseases. Eg. Asbestosis, silicosis,
- Skin irritation, dermatitis, or skin cancer from contact with oils/solvents/sensitisers
- Injuries to hands, skin and eyes from contact with corrosive liquids
- Asthma resulting from sensitisation to isocyanates in paints or adhesives
- Cancer causing death many years after initial exposure to carcinogens.
- Asphyxiation eg. carbon monoxide (the silent killer)
- Biological infections transmitted by humans/animals (zoonoses) etc.
- Fire /Explosion from flammable liquids, aerosols, fireworks and oxidising agents.



ROUTES OF ENTRY OF CHEMICAL & BIOLOGICAL SUBSTANCES INTO THE BODY

- ABSORBTION - Through skin, cuts and eyes
- INGESTION - Through mouth into digestive system
- INHALATION - Through mouth and nose into respiratory system
- INJECTION - Through sharps, needles and puncture wounds

HAZARDOUS SUBSTANCES – What Managers can do

- Draw up an inventory of hazardous substances (and amounts) used in the workplace and identify which groups do they belong to? Eg. very toxic, highly flammable, corrosive, irritant, harmful, biological, etc.
- Obtain “material safety data sheets” from your supplier
- Eliminate use of, or substitute hazardous substances if possible
- If not possible, assess the process and the way the substance is being used.
- Consider materials, by-products, persons exposed, route of entry into body, how often used, storage, spillage, disposal, and emergency fire/first-aid procedures.
- Determine appropriate and effective control measures
- Record your assessment
- Bring the findings of the assessment to persons who need to know.
- Monitor the performance of your control measures
- Review assessments regularly, and also when any change in activity or process occurs
- Provide information and training to staff

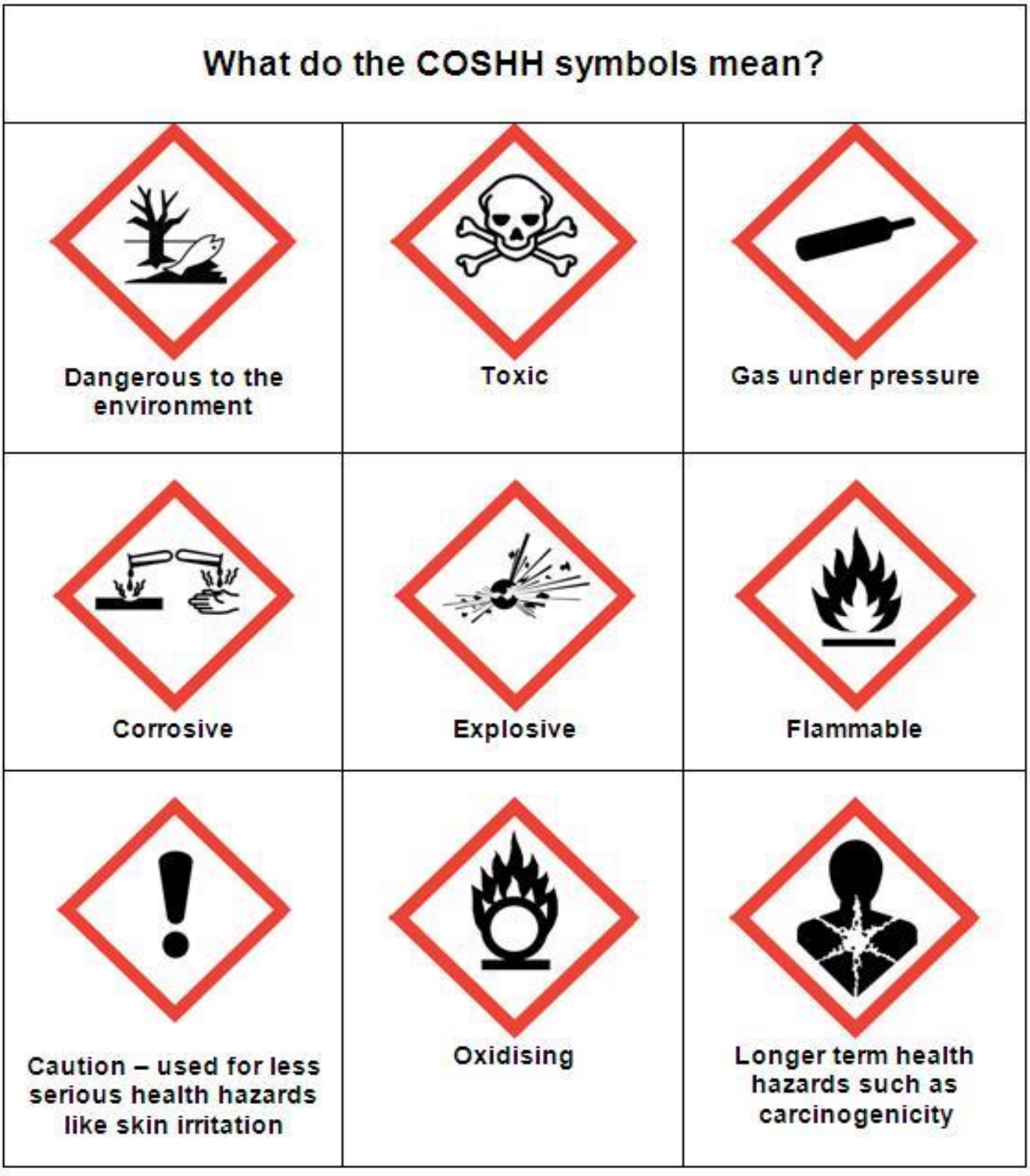
HAZARDOUS SUBSTANCE WARNING LABELS (EUROPEAN SYMBOLS)

These are the old style symbols which are not used with new products or newly manufactured substances, however there may be the occasional item stored at work still bearing these symbols

RISK PHRASE	HAZARD SYMBOL	DESCRIPTION Of HAZARD
Explosive (E)		**Extremely rapid decomposition may occur through shock, friction or contact with other substances**
Oxidising (O)		**May cause or greatly assist fire Mixtures with combustible materials may be explosive**
Extremely flammable (F+)		**Extremely flammable materials can be ignited by brief contact with an energy source, even at temperatures below 0°C**
Highly flammable (F)		**Highly flammable materials can be ignited at temperatures below 21°C**
Very toxic (T+)		**Small quantities may cause death or serious damage to health when inhaled, swallowed, or absorbed via the skin**
Toxic (T)		
Harmful (Xn)		**May cause damage to health when inhaled, swallowed, or absorbed via skin**
Irritant (Xi)		**Non-corrosive substances which, in contact with skin or mucous membranes, will cause inflammation**
Corrosive (C)		**Will seriously damage or destroy living tissue on contact**
Dangerous for the environment (N)		**Highly toxic for aquatic organisms, toxic for fauna or dangerous to the ozone layer**

NEW INTERNATIONAL COSHH SYMBOLS (GLOBALY HARMONISED SYSTEM)

International symbols have replaced the European symbols. Now nine hazard pictograms with black symbols on a white background with red-rimmed rhombuses are used to provide warnings



SAFE WORK PRACTICE – GENERAL GUIDELINES

Arrangements should be put in place to eliminate or minimise hazards and associated risks prior to commencement of any work. Managers should inform employees of any significant risks on site presented by the hazards and the findings of any risk assessments subsequently undertaken.

Hygiene procedures

- Hands must be washed upon completion of any task prior to eating, drinking or smoking. Adequate hand washing facilities should be available.
- Cuts and abrasions in any area of exposed skin must be covered with a dressing which is waterproof, breathable, and is an effective viral and bacterial barrier.
- Disposable rubber gloves should be worn whenever contact with bodily fluids or biological waste is required.
- All waste contaminated with blood or body fluids should be discarded into yellow clinical waste sacks and disposed of following local arrangements.
- Remain aware to any signs, symptoms and changes to your body or skin. If you see your GP about any skin problem, remember to tell them about any substance you have used or have been contaminated by.

NEEDLESTICK INJURY – ACTION TO BE TAKEN

- Consider and remain alert to places where sharps may be hidden. Eg. toilets, drains/pipes, beneath floorboards, areas external to buildings etc.

In the event of a sharps or needle-stick injury you should:

1. Encourage bleeding from the wound. Do not suck or rub the wound.
2. Wash area thoroughly with soap and water
3. Cover with a waterproof dressing
4. Notify your line manager and record the incident
5. Contact your local accident and emergency unit/hospital immediately for further advice.

Clothing and PPE

- Employees and volunteers must wear suitable personal protective clothing and equipment which should be maintained in a clean, intact and usable condition.
- Gloves and boots must be appropriate for the risk presented. They should give protection against chemical liquids, sharps etc.
- Suitable eye protection should be available if required to protect against chemicals, dusts etc.
- Dust masks will not protect against gasses/vapours etc. In such cases where a risk is present suitable respiratory protective equipment should be used. Eg Ori-nasal mask

Cleaning of spillages

- Materials/kits to facilitate cleaning of spillages should be held on site. This may include a dust pan/brush, rags, paper towels, absorbent material, suitable waste bags, containers, buckets etc. Appropriate PPE should be worn whilst cleaning up any spillages.
- Hazardous substances must not be disposed of locally down drains or onto soil.

STORAGE

- Separate different substances by type. Eg toxins, flammables, corrosives, etc. Follow guidance on material safety data sheets
- Ensure storage areas are secure and have appropriate warning signs to access points/doors
- Anything that can produce chlorine must be kept away from acids. This includes most bleaches and chlorine producing tablets
- Do not store highly flammable substances with other combustibles such as rags/cotton waste, paper, wood
- Toxic substances must be stored separately from flammables/oxidising substances.
- Sharps must be placed in a suitably marked sealed container
- Biological waste should be placed in a yellow bag and labelled accordingly.

Flammable/Highly flammable liquids/LPG

Flammable/highly flammable liquids and liquid propane gas are potentially dangerous substances which can be ignited or whose vapour can be exploded by naked lights or high energy sparks e.g. unprotected electric light switches or static electrical discharge.

- HFL's should be stored away from sources of ignition.
- Do not handle flammable liquids near naked lights or heat sources.
- Keep containers closed at all times except when in use.
- Ensure areas are well ventilated if using flammable liquids.
- Label all containers correctly and store away from heat sources.
- Store liquids in labeled, fire-resistant metal cupboards when not in use.
- No smoking should take place in the vicinity of storage areas. Warning signs should be in place.
- Store minimum amount of liquids necessary in workrooms and never exceed a maximum quantity of 50 litres in any one workroom. Excess liquids must be stored in a suitable store designated for the purpose. (In practice there should be no need to store more than a few litres of HFL's in a work area.)
- Wear adequate protective clothing when handling flammable liquids.
- Refer to material safety data sheets, COSHH assessments or ask the Health & Safety Advisor if you are not sure of the correct protective clothing to wear.
- Guidance on use of LPG stored in cylinders or small cartridges intended for small-scale use is contained in this manual under "Compressed gasses". Further guidance is also contained in HSE Information (chemical) sheet No.5 “Small scale use of LPG in cylinders”

First aid/Emergency procedures

- Employees should have a basic understanding of the principals of first aid.
- As a general rule only: (See COSHH data sheets & risk assessments for specific information)
    - Corrosive splashes – remove contaminated clothing and rinse skin with water for 15 minutes.
    - Splashes to the eyes – flush with water for 15 minutes including under the eyelids.
    - Do not rub eyes
    - Inhalation- escort person outside to fresh air.
- Never take chances. Always seek professional medical advice and contact the emergency services immediately if considered necessary.
- Emergency eye washes/fresh clean water should be carried where there is a likelihood a substance may enter a person’s eyes or contact skin.
- Suitable fire fighting equipment (portable extinguishers) should be in place if a risk of fire exists.
- Portable extinguishers containing dry powder or foam should be used on fires involving HFL’s. Water extinguishers should never be used on flammable liquid / oil based fires.
- Employees must report accidents, incidents, or cases of ill-health to their manager

COSHH: INITIAL ASSESSMENTS

This note gives guidance on undertaking initial assessments for general low hazard substances. Specific advice must be sought for substances that present a significant risk. For further advice contact Green Corridor Management or Health and Safety Advisor

1. IDENTIFY POTENTIALLY HAZARDOUS MATERIALS OR PROCESSES

The first stage in any assessment is to identify processes and materials which may fall under the scope of the Regulations. The following main areas should be considered:

Purchased in Materials

- Produce a list of all hazardous substances / materials used in your Department.
- Obtain manufacturer's safety data sheets (MSDS) from the suppliers.
- Identify those falling under the scope of the COSHH Regulations because they are either toxic, very toxic, harmful, irritant or corrosive (these will be identified) by appropriate warning symbols in an orange background on the container labels), or are substances with an occupational exposure limit; or are substances creating comparable hazards such as pesticides.

Processes

- Identify processes where materials are converted from a different form which may be hazardous, e.g. solids reduced to dust by machining, fumes produced by hot processes, substances reacting to form new substances.

Harmful Micro Organisms

- These are less common but may be relevant for example where animals are handled, or for laboratory staff, or where there are water systems likely to produce legionella.

2. EVALUATE METHODS OF USE

Find out exactly what is being done and who is at risk. The assessment should consider unusual or emergency situations, e.g. night shift or maintenance, as well as normal operating practices. Relevant information would include:

Persons at Risk

- Employees eg. teachers, maintenance workers, office staff
- Contractors, volunteers and visitors

Exposure

- How often is the activity undertaken?
- In what quantity is the material used?
- In what form is the material used, e.g. solid or fine dust, liquid or aerosol spray, at an elevated temperature or pressure?

How are Persons at Risk?

- Inhalation
- Ingestion
- Absorption through skin or eye contact
- Injection into the body, e.g. needle/sharp injuries

3. EVALULATE HEALTH RISK

Assessment should consider:

- Information contained in the manufacturers safety data sheet
- The proposed activity and method of use.
- The inherent hazard created by the material or process.
- The availability, effectiveness and suitability of any protective measures, e.g. local exhaust ventilation or personal protective equipment.

Common sense will often identify situations where exposure is likely to constitute a risk without any further investigation, e.g.-

- Fine deposits of dust around the workplace
- Fumes or particles visible in the air
- Complaints of discomfort or excess odour
- Evidence of ill health associated with exposure

4. CONTROL MEASURES

Consult the manufacturer's safety data sheet for information on the control measures.
Control measures should include appropriate information on;

- Hazards presented
- Health risks
- Safe use
- Ventilation
- Personal protective equipment
- First aid/fire/emergency procedures
- Storage
- Spillage procedures
- Disposal
- Information, instruction and training
- Health surveillance

Hierarchy of control measures

A hierarchy of control measures for reducing the risk presented by substances is listed below. Not all of them will be relevant or can be applied to every situation.

- Substitution
- Isolation
- Enclosure of process
- Local exhaust ventilation
- General ventilation
- Good housekeeping
- Reduced time exposure
- Training
- PPE
- Welfare facilities
- Medical surveillance

Local exhaust ventilation controls (fume cupboards, dust extraction systems etc.) must be thoroughly examined and tested at least once in every 14 months.

5. REVIEW OF ASSESSMENT

Assessments should be reviewed regularly or when there has been a significant change, e.g :

- Introduction of a new material or process
- New evidence as to hazard of materials
- Availability of new control measures
- Following an accident/incident or near miss

Assessments will rapidly become dated if there are not reasonably strict controls on the introduction of new materials or processes.

COSHH ASSESSMENT FORM

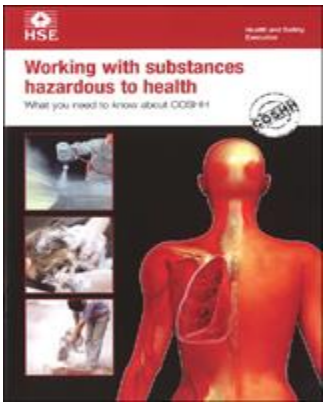
An example of a COSHH assessment form suitable for general use is on the next page. It is important that an up to date material safety data sheet is held with the assessment.

FURTHER INFORMATION

HSE booklet HS(G)97 – 'A Step by Step Guide to COSHH Assessment" ref ISBN 0 11 886379 7

HSE booklet L5 – "COSHH Approved Codes of Practice" ref ISBN 0 7176 0819 0

COSHH ESSENTIALS- Easy Steps to Control Chemicals- ISBN 0717624218



WORKING WITH SUBSTANCES HAZARDOUS TO HEALTH (indg 136). pdf

Working with substances hazardous to health describes how to control substances at work so that they do not cause ill health. It will help you understand what you need to do to comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) which apply to the way you work with these substances.

COSHH RISK ASSESSMENT

Department / work area:

Substance/material: **Trade name:**

What is the substance used for?

What are the hazardous ingredients/chemicals in the substance? (List below)

Do any of the chemicals have a:

Workplace Exposure Limit? (State opposite) :

Occupational Exposure Standard? (State opposite) :

Is the substance: (Check the container, packaging or safety data sheet for COSHH symbol or information

☐ Extremely flammable	☐ Explosive	☐ Irritant	☐ Toxic or Very toxic
☐ Highly flammable or Flammable	☐ Harmful	☐ Sensitising	☐ Dangerous to Environment
☐ Oxidising	☐ Corrosive	☐ Carcinogenic	☐ Other? (Specify below.)

Is the substance hazardous to health when:

☐ In contact with skin?	☐ Breathed in?	☐ Other (Specify below)
☐ In contact with eyes?	☐ Swallowed?	

USE OF SUBSTANCE

How should the substance be used?
(E.g. diluted in water, applied with a brush, sprayed, etc.)

How much is used every week?
(State quantity in litres or kilos as appropriate.)

Who is exposed to the substance?
(E.g. those using it, Volunteers, staff, etc.)

Does the substance present additional risks to certain groups or individuals?
(E.g. young people, new & expectant mothers.)

CONTROL MEASURES

Can a less hazardous substance be used to do the same job? Yes ☐ No ☐
(If you don't know, please contact your supplier for further information.)

What controls are required for this substance, other than Personal Protective Equipment (PPE)?
(E.g. well ventilated areas, not in spray/mist form, mechanical ventilation, authorised persons only.)

Is any Personal Protective Equipment (PPE) required when using the substance?

☐ Eye protection? (State type required)

☐ Gloves? (State type required)

☐ Overalls/clothing? (State type required)

☐ Mask/respirator? (State type required)

☐ Other? (State type required)

How should the substance be stored? (E.g. locked cupboard, away from other substances, etc.)

Please turn over

Have persons using this substance been provided with information or training on its use? Yes
(As a minimum ensure a copy of this assessment is in a known and readily accessible location.) No

OTHER PRECAUTIONS AND EMERGENCY PROCEDURES

Spillages: How should an accidental release / spillage of this substance be dealt with?

First aid: What actions should be taken if the substance is:

a) Swallowed?	b) In contact with eyes?
c) In contact with skin?	d) Inhaled?

e) Other? (Please specify.)

Fire precautions: What actions should be taken in the event of fires involving this substance?

Chemical reactions: Is there any other substance that this substance must not come into contact with?

Disposal: How should the substance be disposed of (or not disposed of)?

Health surveillance: Do staff using the substance require any health surveillance?

ASSESSMENT OF RISK

Are all the controls detailed above currently in place? Yes ☐ No ☐

If these controls are not in place, or additional controls are required, state action to be taken. Please note - COSHH substances must **NOT** be used if adequate control measures are not in place.

Remedial actions required	**Date for completion**

Are hazards to health adequately controlled with all control measures in place? Yes ☐ No ☐

Assessor(s) name:	**Assessor(s) signature:**	**Date:**
The Line Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.		
Line Managers name:	**Line Managers signature:**	**Date:**
Remedial actions complete: (Date)	**Line Managers signature:**	**Reviewed on:** (Date)

A copy of the material safety data sheet must be attached to this assessment.

JG 2019

CONTACT DERMATITIS

What is contact dermatitis?
Contact dermatitis is inflammation of the skin caused by contact with a range of materials. These include detergents, toiletries, chemicals and even natural products like foods and water (if contact is prolonged or frequent). It can affect all parts of the body, but it is most common to see the hands affected. There are three main types of contact dermatitis:

- Irritant contact dermatitis:
- Allergic contact dermatitis:
- Contact urticaria.

Irritant contact dermatitis is caused by things that dry out and damage the skin, eg detergents, solvents, oils and prolonged or frequent contact with water.

Allergic contact dermatitis occurs when someone becomes allergic to something that comes into contact with his or her skin. The allergic reaction can show up hours or days after contact. Common causes include chemicals in cement, hair products, epoxy resins and some foods.

Urticaria is a different kind of allergy. It occurs within minutes of the material touching the skin. Things like plants, foods and natural rubber latex gloves can cause this.

What does contact dermatitis look like?

The signs and symptoms of the different types of dermatitis are similar. Dry, red and itchy skin is usually the first sign. Swelling, flaking, blistering, cracking and pain can follow.

Sometimes the consequences of contact with a material are immediately visible. Sometimes contact occurs without apparent effect. However, every contact can cause minute amounts of 'invisible' damage to the skin that can build up until more serious signs are seen.

Managing work to prevent dermatitis

Following three simple steps can prevent dermatitis:

- Avoid contact with materials that cause dermatitis.
- Protect the skin.
- Check for early signs of dermatitis.

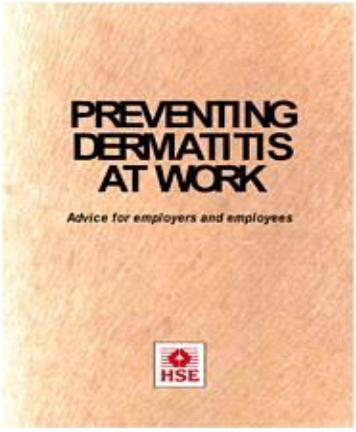
No contact = no dermatitis. So take all the steps you can to avoid contact with materials that cause dermatitis by changing the task or process. Some examples of how you can do this are given below.

- Substitute a more hazardous material with a safer alternative;
- Automate the process;
- Enclose the process as much as possible;
- Use mechanical handling;
- Use equipment for handling;
- Don't use the hands as tools;
- Use a safe working distance.

You will also need to protect the skin. This is particularly important if the steps above aren't practical or aren't enough to totally avoid contact.

You can protect the skin by the following:

- Tell workers how to look after their skin;
- Remind them to wash any contamination from their skin promptly;
- Tell them about the importance of thorough drying after washing;
- Provide soft cotton or paper towels;
- Supply moisturising pre-work and after-work creams;
- Provide appropriate protective clothing/gloves;
- Make sure gloves are made of suitable material;
- Select gloves that are the right size and right for the task to be done;
- Use and store gloves correctly;
- Replace gloves when necessary.
- Regular skin checks can spot the early stages of dermatitis.
- Early detection by visual checks can prevent more serious dermatitis from developing.
-

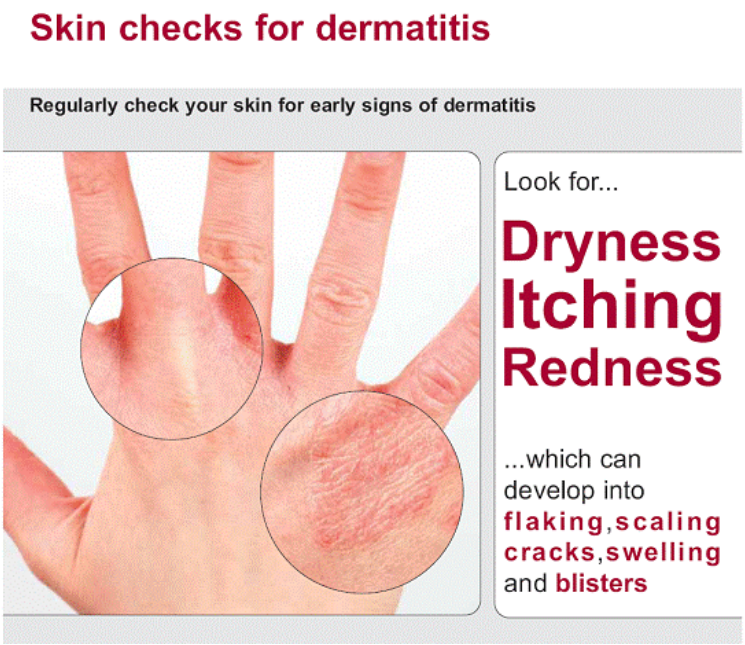


PREVENTING CONTACT DERMATITIS AT WORK (indg 233).pdf

This leaflet tells you about a skin problem that you can get at work – contact dermatitis.

If you are an employer, safety representative, trainer or safety advisor you can influence work practice and prevent this disabling disease.
The leaflet shows you what to look out for and how to prevent dermatitis. It also tells you where you can find more detailed practical advice for specific jobs and workplaces.

DERMATITIS POSTER



10. BIOLOGICAL DISEASES & ILL-HEALTH

Biological diseases emanating from animals, insects, plants & the environment can cause a range of ill-health in humans. Some common examples are described below.

GIANT HOGWEED

Botanical name: Heracleum mantegazzianum

Widespread in Europe, this giant perennial herb varies in height from 2. to 5. Metres and may live for several years. It has a large and dark reddish-purple stem and spotted leaf stalks, both of which are hollow. Giant hogweed grows well in disturbed areas with moist soil, such as vacant plots, uncultivated or waste areas, riverbanks, along roadways and in agricultural lands.

Giant hogweed sap contains toxins that causes severe dermatitis when it contacts skin in the presence of sunlight (i.e. phytophotodermatitis). Effects may include welts, rashes, and blistering, followed by pigmented scarring that may persist for as long as six years. Toxic sap is found in the leaves, stems, flowers and roots of giant hogweed. Contact with sap can occur by brushing against any broken plant parts, handling plant material, or even by touching tools or mowing equipment that was used for giant hogweed control.

Cow parsnip, a plant often mistaken for giant hogweed, also causes a photo-toxic reaction. While exposure to cow parsnip sap and sun can result in a nasty rash, in the case of giant hogweed, the skin can blister to look similar to a third degree burn. A trip to the hospital is recommended if you suspect you have been poisoned by hogweed sap. While the blisters will eventually heal, the purple scars left behind may last a lifetime. If sap from giant hogweed gets in the eyes it could lead to permanent blindness. Extreme care should be exercised when removing these plants, and it must be stressed that contact with dead plant parts and with inanimate objects or pets that have been in contact with such plants is dangerous. The use of protective water-resistant clothing and protective goggles is therefore advisable when dealing with H. mantegazzianum, as is the simultaneous avoidance of exposure to sunlight.

Environment Agency

GIANT HOGWEED GUIDANCE

This leaflet describes features of Giant Hogweed and procedures for safe eradication.

BLUE GREEN ALGAE

Blue-green algae (cyanobacteria) are natural inhabitants of many inland waters, estuaries and the sea. In fresh waters, they are found in suspension and attached to rocks and other surfaces at the bottom of shallow water bodies and along the edges of lakes and rivers. Extensive growths are sometimes referred to as blooms. All blue-green algal blooms and scum should be assumed to be toxic.

Illnesses including skin rashes, eye irritation, vomiting, diarrhoea, fever, pains in muscles and joints have occurred in some recreational users of water who swallowed or swam through algal scum. There have been no reports of long term effects or deaths in humans, but in some cases the illnesses were severe. Dogs can also become severely ill.

During calm weather, several blue-green algal bloom forming species can rise to the water surface to form a scum. This may look like paint, jelly or flock. The colour of blue-green algal scums varies widely because the pigments they produce differ between species, and even within a single species, depending on the nutrient supply, light intensity and the age of the bloom. Consequently, scums may be blue-green, grey-green, greenish-brown or occasionally reddish-brown.

- Avoid contact with the scum and the water close to it. Never bathe in such water or drink from it
- Wash off any scum following contact with skin

Environment Agency

BLUE GREEN ALGAE

This leaflet describes characteristic features of blue-green algal blooms, how they affect you and what you should do if you see one.

HARMFUL PLANTS

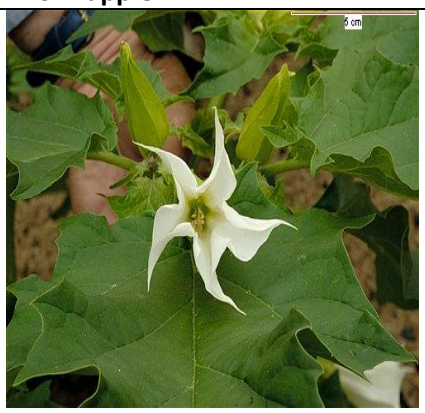
TREES		
Beech	nuts and seeds	Fagus sylvatica
Alder Buckthorn Buckthorn	berries and twigs	Fragula alnus Rhamnus cathartica
Horse chestnut	seeds and conkers	Aesculus hippocastanum
Laburnum	green pods, seed and flowers	Laburnum anagyroides
Cherry laurel Portugal Laurel	leaves and berries	Prunus lauocerasus Prunus lustitanica
Spindle	fruit & berries	Euonymus europaeus
Yew	seeds within berries & all other parts of plant are highly poisonous	Taxus baccata

SHRUBS		
Barberry	berries & seeds	Berberis (cultivated)
Spurge Laurel & Mezereon	berries, seeds very dangerous	Daphne laureola Daphne mezereum
Elder	black berries & uncooked & green berries at all times	Sambucus nigra
Holly	as few as 2 berries	Hex aquifolium
Mistletoe	berries	Viscum album
Oleander	smoke/fumes very dangerous	Nerium oleander
Privet	berries very few	Ligustrum species
Snowberry	berries, as few as 3	Symphoricarpos rivularis

HERBACEOUS PLANTS & BULBS		
Castor oil plant	seed/bean as few as 1 very dangerous	Ricinus communis
Cowbane	all parts very dangerous	Cicuta virosa
Crocus	flowers, leaves & seeds	Colchicum autumnale
Cuckoo pint Lords & Ladies	all parts especially berries	Arum maculatum
Daffodil	all parts	Narcissus species
Black Nightshade Deadly Nightshade Woody Nightshade	all parts especially berries all parts	Solanum nigrum Atropa belladonna Solanum dulcamara
Giant Hogweed	sap	Heracleum mantegazzianum
Hemlock	all parts very dangerous	Conium maclatum
Hemlock Water Dropwort Dead Men's fingers	roots very dangerous	Oenanthe crocata
Henbrane	all parts very dangerous	Hyoscyamus niger
Ivy	berries	Hedera helix
Lily of the valley	berries	Convalleria majallis
Lupins	green pods and seeds	Lupinus species
Monkswood	all parts very dangerous	Aconitum napellus
Pokeweed, Inkweed	berries when uncooked	Phytolacca americana
Solomon's Seal	berries	Polygonatum multiflorum
Petty Spurge Sun Spurge	sap sap	Euphorbia peplus Euphorbia helioscopia
Thorn apple Jimsonweed	spiked fruit/seeds very dangerous	Datura stramonium
White Bryony Black Bryony	berries, as few as 10	Bryonia dioica Tamus communis

INDOOR PLANTS		
Christmas Cherry Winter Cherry	berries	Solanum capsicastrum Solanum psudocapsicum
Dumb Cane	leaves	Dieffenbachia species
Lantana	berries very dangerous	Lantana species
Poinsettia	leaves and sap	Euphorbia pulcherrima

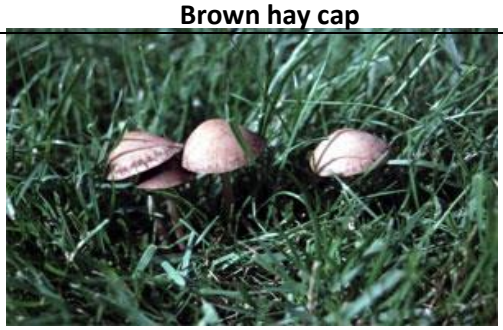
VEGETABLE GARDEN		
Potato	tomato like fruit of the top vegetation	Solanum tuberosum
Rhubarb	Stalk when uncooked & leaves at all times	Rheum rhaponticum

SELECTION OF SOME HARMFUL PLANTS		
Pokeweed	**Meadow saffron**	**Thorn apple**
		
Deadly nightshade	**Mezeron**	**Castor oil plant**
		
Yew berry	**Hemlock**	**Giant hogweed**
		
Henbane	**Spurge laurel**	**Monkswood**
		

Toxic wild foods

There are many species of potentially poisonous wild food found growing naturally in the countryside. These include fungi, toadstools, berries, seeds, plants and their roots. Some of these are extremely toxic and can lead to serious organ failure and even death. Touching these plants should be avoided as toxins may in some cases enter the body by absorption through the skin or hand to mouth contact. An understanding of toxic plants, locations where they may grow and how to identify them will be useful. The chart over page seeks to indicate some of the more common poisonous plants.

A working knowledge of poisonous plants etc is essential, especially where young persons are present. No wild foods should ever be consumed during the course of employment.

EXAMPLES OF TOXIC FUNGI	
Fly agaric	**Destroying angel**
	
Deadly webcap	**Death cap**
	
Brown hay cap	**Deadly fibrecap**
	
Yellow stainer	**Sulphur tuft**
	

LEPTOSPIROSIS

Weil's disease: This is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

What are the symptoms?
Both diseases start with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal.

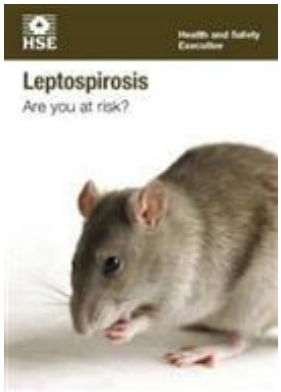
Who is at risk?
Anyone who is exposed to rats or rat urine. Workers in contact with canal and river water are also at risk.

How might I catch it?
The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers. Be aware of the likelihood of rats in housing/gardens that are derelict or have significant amounts of decaying rubbish.

How can I prevent it?
Get rid of rats. Don't touch them with unprotected hands.
Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work.
Wear protective clothing.
Wash your hands after handling any animal, or any contaminated clothing or other materials and always before eating, drinking or smoking.

What else should I do?
Report any illness to your doctor. Tell the doctor about your work and show this card. Leptospirosis is much less severe if it is treated promptly

Persons at risk should also carry a card to show their GP in the event of any illness so that the doctor can be alerted to the possibility of infection.
Follow strict hygiene precautions at all times.
A high degree of awareness of the possibly of Leptospirosis is the best approach to prevention.



LEPTOSPIROSIS: HSE GUIDANCE

HSE GUIDANCE:

Provides general information on leptospirosis infection which affect workers in the United kingdom. Covers: who is at risk, preventative ideas and how to obtain further information.

PSITTACOSIS (ORNITHOSIS) is spread by airborne particles of bird droppings. All personnel whose work involves close contact with derelict housing, loft spaces and garden sheds may come into contact with the faecal or nasal discharge of infected birds, including that found on feathers. The incubation period is usually 4-15 days, the disease varies from a flu-like illness with fever, headache, joint and muscle pains of a few days (in about 25% of cases) to pneumonia (in about 60% of the cases) and possibly hepatitis. Early detection and treatment normally results in a complete recovery, although a delay or susceptible individuals may progress to an even more severe illness or even death.

Prevention
Personal protective equipment (overalls, eye protection, respiratory protective equipment, gloves) to be worn at all times. Avoid disturbing substance or generating dust. Dampen down to reduce airborne particles. Follow hygiene precautions.

CHLAMYDIOSIS: Pregnant women who come into close contact with sheep during lambing may risk their own health and that of their unborn child, from infections that can occur in some ewes. These include chlamydiosis (enzootic abortion of ewes - EAE), toxoplasmosis and listeriosis, which are common causes of abortion in ewes

Prevention
The Departments of Health, Department for Environment, Food and Rural Affairs, and the Health and Safety Executive advise pregnant women should avoid close contact with sheep (or soil contaminated by them), during lambing periods. Strict hygiene procedures should be followed.

TOXICARA CANIS can be caught by contact with animal faeces (normally dog or cat) or surrounding soil, which has been contaminated by an intestinal parasite. The egg of the parasite is spread by ingestion. Incubation may take weeks or months. Symptoms may include fatigue, persistent unexplained fever, skin rashes, coughs, wheezing and inflammation of the eye. The biggest danger is damage to vision or total blindness, it is fortunately fairly rare but is irreversible. Regular worming of animals will reduce the spread of the parasite.

Prevention
In possibly contaminated areas always wear gloves and apply good personal hygiene. When using brush cutters/strimmers ensure that the appropriate protective clothing is worn.

HANTAVIRUS DISEASE can be caused by being exposed to the aerosol of the virus from saliva, urine, faeces or lung secretion of infected rodents. The incubation period is thought to be about two to three weeks. Early symptoms may approximate to those of Leptospirosis. In the severe form there is the abrupt onset of fever, rigors, headache, backache, nausea and vomiting.

Prevention
Wild rodents should be controlled. All personnel should be alerted to the potential hazard.

TETANUS can be fatal and is a very prolonged and extremely unpleasant illness. Prevention is straight forward and everyone should keep their tetanus immunisation in date.

The schedule of immunisation consists of an initial course of three injections which are now given during the first year of life. Booster doses are given at five years and then every ten years thereafter to maintain protection. In cases of very high risk boosters every 5 years may be used but this involves the risk of developing an allergy to the vaccine and is therefore not normal procedure.
Cuts and abrasions should be covered with a waterproof dressing
All wounds deeper than a superficial graze should be treated as potential sources of infection and proper advice should be sought.

LYME DISEASE

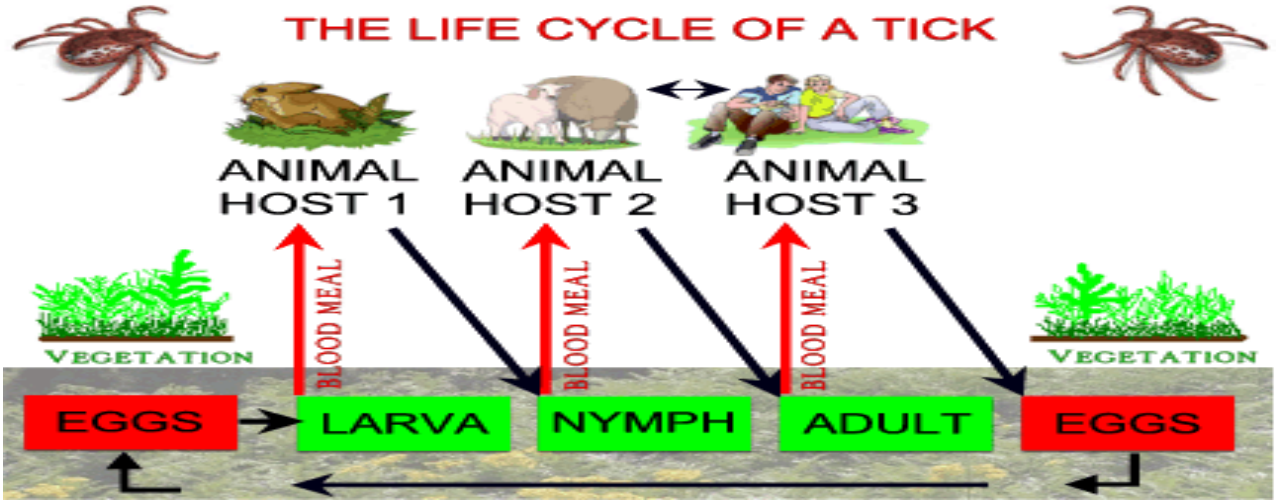
Lyme disease is caused by bacteria spread from one animal to another by tick bites and can be transmitted to people when they attach to your skin. Woodland and heathland areas inhabited by deer, are the most likely places to catch Lyme disease. The most likely time to be infected is in late spring, early summer or autumn. Even if a tick is infected, it does not spread the bacteria in the first few hours of its feed, so there is a very low risk of infection if a tick is removed quickly.

Early detection and treatment of the disease helps to relieve the symptoms and shorten the illness.
Some infected people have no symptoms at all. However, the first sign is usually a pink or red spot at the site of the tick bite. This appears between 3 and 30 days after biting, and expands steadily, often with an inflamed red border. The following symptoms may also develop in the first few weeks of an infection: tiredness/fatigue, generally feeling unwell, headache, fever, aches in muscles and joints, a stiff neck, and swollen glands (enlarged lymph nodes).

Prevention:

You can reduce the risk of infection by:

- Being aware of ticks, and which areas they normally live in.
- Wearing appropriate clothing in tick infested areas (a long-sleeved shirt, with trousers tucked into your socks),
- Carry tick removal tweezers when necessary
- Using insect repellents,
- Inspecting your skin for ticks, especially at the end of the day - include your head, neck and skin folds (armpits, groin, and waistband),
- Checking that ticks are not brought home on your clothes,
- Checking that pets do not bring ticks into the home on their fur.
- If a tick is found on the skin, it should be removed by gently gripping it as close to the skin as possible, preferably using fine toothed tweezers, and pulled steadily away from the skin. Do not use a lit cigarette end, match head or volatile oils to force the tick out.
- Some brands of tick tweezers have a 2-in-1 function. Both small as well as larger (engorged) ticks are removed painlessly, simply and safely.



CRYPTOSPORODIUM

Cryptosporidium is a protozoan parasite that causes an infection called cryptosporidiosis affecting people and cattle. The most common symptom is watery diarrhoea, which can range from mild to severe.
Cryptosporidium is found in soil, food, water, or surfaces that have been contaminated with infected human or animal faeces. Transmission occurs through animal-to-human or human-to-human contact. People may also be infected by consuming contaminated water or food, or by swimming in contaminated water.
Cryptosporidiosis is most common in children aged between 1 and 5 years, but it can affect anyone. People with weak immune systems are likely to be most seriously affected.
Prevention

- Follow strict hygiene and hand washing precautions (especially important for young persons who may put fingers in mouth)
- Keep contact with animals to a minimum and to essential activities only.
- Wash hands thoroughly before eating, drinking and smoking
- Follow HSE guidance on farm visits
- Avoid drinking or swimming in potentially contaminated water

RINGWORM

Ringworm is caused by a fungal infection. Spores from the fungus may be picked up from another person, the soil, gates and fences, or certain types of animals.

Farm animals like sheep and cattle and pets including dogs and cats can all get ringworm. This can be spread to humans. Anyone can develop ringworm but young people, who come into close contact with their pets, farmers and people that work with animals, are all more at risk of being infected.

Prevention: Strict hygiene precautions should be followed at all times. Contact with farm animals should be avoided.

BEES, WASPS & HORNETS

The general guidance below applies to bees, whether in hives managed by bee-keepers or in the wild. Whilst specifically about bees the guidance will generally apply to other stinging insects such as wasps and hornets.

Hazards from stinging insects

- Getting stung (mild reaction) – immediate sharp pain, followed by localised swelling, itching and sensitivity. Unless in an airway, an eye, or it subsequently becomes infected, the effects should subside within a day or two without medical intervention. Anti-histamine treatments can give some relief.

- Getting stung (severe reaction) – in addition to the above, in some people the venom may trigger the body's immune system to produce a rapid (i.e. within minutes) set of further symptoms in parts of the body away from the site of the sting; termed anaphylactic shock, or anaphylaxis, these symptoms can include rapid drop in blood pressure, difficulty with breathing due to airway swelling, fainting, itchy rash and possible abdominal pain. Although rare, the condition is life-threatening. Unless an individual knows they have an allergy to bee stings, it isn't possible to predict how an individual will react to a single, or multiple stings, though severe reactions typically require at least one previous 'sensitising' sting.

Control Measures

- Follow advice from the professional beekeeper employed by Heathrow. Check when site visits are made by the Bee-keeper that all is well or if there are any recommendations.
- Do not touch or disturb the hives or bees.
- Check volunteers and staff for allergies: Identify as early as possible if any staff or volunteers suffer severe reactions or are allergic to bee stings.
- First aid arrangements: make sure that appropriate first aid can be given should anyone react to a sting. Be aware of staff or volunteers who may suffer an allergic reaction and understand the emergency response that should be taken. Be aware of procedures if a person has been prescribed an epi-pen by their G.P. Any procedures should include storage and correct use of epi-pen.
- Take a look around. Check to see the levels of bee activity.
- Power tools such as strimmers, chainsaws and lawnmowers will aggravate the insects. When using these tools, be aware that the tools may provoke the insects or in some cases, cause the insects to swarm. Consider if certain work can be carried out when bees are hibernation during winter.
- Clothing: Wear predominantly light-coloured clothing as bees are more likely to attack those that are dark in colour. Avoid brightly coloured or patterned clothing. Wear long sleeve shirts, long trousers, and closed-toed boots or shoes. Do not wear sandals.
- Tie back long hair to avoid bees or wasps from getting entangled in your hair.
- Be careful when shaking out clothing or towels as the insects could be inside the folds.
- Personal protective equipment: There should be no need for personal protective equipment such as that used by beekeepers as work with the hive will be restricted to the Heathrow beekeeper only.
- Avoid strong odours: bees will investigate and can become aroused by strong smells, so avoid perfume, after-shave, scented soaps, etc.
- Most bees and wasps will not sting unless they are startled or attacked. Do not swat at them or make fast movements. The best option is to let the insects fly away on their own. If you must, walk away slowly, or gently "blow" them away. The only exception is if you have disturbed a nest and hear "wild" buzzing. Protect your face with your hands and run from the area immediately.

  If anyone is stung:

- Remove yourself from the bees if you can, go indoors, or to another safe place
- Remove the sting head as quickly as you can - even though it will have detached from the bee, it could continue to pump venom for some time afterwards. When removing it, try not to compress it between the fingers as this could pump more venom in.
- Treat any swelling causing obstruction to the airway as a medical emergency – call 999, loosen tight clothing, especially around the neck.
- Follow site first-aid arrangements.
- Potential for multiple stings – in the very unlikely event of a swarm of bees become aggressive towards you, do not try to swat them away, but cover your head with a coat or cloth and run away as quickly as you can. Keep running until you are sure they are no longer following.

ADDER

The only poisonous snake native to mainland Britain is the Adder. Associated risks are relatively low although extremely rarely persons have died from a bite. It is commonly found on heaths, woods, fields of grass/corn and among rocks and is usually active from February to October.

Adders can be variable in colour, but typically the background colour differs in males and females. Males tend towards a grey, whitish, occasionally yellowish colour. The contrast with the black markings can make them appear almost silver. The females tend to be brownish with considerable variation of shade and occasional hints of red or yellow – although in the latter case always a much darker shade than the males

Both sexes are similarly marked. Typically these markings are very pronounced and extremely easy to identify, consisting of a heavy dark zigzag pattern down the back with dark spots in rows on the flanks. At the back of the head there is a heavy "V" or "X" shaped marking and a dark band running from behind each eye. The young are coloured and marked much like adult females.

- Be aware of known adder locations. Inform staff and volunteers as appropriate.
- If you see an adder, do not attempt to move or disturb it for your own safety as it is a protected species
- If you suspect you have been bitten, seek urgent medical advice and report to a hospital immediately.
- Do not apply a tourniquet or cut the wound with a knife or suck out the venom.
- Stay calm and elevate remainder of the body higher than the affected limb or body area.

BROWN TAIL MOTH & OAK PROCESSIONARY MOTH

Brown tail moth caterpillars can be found in trees and hedgerows. Larvae and caterpillars carry minute hairs which can cause serious skin and eye irritations and cause respiratory problems if inhaled. If this becomes severe you should consult a doctor. Large adult larvae may carry up to two million of these hairs.

The Brown tail moth caterpillar is blackish grey, has a dotted white line down each side with tufts of ginger brown hairs. The most noticeable feature is the two orange spots near the tail.

The moths lay eggs on the leaves of trees and shrubs in late summer. Small caterpillars hatch and start to feed on the leaves. During this period the larvae construct a conspicuous white silken tent, which is usually found on an exposed branch of the plant. Up to 2000 individuals overwinter in each tent. In spring the caterpillars emerge from their winter homes and disperse over the foliage. They feed on the leaves until they are approximately 1.5 inches (3.5 cm) in length. At the end of the summer they moult, pupate and emerge as adult moths. The numbers of these moths has increased greatly especially in the south of the England. This main period of risk is from April to June.

The oak processionary moth, found in London and not yet widespread in the UK, is similar in appearance and is also a risk to health from April to June when contact with larvae hairs should be avoided. Contact does not have to

occur as hairs may break off and circulate with air currents. It can cause skin rashes, conjunctivitis, pharyngitis and asthma.

Prevention: Ideally you should avoid areas where caterpillars are and in particular the silken tents which will release irritant hairs when disturbed. Anyone who identifies where they are should inform their manager and others persons of this.

LEGIONNAIRES DISEASE

Legionnaire's disease is one of a group of diseases collectively known as legionellosis. Others are Pontiac fever and lochgolihead fever. Of these infections legionnaire's disease is the most serious.

Legionella bacteria are widespread in natural sources of water including rivers, streams and ponds and may even be found in soil. They are also found in many recirculating and hot and cold water systems. Outbreaks of legionnaires' disease have occurred in or near large building complexes such as hotels, hospitals, offices and factories. There is no evidence that water systems in domestic homes present any risk. Infection is caused by people breathing in water droplets contaminated with legionella bacteria.


HSE

Legionnaires' disease

A guide for employers

LEGIONNAIRES DISEASE (indg 458).pdf

This short and simple guide is written to help employers, understand the health risks associated with legionella. It explains in general terms how to control those risks.

You should consult the Approved Code of Practice (ACOP) and guidance *Legionnaires' disease: The control of legionella bacteria in water systems* for the technical detail on how to manage and control the risks in your system (see Further Information section at the end of this leaflet).

11. SAFE USE OF PESTICIDES

Under the Control of Pesticides Regulations 1986, operators who use pesticides must have received suitable formal training and be in possession of a recognised certificate of competence.

The guidance below is generic in nature and is not a substitute for specific training on a substance. Manufacturer's instructions should be strictly complied with at all times.

Before using a pesticide a COSHH risk assessment must be completed and in place.

What are pesticides?
Whether you are trying to control the weeds growing on your garden path, the slugs eating the lettuces on your allotment or the black spot on your roses, you may consider using a chemical or spray that is classed as a pesticide. The term 'pesticide' covers a wide range of products, all of which are used to control plant 'pests'
.
Pesticides for plant protection purposes include:

- weedkillers (herbicides)
- slug pellets (molluscicides)
- fungicide sprays
- animal repellents
- hormone rooting powders
- insecticides
- plant growth regulators
- lawn sand treatments.

Personal protective equipment (PPE)

Select PPE on the basis of label recommendations and a specific COSHH risk assessment. The following should be considered as the basic requirements when using hazardous substances:

- A face shield, complying with EN 166.
- Appropriate respiratory protective equipment (RPE):
- An appropriate coverall and nitrile gloves complying with EN 374.
- Wellington or water-repellent boots with a good grip.
- Put on and take off protective clothing in the correct order to avoid contact with contaminated surfaces. This order should be:

PUTTING ON- Gloves, particle mask, trousers, boots, jacket, hood, face shield. PPE should be removed in reverse order.

- Always put on, take off, hang to dry and store protective clothing away from rest and eating places, the personnel areas of vehicles and sources of contamination.
- Adequate washing facilities, ie soap, water and paper towels must be available. Ensure that different water, wash bowls, sinks etc are used for PPE and for personal washing.
- Always remove gloves and thoroughly wash hands in soap and water before eating, drinking, smoking or attending to personal needs.

Before and after applying a product

- Always read the manufacturers' label and check for any limitations or specific precautions you should take when mixing, spraying and disposing of substances
- Take particular note of PPE requirements and first-aid/emergency (spillage) procedures.
- Identify safe areas for diluting and mixing pesticides and for filling applicators.
- Check the precise location of any domestic water supply, rivers, streams, ditches or ponds. Plan to leave a suitable buffer strip (see product label) to avoid contamination. Where appropriate, inform local bee-keepers and neighbours in advance of your intention to apply pesticides.
- Make up only sufficient solution for the task. Left-over spray must not be poured down the drain. Diluted pesticides which are not required should be disposed of by spraying onto waste ground, providing that there is no risk of polluting ground or surface water. Concentrated pesticide must be disposed of via a licensed waste disposal contractor.
- Keep records of pesticides used and levels in stock.
- Clean all equipment after spraying.
- Store chemicals in a secure, cool, dry, frost-free, safe place, keeping in their original containers and with lids tightly closed.

At the end of each work period thoroughly wash:

- The outsides of gloves, overall/suit in soap and water and wipe off surplus moisture;
- Hands in soap and water and dry well.
- Ensure washing waste does not contaminate watercourses

During application

- Ensure information about the pesticide being used is readily available in a form that can accompany a person requiring medical attention (eg a hazard data sheet).
- Make sure no unauthorised persons (or animals) are in the vicinity when spraying.
- Apply the chemical at the stated rate and in the manner described. Make sure that you are spraying at the correct times and intervals.
- Spray efficiently to wet the plants without excessive run-off or spray drift (refer to table below), but thoroughly wet the stems, buds and the underside as well as the upper surface of the leaves.
- Avoid contact with exposed parts of the body, particularly the eyes. Wash off any splashes immediately with clean water.
- Avoid breathing in dusts or sprays.
- Do not smoke, eat or drink while spraying.
- Replace damaged items of PPE and applicator equipment promptly. Replace gloves regularly to minimise exposure to pesticides from any internal contamination.
- Constantly monitor the workings of your applicator for leaks, mechanical defect, pressure setting and spray quality.
- Depressurise sprayers before carrying out maintenance.
- Stop operations if the wind speed exceeds the range specified or changes to an unsuitable direction.
- To prevent contamination of water sources, water should not be taken directly from a natural supply, nor should a domestic supply be

connected into any spray solution.

- Ensure food and other personal equipment are placed outside the working area.
- Calibrate applicator carefully using plain water, eg by selection of nozzle, pressure or walking speed, to achieve desired spray application rate.
- Replace caps immediately after use.
- Ensure liquids do not splash. Pour slowly to avoid glugging.
- Wash out empty liquid containers and use the washings to make up the spray solution.
- Handle powders carefully to avoid dust.
- Stand upwind so that any dust from granules will be blown away from you when filling.
- Wash off any contamination by pesticide concentrate immediately.
- Do not work in your own or someone else's spray drift.
- Minimise walking through treated areas.
- Do not suck or blow the nozzle or any other part of the applicator to clear blockages.
- If operators feel unwell, they must report the symptoms and seek medical advice as soon as possible, giving details of the work concerned and full name of the pesticide.
- If employees use anti-cholinesterase compounds, such as organophosphorus pesticide products, classified as toxic or very toxic, appropriate health surveillance measures should be in place for the user.

Storage and transport of pesticides

Location:

- Site your store away from areas that present a risk of fire and at least four metres away from: hay, straw, diesel, oils, paints, fertilisers, paper, wood stacks, gas containers and other combustible materials, domestic dwellings or sources of ignition.
- Check where any contaminated fire-fighting water will drain and do not site stores near to drains, watercourses, wells and boreholes or areas liable to flooding.
- Help protect against harm to humans, animal health and the environment. Make sure that cabinet stores are not located in domestic dwellings, staffrooms, offices or areas where human or animal food is stored.
- Ensure all staff know what to do in the event of a chemical spillage or fire. If an incident occurs, contain and absorb any spillage with inert absorbent materials or sand. Dispose of contaminated material or liquids safely after having sought advice from Environment Agency.

Construction:

- A chemical store should be resistant to fire.
- HSE Agriculture Information Sheet No.16 Guidance on storing pesticides for farmers and other professional users, 1996 – HSE Books.
- The store, or the area in which the store is located, should be able to retain leakage or spillage to a volume of 110% of the total quantity of products likely to be stored
- Cabinet/bin/chest stores: Purpose-built proprietary cabinets for pesticide storage are available. Any cabinets should be able to contain spillages, eg; fitted with an internal bund or within a bunded area.
- Make sure doors/lids and windows provide adequate security and are kept locked or secure when not in use.
- The store itself or the area in which it stands should be roofed.

Organising your store:

- Mark the exterior of the store with the general danger warning sign. Put 'No Smoking' or 'Smoking and Naked Flames Forbidden' prohibitory signs on the exterior door of the store.
- Provide adequate shelving and lighting so that products can be seen by staff.
- Store powders above liquids (liquids can leak if containers are damaged).
- Avoid storing plastic containers in direct sunlight –shade windows if necessary.
- Provide a brush, shovel, absorbent granules/sand and an impermeable container to deal with any spillages or leaking drums/packages.
- Ensure that waste cardboard packaging is removed, old stocks are used up, damaged or deteriorating containers are properly disposed of and an up-to date stock record is kept.

Transport of pesticides / Mobile storage

- All pesticides should be safely transported to the application site and remain safely stored at the site.
- Never transport pesticides in the cabs of
- Check that lids/caps on any part-used products are secure before the journey back to the fixed store
- Make sure you take all empty containers, packaging and other equipment back to your empties store
- Return unused pesticides to your fixed store.

HSE GUIDANCE ON SAFE USE OF PESTICIDES

This website shows you how to gain authorisation for pesticides used in Agriculture, Horticulture or the Home Garden (Plant Protection Products). It also gives guidance on how to use these products safely and information about controls over pesticide residues in food.

12. ASBESTOS

Reference: The Control of Asbestos Regulations 2012

Asbestos was used in the construction industry, particularly between 1940 -1980 for strengthening cement, roofing sheets, insulation, fireproofing and sound absorption. It has also been used to insulate boilers, steam pipes and hot water pipes. Several types of asbestos have been commonly used in the UK: These are:

- Chrysotile, or white asbestos
- Anthophyllite ;
- Amosite, or brown asbestos ; and
- Crocidolite, or blue asbestos.

Asbestos only causes a health risk when fibres are released into the air. Asbestos that is encapsulated, or bonded into products such as boards and tiles poses no risk to health as long as it remains in good condition and it is not damaged or disturbed (for example, by sawing or drilling).

If asbestos is disturbed and people inhale or ingest asbestos fibres, they have an increased chance of developing several serious diseases such as asbestosis.
The main risk to people in buildings is through exposure when old asbestos deteriorates, or if it is disturbed when buildings and equipment are maintained or improved.

The law requires people who have control over the maintenance of a building to manage the asbestos in it. The programme comprises the steps below.

- Presumption that all materials contain asbestos until we know positively they do not;
- Survey and sample for asbestos as far as is reasonably practicable; (undertaken by the Premises team)
- Assessment of the material condition and potential risk posed by any materials containing asbestos;
- Record where there are materials containing asbestos, and their condition;
- Decide whether to manage the asbestos or remove it;
- Devise a management or removal programme;
- Take the appropriate action;
- Monitor and review the effectiveness of the plan.
- Development of an asbestos register. This will contain information on the locations, types and condition of asbestos materials within the establishment.

Presumption that all materials contain asbestos

Always presume materials contain asbestos unless there is strong evidence that they do not. Some material obviously does not contain asbestos such as glass, solid wooden doors, floorboards, bricks and stone. But be careful, as asbestos can be in surprising places. For example, it was used in old Artex, some types of plasterboard, and covering on ceiling tiles.

Building work

Managers must make sure that no work is carried out that could disturb asbestos. Contractors should be carefully chosen to ensure they are competent and know about the dangers of asbestos and how to minimise the risks of disturbing it. Contractors should be provided with relevant details from the asbestos survey regarding the location and condition of asbestos containing materials within their work area.

The asbestos survey may not have identified asbestos in all locations, for instance, some may be hidden in walls or under floors that are not accessible without destructive testing.

Ceiling voids
Ceiling voids - the space above the ceiling- may have asbestos in it, often for fire breaks or insulation. Fibres may settle on surfaces, but it isn't a risk to health unless someone disturbs it.

If a person needs to access a void for inspection, they must wear protective equipment (an ori-nasal mask grade FFP3, disposable oversuit and gloves), unless a survey has shown there is no asbestos fibres in the void. A risk assessment from falls must also be carried out.

All staff please note:

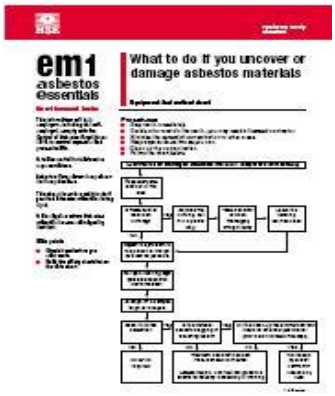
Only maintenance staff or contractors who have been authorised to do so may drill into or puncture walls or other buildings surfaces or disturb or dismantle any such materials.

Maintenance staff and contractors should only do this where they know absolutely positively that the material does not contain asbestos following consultation with the senior management and reference to and confirmation from the Asbestos Register.

If you have any concerns regarding such activities you should contact and inform your Manager immediately.

WORKING WITH ASBESTOS IN BUILDINGS (indg289).pdf

This leaflet tells you where you are most likely to find asbestos and how to protect yourself when working with it. It will be particularly useful for anyone involved in building maintenance, repair or refurbishment work, for instance, plumbers, carpenters and electricians. It will also be useful to other workers, not normally associated with the building trade; such as computer installers, cabling installers, fire alarm installers and telecommunications engineers, who may also disturb asbestos during their work.

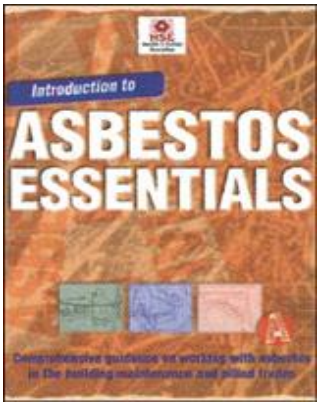


WHAT TO DO IF YOU DISCOVER ASBESTOS (em1).pdf

This sheet shows some examples of where asbestos can be found. A chart describes what to do if you find asbestos materials during a job. It also applies where asbestos materials get damaged by accident.

SHORT GUIDE TO MANAGING ASBESTOS (indg223).pdf

If you own, occupy, manage or have responsibilities for non-domestic premises which may contain asbestos, you will have a legal duty to manage the risk from this material; or a duty to co-operate with whoever manages that risk. The main duty to manage is placed on the person responsible for maintaining the fabric of the building.
This document will help you decide how to identify, assess and manage any asbestos-containing materials (ACMs) on your premises and direct you to more in-depth information & guidance as appropriate.



ASBESTOS ESSENTIALS GUIDANCE

This link takes you to the HSE Asbestos Essentials website which contains a wide range of information & sources of guidance for persons working with asbestos.

13. ELECTRICAL SAFETY

Electricity can kill. Each year many accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Some of these result in death. Most of these fatalities arise from contact with overhead or underground power cables.

Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk: poor electrical installations and faulty electrical appliances can lead to fires which may also cause death or injury to others. Most of these accidents can be avoided by careful planning and straightforward precautions.

Testing and Inspection

- An inventory / register of all portable electrical appliances (including extension leads) should be compiled and held by managers. This should be used to identify equipment that requires PAT electrical testing.
- NO PERSON, unless a competent and qualified electrician, or of similar standing, may undertake electrical work on the electrical installations of equipment, whether this work be temporary or permanent. EXCEPT: Where that person is competent (class 4), i.e. a person who has received formal instruction in the correct selection and fitting of fuses and plugs, may carry out that specific function in respect of portable equipment.
- Testing of portable electrical equipment and extension leads should be undertaken annually by a suitably qualified and competent person. A register of all equipment must be maintained within each department. Only equipment to which is attached a valid test sticker may be used. Any item found to be defective must be marked as such and taken out of use until repaired and re-tested by a competent and qualified electrician.
- New equipment should be provided with a current sticker and details entered in the departmental inventory / register before being used. It should then be tested as a part of the regular schedule.
- Second hand equipment should be tested before being registered and used.
- Equipment brought onto the premises for temporary purposes, must be protected by a Residual Current Device (RCD) to limit any potential harm. Similarly equipment used external to the building or in areas where any part including the cable may be exposed to damp conditions must be protected.

General Procedures

- Portable electrical appliances should not be used unless they have an in-date test sticker attached
- All users of electrical equipment must understand how to use the electrical appliance safely. Manufacturer's guidance should be available where necessary.
- Members of staff should carry out a simple external visual check of the equipment and plug before using it, e.g. check for broken plug, frayed cable, loose wires and damaged equipment.
- Members of staff must report any defects as soon as possible to their line manager.

Example of coiled extension lead that has been left plugged into mains

- No home-made equipment is to be used.
- Equipment (with the exception of laptop computers that are in good condition) should not be brought in for use at Work from home. Consult your manager if you have any queries.
- Any equipment or leads found to be defective must be marked as such and taken out of use until repaired and re-tested by a competent and qualified person.
- All equipment which is 'hired-in' must be in a safe condition and in date for electrical testing.
- Electrical sockets are not to be overloaded.
- Trailing cables should be avoided if possible. Cable covers should be used where appropriate.
- Switchboards and fuse-panels should be secured.
- Staff should be made aware of the dangers from underground or overhead electrical supplies.
- Coiled extension leads should always be fully unwound when in use or plugged in to the electrical supply.

Residual Current Devices (RCD)

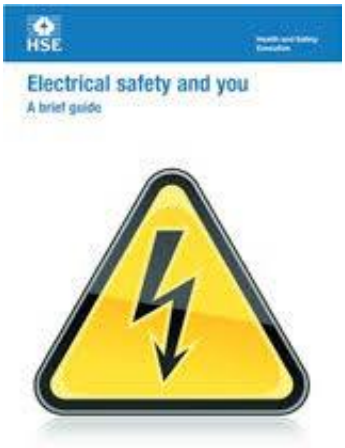
Residual Current Devices (RCDs), sometimes known as 'circuit breakers', limit the potential hazard by interrupting the flow of the electrical current should a defect be detected in the appliance or its lead.

Visual Electrical Check

All users of portable electrical equipment should carry out a simple quick visual check before plugging a device into a socket and switching it on.

- Is the mains socket in good condition, fixed securely to the wall with no damage or missing screws?
- Is the equipment flex in good condition? The flex outer sheath must go fully into the plug and fully into the equipment. It should not be worn or split. You should not be able to see individual wires.
- Is the plug in good order? Pins should not be loose, missing or bent. The plug should not be cracked, damaged or have signs of scorching.
- Is the equipment in good order? There should be no signs of scorching, overheating, dampness or damage to the equipment.
- If the equipment has a switch, is it switched off prior to plugging in?
- Is the equipment in date for PAT testing? (check the label on the plug)

Only plug the equipment in if you can answer yes to all of the above checks.



[ELECTRICAL SAFETY & YOU (indg 231).pdf]

This leaflet outlines basic measures to help you control the risks from your use of electricity at work.

[MAINTAINING PORTABLE ELECTRICAL EQUIPMENT IN LOW RISK ENVIRONMENTS (indg 236).pdf]

It's a myth that all portable electrical appliances in a low-risk environment, such as an office, need to have a portable appliance test (PAT) every year. The law simply requires employers to ensure electrical equipment is maintained in order to prevent danger – it doesn't state what needs to be done or how often.
This revised leaflet explains the simple and sensible precautions that need to be taken to prevent danger from portable or movable electrical equipment in low-risk environments such as offices, shops, some parts of hotels and residential care homes. It also provides examples of this sort of equipment to help you to decide what you need to do to maintain portable appliances in your workplace.

[ELECTRICITY AT WORK: SAFE WORKING PRACTICES (hsg 85).pdf]

HSG 85 gives guidance on the key elements that need to be considered when devising safe working practices for people who carry out work on or near electrical equipment. It includes advice that is relevant to managers and supervisors who control or influence the design, specification, selection, installation, commissioning, maintenance or operation of electrical equipment.

OVERHEAD/UNDERGROUND SERVICES & ELECTRICITY

Be aware that some buried services on site may still be live. This could include electrical and gas supplies and pressurised systems. In some cases cables may protrude above the ground. Never assume these supplies are dead or isolated from the mains. Never touch any such cables or pipes. The site manager/owner should be able to give you further information regarding hazards presented by such services. No person who is going to dig holes should do so unless they are trained in the use of a cable avoidance tool or are assisting someone who is.

Consult HSE Guidance, GS 6 (overhead power lines) and HS (G) 47 (underground services) for detailed safety measures.

You must where practicable (possible): -

- Obtain written confirmation from the person in charge of the site that there are no underground live power systems.
- Remain vigilant at all times whilst disturbing / digging the ground.
- Consult plans or drawings or otherwise obtain knowledge of mains, electrical, gas or BT services.
- Never approach a fallen electricity cable, or any cable which looks as though it may carry a current, nor any exposed underground cables or pipe work. Call the emergency services for advice if any utilities look to be in a dangerous condition.
- Retreat from the area and tape off the path.
- Never approach someone who has been injured by electricity or gas, until you have confirmation from the supplier that the supply has been disabled.
- Remember to take extra care when passing fallen trees, high voltage wires may be wound up in the branches

Where appropriate

- Staff must receive training in the use of cable avoidance tools.

14. WORK EQUIPMENT & MACHINERY

'Work Equipment' includes any machinery, appliance, apparatus, tool or installation for use at work. Equipment may include photocopiers, guillotines, computers, TVs, audio systems, ventilation systems, switchboards or curriculum items such as ovens, kilns, fume cupboards, lathes, drilling machines, woodwork machines, hammers, chisels, knives, glue guns and soldering irons.

'Use' includes starting, stopping, installing, dismantling, programming, setting, transporting, using, maintaining, servicing and cleaning.

Managers have a duty to ensure:

- That all work equipment is suitable for the purpose for which it is used and suitable for the environment in which it is situated. For example, in selecting such equipment you will need to take into account such factors as whether it will be used in a dusty or damp environment, noise levels generated and whether the equipment can be safely used by volunteers.
- That the work equipment is properly and regularly maintained in accordance with manufacturers schedule and that records of this are kept.
- That the work equipment is inspected by a competent person and that the results of inspections are recorded.
- That all users of work equipment, including staff and volunteers, are given adequate instruction, training and supervision. Such instruction may be in writing or given verbally.
- That access to work equipment is restricted to those authorised to use it. Procedures must be in place to prevent unauthorised access.

Use of Equipment

There are also specific requirements to be met and areas that, as a manager, you will need to consider in order to ensure safety in the use of work equipment, these are:

- Ensuring that all dangerous parts of machinery are properly guarded.
- Volunteers are expressly forbidden to remove any guarding on machinery or equipment.
- That all items of work equipment can be isolated from all sources of power.
- Lighting and ventilation should be sufficient so that the equipment can be used safely.

When necessary personal protective equipment should be provided to all users of work equipment. This includes items such as eye protection, gloves, aprons and safety boots

Employees must:

- Report any defects in guarding immediately to your line manager.
- Report any damage or defects to machinery immediately to your tutor or line manager and ensure that warning notices are placed in a prominent position on machinery I equipment.
- Operate equipment in accordance with any training/instruction provided and in accordance with manufacturer's instructions

LIFTING EQUIPMENT

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) aim to reduce risks to people's health and safety from lifting equipment provided for use at work. In addition to the requirements of LOLER, lifting equipment is also subject to the requirements of the Provision and Use of Work Equipment Regs. 1998 (PUWER).

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Regulations cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc.

Managers must ensure that lifting equipment provided for use at work is:

- Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (eg timber pallets, lifting points) must be suitable;
- Positioned or installed to prevent the risk of injury, eg from the equipment or the load falling or striking people;
- Visibly marked with any appropriate information to be taken into account for its safe use, eg safe working loads. Accessories, eg slings, clamps etc, should be similarly marked.

Additionally, you must ensure that:

- Lifting operations are planned, supervised and carried out in a safe manner by people who are competent;
- Where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, eg all necessary precautions have been taken to eliminate or reduce any risk;
- Where appropriate, before lifting equipment (including accessories) is used for the first time, it is thoroughly examined. Lifting equipment may need to be thoroughly examined in use at periods specified in the Regulations (ie at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a competent person. All examination work should be performed by a competent person;
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action;
- Lifting equipment is stored correctly and in a safe manner;
- An inventory of lifting equipment is maintained with records of testing and inspection.

Any defects in lifting equipment must be reported to the line manager and the equipment immediately taken out of use.

Further guidance
Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998. Approved Code of Practice and guidance L113 - 1998 ISBN 0 7176 1628 2

Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance L22- ISBN 0 7176 1626 6

USING WORK EQUIPMENT SAFELY (indg 229).pdf

This leaflet gives simple, practical advice on what you can do to eliminate or reduce the risks from work equipment. It covers all workplaces and situations where the Health and Safety at Work etc Act 1974 applies, including offshore installations. It is mainly for those who have responsibility (directly or indirectly) for work equipment and how it is used. If you are an employer, a manager, a supervisor or hire out equipment for use in the workplace, this leaflet will help you understand what you can do to reduce the chances of an accident happening.

THOROUGH EXAMINATION OF LIFTING EQUIPMENT (indg422).pdf

If you providing lifting equipment for use at work, or if you have control of the use of lifting equipment, you must make sure the lifting equipment is safe. The main requirements for you as a 'duty holder' are in the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

This leaflet provides advice on the options you have under LOLER relating to the requirement for thorough examination and inspection of lifting equipment and explains the benefits of having an 'examination scheme'. However, this does not replace the necessity for operators to carry out checks to lifting equipment and accessories before use.

15. GROUNDS MAINTENANCE ACTIVITIES

Green Corridor have a duty to ensure the safety of staff, volunteers and visitors to Green Corridor site whilst grounds maintenance activities are being undertaken.

The following section contains a range of information on standard equipment.

Information is contained on:

- Work equipment: General Information
- Chainsaws
- Self-propelled pedestrian mowers
- Wood chippers
- Strimmer, brush cutter & hedge trimmer
- Vibrating tools & equipment
- Hand tools

WORK EQUIPMENT & MACHINERY – GENERAL GUIDELINES

Equipment may include spades, brush cutters, chain saws, mowing machines, hammers, chisels, knives, etc

'Use' includes starting, stopping, installing, dismantling, programming, setting, transporting, using, maintaining, servicing and cleaning.

Managers have a duty to ensure:

- That all work equipment is suitable for the purpose for which it is used and suitable for the environment in which it is situated. For example, in selecting such equipment you will need to take into account such factors as whether it will be used in a dusty or damp environment, noise levels generated and whether the equipment can be safely used.
- That the work equipment is properly and regularly maintained in accordance with manufacturers schedule and that records of this are kept.
- That the work equipment is inspected by a competent person and that the results of inspections are recorded.
- That all users of work equipment are given adequate instruction, training and supervision. Such instruction may be in writing or given verbally.
- That access to work equipment is restricted to those authorised to use it. Procedures must be in place to prevent unauthorised access.
- Equipment conforms to an EU standard, e.g. CE marked;
- Equipment is provided, as necessary, with suitable controls including isolation, emergency stop, warning devices and markings;
- Equipment can easily be disconnected / isolated from sources of power;
- Equipment is operated in stable conditions by clamping or other methods to prevent falling or overturning and with suitable and sufficient lighting;
- Ensuring that all dangerous parts of machinery are properly guarded.
- That all items of work equipment can be from all sources of power.
- Lighting and ventilation should be sufficient so that the equipment can be used safely.
- When necessary personal protective equipment should be provided to all users of work equipment. This includes items such as eye protection, gloves, aprons and safety boots

Using plant, equipment and tools

The points below apply for activities involving the use of all tools, plant and equipment

- Operators must be competent in the use of the equipment and undertake training as considered appropriate.
- Persons under the influence of alcohol or drugs must not operate equipment or use tools. Persons who are on medication must not operate equipment or use tools if the medication may affect their ability to work in a safe manner, eg concentration, judgement, alertness, physical abilities , perception etc.
- Ensure that a risk assessment has been carried out and the significant findings recorded. Make sure all workers involved in any operation on the worksite are made aware of and comply with the controls identified.
- Operate equipment in accordance with any training/instruction provided and in accordance with manufacturer's instructions
- Manufacturer's instructions (booklets/pamphlets etc) should be held on site and available to all users where appropriate
- Equipment must only be used for the purpose/operation that it is designed for.
- Report any defects in machine operation or guarding immediately to your line manager and ensure that warning notices are placed in a prominent position on machinery.
- Agree a safe method of operation for the work to be done to ensure that a safe working distance can be maintained between workers, and between workers and machinery (outside the risk zone of the machines being used).
- Ensure that a designated and responsible person knows the daily work programme and agree with them a suitable emergency procedure. Where reasonably practicable use a two-way radio or mobile phone and a pre-arranged call-in system.
- On all reasonably foreseeable approaches to the worksite, erect warning and prohibition signs (especially where powered tools / equipment is in use) indicating a hazardous worksite and that unauthorised access is prohibited. In areas of very high public access, a risk assessment may indicate that additional controls (eg barrier tape, barriers, extra manning) are required.
- Operators are expressly forbidden from removing any guarding on machinery or equipment unless authorised and trained to do so.
- Appropriate PPE must be worn at all times e.g. eye protection for chisels etc
- Ensure the tools are correctly serviced in accordance with manufacturers' instructions and have no defects.
- Always transport with guards in place and carry in a safe manner
- Avoid lone working when working with equipment and tools that present a high level of risk.
- Never modify equipment or tools
- Check handtools before use for to ensure no damage, loose heads, missing handles etc.
- Build in regular rest breaks in any activity
- Secure tools and equipment when not in use. Do not leave out where other persons could interfere with them and cause harm. If temporarily left out on site leave in a safe and visible location.
- All tools must be cleaned and correctly stored after use.
- Never wear loose clothing. Long hair should be tied back. Do not wear jewellery
- A suitably stocked first-aid kit must be available on site including a large wound dressing. All tool users (especially powered tools) should either be first aid trained, or be with a first aid trained person when using tools.

Fuelling (Chainsaws, pedestrian mowers, brush cutters, wood chippers etc)

- Petrol vapour is invisible and can travel considerable distances from spillage or fuelling sites. Ensure fuelling point is well away from sources of ignition and in a well ventilated area.
- Do not fuel whilst machine is hot
- Ensure no smoking whilst fuelling or near any fuelling point
- Move a safe distance (normally at least 4 m) from the fuelling point before starting the chainsaw. A greater distance should be achieved if possible.
- Store fuel in a fire proof box to avoid vapour ignition from any source such as fires, people smoking or the chainsaw. Select a site shaded from direct sunlight.
- Use fuel containers specifically designed for the equipment that incorporate a non-spill spout. The containers must be clearly labelled and have caps which fit securely.
- Replace all fuel and oil caps securely. Ensure the seals on the fuel and oil caps are in good condition.
- An appropriate fire extinguisher must be readily to hand in case of fire.
- A fire blanket must also be available where fuelling is taking place
- Ensure that all fuel is removed and the vapour is allowed to disperse before any maintenance is carried out
- If fuel comes in contact with eyes/ skin wash and seek medical attention
- Clear up spillages immediately
-

CHAINSAW OPERATIONS

Only competent persons who hold appropriate qualifications and have been trained are allowed to use chainsaws.

CHAINSAWS AT WORK (indg317).pdf

This leaflet gives advice on using portable, hand-held, petrol-engine chainsaws at work. It is aimed at employers, the self-employed and those who control the use of work equipment and includes basic information on safe working practices which operators should follow.
It will help you comply with your duties under health and safety law, but is not intended as a substitute for proper instruction and training (including training of managers and supervisors to identify whether good practice is being followed).

HSE: WORKING WITH CHAINSAW PAGES

A wide range of HSE guidance on the use of chainsaws is available from this link

SELF-PROPELLED PEDESTRIAN MOWERS

Note: (This information on the following pages is general guidance only and not a substitute for full guidance contained within the operators manual & proper instruction and training)

Before and after use

- Operators should have access to and read the manufacturers manual for the mower and be familiar with the guidance contained within.
- Always remove key and wire from spark plug before assembly and maintenance. Unintentional start up can cause serious injury
- Inspect the mower before use. Look carefully for loose or missing bolts
- Check work area for stones, sticks, wire, debris, and foreign objects which might be picked up and ejected. Beware of items hidden in tall grass
- Familiarise yourself with the work environment. Be aware of potholes, gulleys, uneven terrain, electrical cables, fixed objects etc.
- Wear appropriate PPE: safety boots, eye protection, ear defenders, and outer clothing
- Be aware of loose clothing, long hair or jewellery that may become trapped rotating in mechanisms
- Check engine safety control interlock works prior to operation and cuts off mower power
- Fumes from combustion engine can cause asphyxiation. Never use in an enclosed or confined space
- Drain fuel in outdoor location when operation complete
- Clean unit and remove all sources of fuel before extended storage
- Allow engine to cool before storing in enclosure or vehicle
- Authorised person only to undertake servicing in accordance with manufacturers manual and guidance.

During use

- Keep away from drop offs, ditches, or embankments
- Mow across the face of slopes, never up and down. Take care when changing direction on slopes
- Do not operate on gravel or loose materials such as sand. Stop mower when crossing drives, paths and roads
- Do not pull mower backwards unless absolutely necessary
- Never make any adjustments, clean or unclog blockages whilst engine is running. Wait for moving parts to stop and isolate as above
- Keep children and others away from mower whilst in use. Establish a suitable distance exclusion zone. (Flying objects such as stones can travel a considerable distance). Use signage as appropriate.
- Stand clear of discharge and do not direct towards other people as this can cause serious injury
- Never operate mower unless all guards, side discharge cover or side discharge deflector are intact and in place in operating position and entire bagger is attached
- Be aware of traffic when operating near road verges and car parks
- Keep hands and feet away from rotating parts, pinch points
- Do not touch hot parts of machinery
- If mower is left in situ, shut off engine, remove key (electric start models) and remove spark plug wire
- Stop engine if someone enters work area or before removing grass bag.

STRIMMER, BRUSH CUTTER & HEDGE TRIMMER

- Follow general points for machinery above
- All staff using brush cutters and similar equipment must be trained to NPTC level as a minimum.
- Users should read through, understand, and adhere to instructions in the manufacturer's operating manual.

Personal protective equipment (PPE). Use the following PPE:

- Sturdy and well-fitting overalls, jeans or long trousers. Do not wear short trousers or short sleeves whilst operating.
- Heavy-duty, non-slip gloves.
- Safety boots with non-slip soles,
- Safety goggles, or visor.
- Hearing protection (muffs or plugs)

Work area

- Keep people well away from starting and operating areas. (establish exclusion zone)
- Check area for stones, glass, metal, debris and animal faeces. Clear as far as possible before use.
- Check hedges for fencing materials such as posts and wire
- Never leave a machine which has been in use in long dry grass or brash.

Use

- Replace or tighten all loose or damaged parts or guards. This is particularly important for high powered brush cutters which can take metal blades.
- Adjust brush cutter/strimmer harness to suit the working position.
- Hold the brush cutter/strimmer/hedge trimmer firmly with both hands.
- Before use make sure that the throttle lever springs back to idle position.
- Check that the blades or cord coil is adjusted properly and is tight.
- Replace bent, warped, damaged or dull cutting apparatus.
- Start brush cutter/ strimmer/hedge trimmer on firm ground or other solid surfaces in the open.
- Use a brush cutter/ strimmer at ground level only.
- Do not overreach when using brush cutter/ strimmer or especially a hedge trimmer Ensure proper footing and balance at all times.
- Do not use metal blades in stony areas.
- Stop the engine before putting the brush cutter/ strimmer or hedge trimmer down.
- Shut off engine before cleaning out clogged or stuck cutter.
- Do not repair damaged attachments – replace them.
- Do not leave tools running unattended.
- Secure equipment to prevent fuel spillage

VIBRATING TOOLS & EQUIPMENT

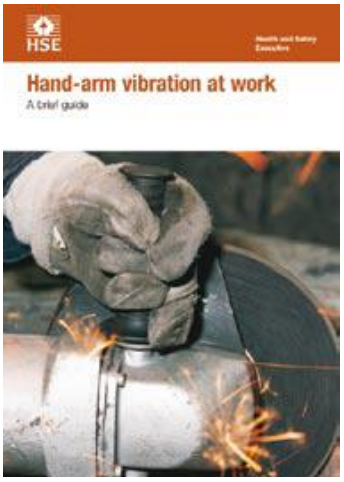
Vibrating tools such as chainsaws and brush cutters cause vibration and in certain circumstances can give rise to hand and arm vibration syndrome (HAVS) including vibration white finger (VWF).

General control measures to avoid this include:

- Ensure regular appropriate health checks are made (line managers)
- Correct use of the machine will reduce vibration
- Consider whether there are alternative ways of working which eliminate the need to use the vibrating equipment altogether.
- Make sure that equipment being used is suitable and appropriate for the task.
- Make sure that the level of vibration is considered during a procurement programme.
- Minimise the time an individual employee uses the equipment.
- Break up periods of continuous use by individuals by introducing other tasks.
- Ensure that the task is done in such a way that poor posture is avoided.
- Ensure that all tools and equipment is kept in a good state of repair and are used in accordance with the manufacturers' instructions. For example check and sharpen chainsaw teeth (following the manufacturers recommendations) to maintain the chainsaw's efficiency and reduce the time it takes to complete the work.
- Have a maintenance and replacement plan (e.g. daily, monthly and annual maintenance and 5 yearly replacement)
- Provide staff members with the necessary information, instruction, training and supervision to enable them to use the cycle safely and change tyres/repair punctures
- Select equipment produces as low a level of vibration as possible. The manufacturers must provide you with information about this.
- Consider asking the manufacturer to add anti vibration mounts to isolate the operator from the vibration source.
- Ensure that users wear warm clothing and gloves as necessary as keeping warm and dry encourages good blood circulation (which can help towards preventing harm to the user).
- Those at risk of HAV syndrome should have annual health surveillance checks through the Occupational Health Service.
- Investigate any new technology, equipment or meters etc which may be fitted or used to indicate vibration levels of equipment and exposure levels of individuals. The use of such proprietary equipment if appropriate is recommended.

HAND ARM VIBRATION: A GUIDE FOR EMPLOYEES INDG 296

This pocket card is aimed at people who use handheld powered work equipment or workpieces which vibrate while being processed by powered machinery, such as pedestal grinders.



HAND ARM VIBRATION AT WORK: INDG 175

This leaflet explains what you, as an employer, may need to do to protect your employees from the risk of hand-arm vibration. It will also be useful to employees and their representatives. The leaflet will help you identify when exposure to hand-arm vibration may cause harm. It introduces practical steps for controlling the risks and will help you understand what you need to do to comply with the Control of Vibration at Work Regulations 2005 (the Vibration Regulations).

HANDTOOLS

General requirements & maintenance

- Cutting tools, such as wood chisels, saws blades will need regular sharpening. Steel edges and heads should be kept free of burrs
- Cold chisels, drift pins and wedges must have mushroomed heads ground off regularly
- Screwdrivers should not be used as chisels or levers nor struck with a hammer
- Heads should be checked to ensure that they are firmly fixed to the shaft, wedges should be undamaged and secure
- Shafts should be checked for damage, such as cracks and splits in the wood, loose fit and replaced when necessary
- Adjustable tools such as wrenches may need lubricating and adjusting
- All tool handles should be clean and free from oil etc
- Where tools can not be repaired (e.g. spanners with “sprung” jaws) they should be discarded and replaced
- Managers should ensure appropriate information, instruction and training is provided before persons use hand tools.
- All handtools should be subject to a schedule of regular inspection and maintenance. Defective tools should be taken out of use immediately prior to disposal or repair.
- Tools should be safely transported to site. In vehicles they should be in a separate compartment from the passengers and driver. If this is not possible they should be boxed or firmly tied and secured.
- Pruners, folding saws and other similar bladed /sharp tools should be carried in pouches and never in pockets.
- If it is necessary to cut electrical cable or wire which is already installed, be sure that the power is disconnected before using the cutting tool on it.

Bowsaws

- Cover the blades of bowsaws when not in use. Carry bowsaws down by your side and not on your shoulder
- Keep saws sharp, clean and correctly set
- Replace bowsaw blades when they begin to stick in the cut or have missing teeth
- Start bowsaw cuts with two long slow pulls, guiding with the thumb on top of the blade and the rest of the hand well clear. Once started remove the guiding hand and continue steadily using the full length of the blade.
- Store bowsaws flat on the ground, not hanging in a tree.
- Clean, dry and oil blades before storage
- Wear a glove on the hand that is holding the article being cut.
- Use a 'pull-pull' action with the two-person saws.

Spades, forks & shovels

- Check handles are smooth and free from splinters or damage
- Check fork/spade is firmly attached to the handle stock
- When digging avoid back strain by using your leg muscles as opposed to your back.& avoid twisting movements
- Try to use your heel or the ball of your foot rather than your instep when digging.
- Keep a minimum distance of 2 metres between yourself and other persons to avoid striking them
- Never leave spades, forks or shovels where they may be tripped over. Never leave fork points pointing upwards You must store these tools flat on the ground—with the blade or tines pointing down—or leaning against a tree.
- Do not use the spade, fork or shovel to lever stones from the ground.
- Carry spade / fork at the point of balance and with the blade / points pointing downwards where you can see them.
- Do not dig with a shovel, use a spade
- Long handled forks and shovels may be preferable for some tasks providing the loads are not too heavy
- Training in correct use is required

Rakes & cromes

- Ensure a good footing and a balanced position when working with these tools.
- Use both hands and use your arms and legs to do the work. Keep your back straight.
- Keep well clear of other. Avoid swinging the tool.
- When tool is not in use ensure it is laid on the ground with prongs pointing downwards.
- Carry rakes and cromes at your side at the point of balance with the prongs pointing down and away from you.

Picks & mattocks

The mattock is designed for digging and cutting. It can have a single or double-bevelled head. The single-bevelled mattock can be combined with other digging tools to perform a variety of functions. For example, the "pick-mattock'.

- Check that handles are smooth and free from splinters or damage
- Wear eye protection
- When using a mattock, it is important to have a firm footing and correct posture to prevent the mattock glancing and striking the feet or legs if the mark is missed. Distribute body weight equally on both feet. The knees should be set but not tense. The feet should be spread apart at a comfortable distance. The body should be relaxed and free to swing and bend from the hips.
- Do not swing a mattock until you are sure that no one will be endangered by the swing, a possible loose head, or from glancing of the tool. (keep a minimum distance of 3 metres between yourself and other persons)
- When using the mattock, swing with either the right or the left hand leading. When your position becomes tiring, reverse your hands on the handle of the mattock. Light swings are accomplished with wrist motion only, allowing the head of the mattock to do the work. Use the wrists, forearms, and shoulders for heavy swings.

Sledge hammers

- Check handles are free from splits and not rough
- Check hammer head is not split, burred, damaged or loose
- Keep a minimum distance of 3 metres between yourself and other persons to avoid striking them
- Wear goggles when using a sledge hammer on material that may chip eg stone
- Wear a hard hat when using a sledge hammer
- Use by holding handle firmly at the end with your hand, whilst sliding the other hand down the handle shaft until the head strikes the object. Keep your back as straight as possible. Maintain a steady rhythm and pace. Do not work in a fast and uncontrolled manner. Take charge of the hammer-do not let it take charge of you.
- Take regular breaks from the task.

Hammers

- Use the correct type and size of hammer for the task
- Check handles are free from splits and not rough
- Do not tape a cracked handle
- Check hammer head is not split, dented, worn, burred, or loose
- Ensure hammer striking face and handler are free from oil
- Wear goggles when using a hammer on material that may chip eg stone
- Grasp handle firmly at the end and look at object being struck
- Strike nail or tool squarely and on centre to prevent the hammer from glancing off

Axes and scythes

- Check handles are smooth and not split or damaged
- Check axe head/billhook blade is secure, not loose
- Check there is no damage to the back of the axe head and single edged billhooks
- Ensure all blades are sharp
- Always cut away from yourself
- Keep a minimum distance of 3 metres between yourself and others
- Cover tool blades in sacking or in a box when transporting
- Never wear gloves when using an edged tool

Knives

- Use knives with retractable blades where possible.
- Retract blade when not in use
- Do not carry open bladed knives/tools in your pockets
- Carry in a pouch or tool bag
- Cut away from yourself
- Dispose of used blades in a safe place
- Always have a first-aid kit handy

Wheelbarrow

- Check the tyre is sufficiently inflated.
- Do not overload the wheelbarrow. Make 2 trips if necessary.
- Use a good manual handling technique
- Do not carry people in the wheelbarrow.

16. WORKING AT HEIGHT

The Work at Height Regulations 2005 set out a hierarchy which should be followed when planning any work at height. Persons planning work at height must:

1. **Avoid work at height where they can: eg:**

- Consider carefully whether cleaning a roof for no other reason than appearances is actually necessary;
- Use a mobile elevating work platform (MEWP), telescopic pole with camera attachment or binoculars from a safe position on an adjacent building to carry out an inspection

2. **Use equipment or other measures to prevent falls where work at height cannot be avoided: e g**:

- By using an existing (950 mm minimum height) parapet wall
- Erecting edge protection
- Using a MEWP to carry out the work; or
- Using a work-restraint system;

3. **Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur, eg:**

- By using nets, air bags or fall arrest systems

The use of access equipment may be necessary for a range of work and maintenance based activities. Access equipment includes ladders, step ladders, swing back ladders, folding trestles, mobile towers and mobile elevated work platforms. A risk assessment should be undertaken for all work at height activities. Where a common task with the same hazards in place is undertaken a generic assessment may suffice.

Managers should:

- Identify those persons who require access to height and assess the risks
- Plan all work at height tasks
- Ensure appropriate & suitable equipment is available and used.
- Ensure staff receive appropriate information and training
- Ensure equipment is properly maintained and inspected and a record of inspections is maintained.

General rules

- Always use the access equipment appropriate for the job.
- Do not stand on chairs, furniture, ledges, fixtures and fittings.
- Always inspect access equipment before use.
- Do not use faulty equipment. Report defects to your line manager
- Carry out periodic inspections of all access equipment and maintain records.
- Access equipment must not be loaned, hired out or leased out to private contractors, even for work within the premises, e.g. to builders, window cleaners.
- Access equipment must be kept clean and maintained in safe working order.
- Access equipment should be stored in a safe manner in a well-ventilated area.
- Damaged equipment must either be repaired or replaced.
- Repairs must be carried out only by a competent person.
- Where possible warning signs should be displayed when access equipment is used.

LADDERS

- Ladders should NOT be used if they have any of the following defects:-
  (a) Broken, missing or makeshift rungs
  (b) Broken, weakened or repaired stiles
  (c) Broken or defective ropes, guide brackets, latching hooks or feet.
- Do NOT paint timber ladders.
- Care must always be taken when raising, lowering or moving ladders to avoid overhead obstructions such as electric cables and light fittings, etc.
- Aluminum ladders should not be used near to low, medium or high voltage power cables.
- Do not allow aluminum ladders to become exposed to chemicals, acids or corrosive atmospheres.
- The correct safety angle of a ladder when erect in a working position is 75° or at a ratio of 4 up to 1 out.
- Extension ladders should be raised with sections closed and then sections raised one section at a time.
- Assistance should be given when erecting or taking down ladders.
- Ladders must extend 5 rungs or 1 metre above the working platform unless other equivalent hand hold facilities are provided.
- Ladders must have a firm and level base on which to stand.
- Ladders over 3 metres long must be fixed by one of the following means:-
  (a) lashings at the top
  (b) lashings at the bottom
  (c) a person holding and standing on the bottom of the ladder.
- Particular care must be taken when using ladders on a polished, glazed tile or upvc surface.
- Never tie lashings to outside pipes or gutters.
- Never use lashings in a manner that will create a tripping hazard.
- When moving ladders more than a few metres they should be lowered and carried by two persons.
- The minimum recommended overlap on extension ladders is:-
  (a) 2 rungs for ladders with closed length up to 4.8 metres
  (b) 3 rungs for ladders with closed length up to 6.0 metres
  (c) 4 rungs for ladders with closed length over 6.0 metres

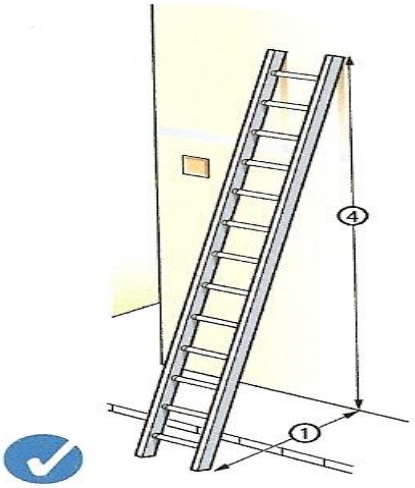
- Never support a ladder on or against a fragile surface.
- Never stand a ladder on a box, drum or other unsteady base.
- Never use a ladder which is too short.
- Never climb ladders that have slippery, icy or greasy rungs.
- Never try to carry too much equipment up a ladder.
- Never over-reach when working from a ladder.
- After use, ladders should be lowered and stored in a safe place.
- When a ladder is to be left in place overnight outside the building, a scaffold board at least 2 metres long must be lashed to the rungs to prevent access.
- Never carry out ladder work if there is no one else in the building unless it is absolutely necessary and then only when all necessary safety precautions have been implemented.

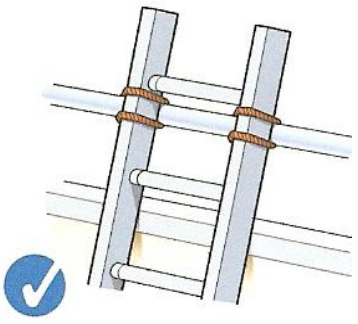
STORAGE

- Always store ladders in a covered, ventilated area, protected from the weather and away from too much dampness or heat.
- For storing horizontally, a rack or wall brackets are ideal. Keep wooden ladders clear of the ground to avoid contact with damp.
- Ladders can fall if stored vertically, so take particular care. If possible, secure the top (with a bracket, for instance).
- Never hang a ladder vertically from a rung.
- Don't store a ladder in any place where a child might be tempted to climb it or on view outdoors where it could be stolen or used in a break-in.

Unsafe practice:
Overstretching & only one foot on ladder

Good practice: setting of ladder: 1:4



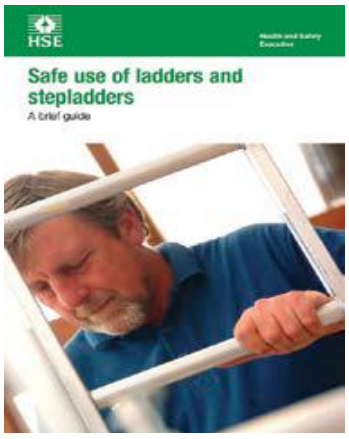


Good practice:
3 points of contact & within styles of ladder

Good practice: Ladder secured at top

STEP LADDERS

- Never support a ladder on or against a fragile surface.
- Never stand a ladder on a box, drum or other unsteady base.
- Do NOT paint timber steps.
- Steps should not be used if they have any of the following defects:-
  (a) Broken, missing or makeshift rungs
  (b) Broken, weakened or repaired stiles
  (c) Broken or defective ropes, tie rods, reinforcing wires or locking bars.
- Where ropes are used, the ropes should not be less than 6.5mm in diameter.
- The back of steps should never be used to carry boards or used for any other purpose unless specially designed to do so.
- Steps must be fully opened to the limit of the ropes, locking bars, etc., before they are used.
- Steps must be rigid and have a firm and level base on which to stand.
- After use, steps should be closed up and stored in a safe place.
- Aluminum steps should not be used near low, medium or high voltage power cables.
- Do not allow aluminum steps to become exposed to chemicals, acids or corrosive atmospheres.
- Never use steps that are too short. Do not stand above top 3 steps.
- Never climb steps that have slippery, icy or greasy rungs.
- Never try to carry too much equipment up steps.
- Never over-reach when working from steps.



SAFE USE OF LADDERS & STEP LADDERS(indg 455).pdf

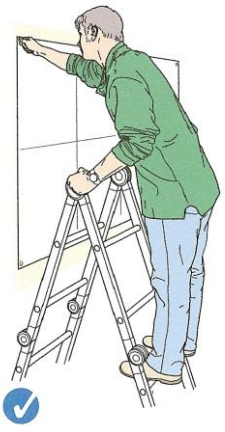
A third of all reported fall-from-height incidents involve ladders and stepladders. On average this accounts for 14 deaths and 1200 major injuries to workers each year. Many of these injuries are caused by inappropriate or incorrect use of the equipment. This guidance is to help employers:

- Know when to use a ladder
- Decide how to select the right sort of ladder for the particular job
- Understand how to use it
- Know how to look after it; and
- Take sensible safety precautions.

HSE: STEP BY STEP GUIDE TO WORKING AT HEIGHT

Considering the risks associated with work at height and putting in place sensible and proportionate measures to manage them is an important part of working safely. Follow this simple step-by-step guide to help you control risks when working at height

Good practice: 3clear steps.
Do not work up any higher



Good practice 2 clear rungs
Do not work any higher up this type of steps

Good practice: Working face on to work
& not standing above top 3 steps

Unsafe practice: working side on to work

WORKING AT HEIGHT REGS indg401.pdf

This brief guide describes what you, as an employer, need to do to protect your employees from falls from height. It will also be useful to employees and their representatives.

Following this guidance is normally enough to comply with the Work at Height Regulations 2005 (WAHR). You are free to take other action, except where the guidance says you must do something specific.

MOBILE SCAFFOLD TOWERS

- Only competent and authorised personnel should assemble and use mobile towers. Ie PASMA trained.
- The manufacturer's instructions must be kept with the tower.
  The manufacturer's instructions must be adhered to at all times.
- Check that the tower has been assembled correctly before using it.
- A record of inspection by a competent person of the tower should be kept when it is first erected at one place and every 7 days afterwards whilst at that place.
- Ensure that each stage of the tower is stable before ascending to the next.
- Except when moving the tower, the wheels must point outwards and each must be locked in position.
- The height of mobile towers when used for outdoor work must not exceed 3 times the length of the smallest side.
- The height of mobile towers when used for indoor work must not exceed 3½ times the length of the smallest side.
- Do NOT exceed the manufacturer's recommended maximum height regardless of the above parameters.
- Any assessment prior to use must consider the following methods of securing the tower:
  - tied to the building
  - weighted at the bottom
  - anchored by guy ropes.
- Safety spans, platforms, handrails, toe boards, access ladder and trap platform must be used.
- When working from the tower, the trap on the platform MUST be closed.
- The tower must not be moved with persons on the platform.
- Before moving the tower remove all tools, equipment and materials, etc., from the platform.
- Care must be taken when erecting and moving the tower to avoid overhead obstructions such as electric cables and light fittings, etc.
- Persons not involved with work connected with the tower should be kept clear of its base.

PASMA WEBSITE

The Prefabricated Access Suppliers' and Manufacturers' Association (PASMA), is the recognised focus and authority for mobile access towers. PASMA advances safety, standards and best practice

Advice and guidance on a wide range of issues can be found on this website.

WORK ON FLAT ROOFS

Staff should be made aware of the dangers associated with fragile roofs/flat roofs and should not access these areas unless a safe system of work is in place.

- If the work involves anyone approaching within 2 metres of an open edge protection should be provided. This should consist of guard rails strong enough to provide support for a falling person and toe boards.
- Openings in the roof work area eg skylights, voids and ducts liable to be approached within 2 metres should either be protected by guard rails and toe boards or by substantial covers of suitable strength and fixed firmly in position and suitably marked eg ***hole below***.
- Bunting or tape should never be used to protect against a fall.
- Any ladders used for access should be firmly secured.
- Adequate edge protection should be provided at lifting points
- Loose material and tools should be stored away from roof edges and suitable precautions taken to protect persons below at ground level.
- Consideration should be taken of adverse weather conditions. eg Ice, frost, rain, wind etc. and the additional hazards presented by these.

WORKING ON ROOFS indg284.pdf

This leaflet is aimed at people who actually carry out roof work or are directly responsible for managing or supervising it and sets out precautions that are relevant for all roof work and then describes precautions that are particularly relevant to different types of roof. It sets out key safeguards, but more detailed information is contained in Health and safety in roof work HSG33.

MOBILE ELEVATED WORK PLATFORMS (MEWPs)

It is important for persons responsible for selecting, specifying and managing MEWPs on site to understand risks associated with the use of a MEWP and take adequate precautions to eliminate or control those risks. The guidance contained in CIS 58: “Selection & management of mobile elevated work platforms” should be implemented.

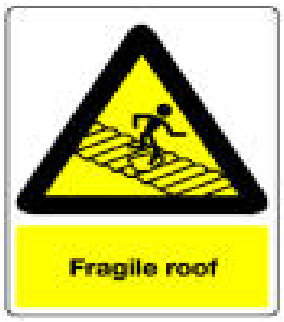
Operator training and certification: All MEWP operators should have attended a recognised operator training course. On successful completion they will receive a certificate, card or ‘licence’, eg IPAF’s Powered Access Licence (PAL) or Construction Skills’ CPCS card, which clearly identifies the bearer and lists the categories of MEWP they are trained to operate.

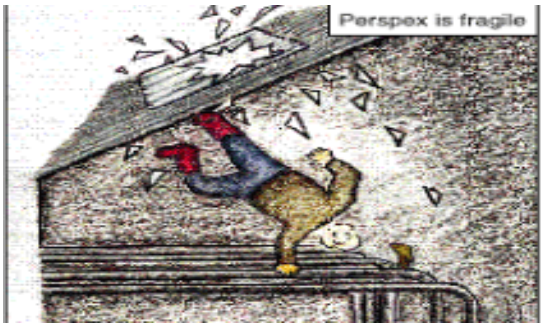
SELECTION & MANAGEMENT OF MOBILE ELEVATED WORK PLATFORMS (geis6).pdf

This information sheet is aimed at those who select, specify, manage and operate mobile elevating work platforms (MEWPs).

It tells you what you should consider before selecting a MEWP to gain access to work at height and the risks that need to be assessed and managed while the MEWP is in use.

FRAGILE ROOFS





- Identification – Fragile materials may form the whole roof or just part of a roof. Materials used may include plastic sheeting, wired glass, wood wool slabs, asbestos sheets and corrugated steel sheeting.
- Prior to work positively identify any fragile roof material.
- Warning signs should be clearly posted near to fragile roofs.
- The absence of a warning sign does not indicate the roof is not fragile.
- If the fragile material is a roof light or similar opening and a person has to pass within 2 metres of this, protection should be provided by guard rails with toe boards or suitable covers fixed in position.
- If the whole roof surface is fragile and access across it is required, precautions must be taken to prevent anyone falling. To achieve this at least 2 crawling ladders / boards must be provided and used to span the purlins. Single scaffold boards must not be used. Crawling boards must be at least 430 mm wide and where possible, secured to prevent movement.
- If working in a valley gutter or using it as a means of access, and the materials next to the gutter are fragile, precautions such as laying scaffolding boards up to a height of 1 metre up the fragile surfaces, or the provision of a running line parallel to the walkway onto which a person could attach a lanyard of a safety harness, should be implemented.


HSE

Fragile roofs

Safe working practices

Introduction

What are the risks of working on fragile surface

Who is in danger?

Which surfaces present a particular risk?

FRAGILE ROOFS: SAFE WORKING PRACTICE; geis 5

This leaflet is aimed at building owners and occupiers, construction businesses and workers – in short, anyone working on fragile roofs or having work done.

STEP LADDER INSPECTION CHECKLIST & RECORD FORM:

LADDER ID NO.		LADDER TYPE / CLASS		DEPARTMENT	

LADDER PART	OBSERVATION	CONDITION		COMMENT
		GOOD	BAD	
ID number	Tag / tally / written			
Side rails (front)	Cracked, split, worn, distorted			
Side rails (rear)	Cracked, split, worn, distorted			
Steps	Cracked, split, worn, loose or missing			
Steps	Secure, not loose			
Diagonal braces	Loose, missing, twisted or distorted			
Spreader bar / latch	Loose, bent, broken, missing			
Anti-slip shoes / feet	Damaged, worn or missing			
Top cap / pail shelf	Loose , missing, split, damaged			
Rivets, bolts, fixings	Loose or missing			
All surfaces	Free from oil, grease, dirt & corrosion			
Labels	Missing or not readable			
Other damage / observations				

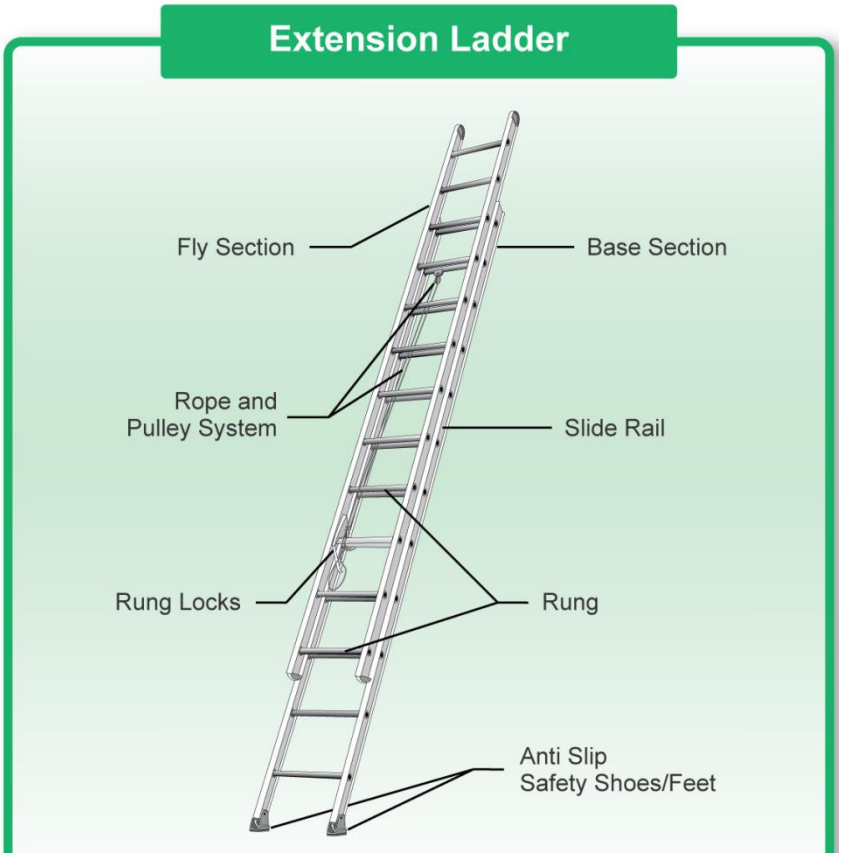
Name		Signature		Inspection date	

LADDER INSPECTION CHECKLIST & RECORD FORM:

LADDER ID NO.		LADDER TYPE / CLASS		DEPARTMENT	

LADDER PART	OBSERVATION	CONDITION		COMMENT
		GOOD	BAD	
ID number	Tag / tally / written			
Side rails: base section	Cracked, split, worn, distorted			
Side rails: fly section	Cracked, split, worn, distorted			
Rungs: base section	Cracked, damaged, worn, loose or missing			
Rungs: fly section	Cracked, damaged, worn, loose or missing			
Anti-slip shoes / feet	Worn, loose , damaged or missing			
Rung locks, latches	Loose , missing, damaged, inoperative			
Rope / pulley	Loose, damaged, missing			
Rivets , bolts, fixings	Loose or missing			
All surfaces	Free from oil, grease, dirt & corrosion			
Labels	Missing or not readable			
Other damage / observations				

Name		Signature		Inspection date	



17. PERSONAL PROTECTIVE EQUIPMENT

Managers have a duty to:

- Assess the requirement for personal protective equipment/clothing for activities they manage, lead or undertake.
- Provide PPE to employees whenever health and safety risks are not adequately protected against by other means.
- Select PPE that is suitable for the risk; for employees who will be using it; and the working environment.
- Assess the PPE to ensure it is suitable.
- Maintain the PPE in a clean and effective condition.
- Provide suitable accommodation for PPE provided.
- Ensure that the PPE provided is properly used.
- Provide information, training and instruction for employees/volunteers.

All employees/volunteers should ensure that they wear any protective equipment or clothing provided. You should consult your line manager or the Health and Safety Officer if you have any concerns.

EYE PROTECTION

Staff and volunteers must wear appropriate eye protection for the activity being undertaken. This includes:

- Use of abrasive wheels, lathes, milling machines, drills and similar machinery
- During welding, brazing & burning operations
- Handling of chemicals which may cause damage to eyes.
- Use of compressed air lines for cleaning machinery.
- Removal of glass containers from autoclaves & glassware under vacuum or pressure.
- Engineering or maintenance work where flying particles may damage eyes.
- Use of ultra violet lamps/lasers or other similar artificial optical radiation sources.

For work entailing the possible production of high speed projectiles, personnel must wear either full facial visors or protective goggles/glasses with impact resistant lenses/shields.

For work involving welding, full facial shields must be worn with the correct filters.

Relevant standards for eye protection:

Industrial and non-industrial BS EN 166, 167, 168,

Filters for welding - BS EN 169

RESPIRATORY PROTECTION (RPE)

See BS 4275 for guidance on implementing a respiratory protective programme.

Respiratory protection is supplied to prevent inhalation of dusts, fumes, vapours and gases. All of these substances can be hazardous to health. They can affect the nose, the respiratory system and the skin.

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 require employers to assess the health risks and precautions needed to prevent or control exposure to hazardous substances. The first priority should always be to prevent exposure or, if this is not possible, to control it at source, for example by effective local exhaust ventilation.

The RPE must be suitable for the purpose for which it is used. This means that it must provide effective protection to the wearer in the circumstances in which it is worn. It must be capable of providing a sufficient quantity of clean air for the wearer to breathe, it must fit the wearer and the wearer must use it properly in accordance with the manufacturer's instructions. If the respirator is not a disposable 'one shift' type, it must also be cleaned daily and maintained in accordance with the manufacturer's instructions.

Dust respirators will give no protection at all against gases and vapours (eg from paint spraying)

All RPE must be CE marked.

Relevant standards for respiratory protection:

Dust respirators -BS EN 149,
Gas, vapour and fume respirators - BS EN 405.

Always refer to Material Safety Data Sheets or COSHH assessments to find out what PPE to wear.

For vapours and fumes from, for example solvents, a cartridge respirator or a full face respirator with a canister filter to the appropriate EN standard must be worn.

If you have any doubts as to what type of equipment to wear, contact your manager.

Report any defects in equipment to your manager.

FOOT PROTECTION

Safety shoes to BS EN 345 or EN 346 must be worn by personnel when they are working in areas where the risk of foot injury is high.

Safety shoes must be worn by staff if they are engaged in work which involves the movement of heavy items, or any similar activity where a foot injury may result.

Footwear with steel midsole liners should be worn where there is a danger of sharp objects penetrating the sole.

Relevant standards for protective footwear:

Safety footwear	- BS EN 345
Women's footwear	- BS EN 346
Midsole protection	BS EN 347

HAND PROTECTION

Hand protection must be worn when using concentrated acids, alkalis, bleach (sodium hypochlorite), solvents and other corrosive liquids. The gloves must be resistant to the chemicals being handled and should be of PVC, Neoprene or Nitrile depending on the materials used. It is better to use gauntlets which cover the lower arm if handling these substances in bulk, e.g. use of chemicals in the swimming pool chlorination plant

For heavy, physical work, chrome leather or similar gloves should be worn to protect hands from cuts, splinters etc. Use gloves conforming to EN 388.

Hand protection must be worn when handling hot objects such as articles removed from autoclaves, recently welded or cut pipes etc. These gloves are normally made from heat resistant leather. Use gloves conforming to EN 407.

A number of chemicals, especially those used in laboratories are harmful by skin absorption (e.g. Phenols). Staff and volunteers can prevent absorption by using the thin rubber gloves which are available at the Workplace.

Relevant standards for gloves:

General requirements for gloves	- BS EN 420
Chemicals and micro-organisms	- BS EN 374 (Parts 1-3)
Mechanical risks	- BS EN 388
Cold	- BS EN 511
Thermal- heat & fire	- BS EN 407

HEARING PROTECTION

Noise is part of everyday life, but loud noise can permanently damage your hearing. Conversation becomes difficult or you may not hear everything first time. Permanent tinnitus (ringing in the ears) can also be caused as well as increased levels of stress.

The damage can be instant, for very loud or explosive noises, but generally it is gradual. By the time you notice it, it can be too late due to the cumulative effect.

Ear protection in the form of either ear muffs or ear plugs must be worn where noise is excessive. Protection will be supplied to staff and volunteers who are required to work in areas where the noise levels reach the lower exposure level, eg 80 dB (A)

If you are worried about noise levels in the area you are working, and have not been issued with hearing protection see your tutor or line manager.

Make sure you have hearing protection if necessary and that you know how to use it and store it at the end of the day. If the equipment is not disposable clean it regularly after use.

Relevant standards for hearing protection:

Ear muffs	- BS EN 352-1
Ear plugs	- BS EN 352-2

PROTECT YOUR HEARING OR LOSE IT (indg363).pdf

This leaflet gives basic guidance on how to protect your hearing from loud noise levels

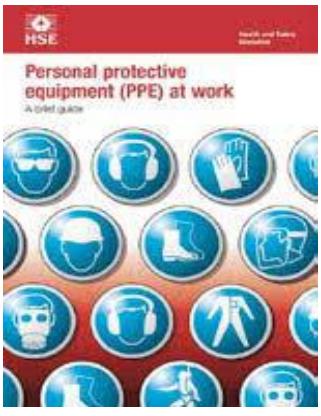
BODY PROTECTION

A wide range of body protection is available to protect persons working with harmful substances and materials or working in hazardous environments. The appropriate protective equipment and specific type must be identified by risk assessment. Hazards may include: manual handling activities, hazardous substances including corrosive, toxic, irritant and flammable substances, sources of heat and cold as well as biological hazards including bodily fluids.

If in doubt as to requirements for wearing any form of protective clothing, contact your line manager.

Relevant standards for body protection and protective clothing

General requirements	- BS EN 340
Liquid chemicals	- BS EN 369
Chain saws	- BS EN 381
Life jackets & buoyancy aids	- BS EN 396
High visibility warning	-BS EN 471



PERSONAL PROTECTIVE EQUIPMENT AT WORK: A BRIEF GUIDE (indg174).pdf

Employers have basic duties concerning the provision and use of personal protective equipment (PPE) at work and this document, explains what you need to do to meet the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended).

•

18. WORKPLACE HEALTH, SAFETY & WELFARE

References: The Workplace (Health, Safety and Welfare) Regulations 1992

Staff should be aware of and monitor the condition of workplaces under their control and report any defects or problems which should be recorded on a maintenance request form and handed in to Green Corridor Office for the attention of the Site Manager..

Maintenance

All workplace buildings, including mobile or temporary classrooms, are to be kept in a good state of repair and routine maintenance. Attention should be given to the condition of emergency lighting systems, fencing, devices to limit the opening of windows, and sanitary conveniences and as well as the structure of the building itself. Staff should report defects to the Premises team.

Cleaning

floors in classrooms, workshops, laboratories, offices, corridors and other areas of the building should be kept clean and free from slipping hazards created by spillages.

Glazing

Windows and other transparent and translucent surfaces in walls, partitions, doors and gates can present a risk of injury. Vulnerable areas need to be identified by risk assessment. There are a number of options for dealing with glazing that is found to present a risk to safety, these are:

- Replace with glazing to BS 6206
- Placing suitable screens or barriers to prevent contact with the glass
- Placing a protective safety film over the glass (short term measure before replacing the glass).

Volunteers should be warned about the dangers associated with glazing. Doors should not be opened by pushing against a glazed area.

Skylights

Windows and skylights should be capable of being reached, opened and closed without risks to health and safety i.e. people falling out of them. To this end the positioning of such fixtures should be considered and where necessary devices fitted that limit the amount a window or skylight may be opened. This is particularly important above ground level or where windows open onto playground/pedestrian areas.

Window Cleaning

All windows are to be of such a design and construction that they can be cleaned safely. When windows or skylights cannot be cleaned from the ground suitable means of access should be provided.

Asbestos

Asbestos has been used in the construction of many buildings. Usually this is sealed and so presents no hazard to building users. However if it becomes damaged or work has to be carried out on the building structure that will disturb it then fibres will be released into the air and when inhaled (in large amounts, or in smaller quantities over a period of time) these can, some years later, cause lung diseases which are incurable and ultimately fatal.

Lighting

All areas of the workplace should be adequately lit to enable both staff and volunteers to move around Green Corridor and carry out their activities without eyestrain. This ideally should be by means of natural light and rooms should be arranged to take advantage of this. At times natural light is insufficient and suitable additional lighting should be provided.

Ventilation and Temperature

All areas of Green Corridor building/s should receive an adequate supply of fresh air. Usually this can be provided naturally by opening windows and vents. In certain circumstances this may not be adequate and a mechanical ventilation system should be installed. Portable fans used temporarily during hot weather should be located so as not to present a hazard to staff, volunteers or visitors.

The temperature in workrooms should normally beat least 16 degrees Celsius unless much of the work involves severe physical effort in which case the temperature should be at least 13 degrees Celsius.

These temperatures may not, however, ensure reasonable comfort, depending on other factors such as air movement and relative humidity. Where a reasonably comfortable temperature cannot be achieved, local heating or cooling should be provided.

No maximum temperature is specified in the regulations but in times of hot weather windows should be open and fans provided for cooling people if no air conditioning system is installed.

Sanitary Conveniences and Washrooms

Workplaces must have an adequate number of sanitary conveniences (toilets) and washrooms for the people who work on site. Separate facilities should be provided for men and women.

Washrooms should have hot and cold running water, soap and towels. Toilets should have an effective means of flushing and be kept stocked with toilet paper. Both of these facilities should be kept clean and tidy condition and be well ventilated.

Facilities for Rest and to Eat Meals

Suitable and sufficient rest facilities should be provided in reasonably accessible places and include facilities to eat meals.

Rest facilities provided for pregnant women and new mothers should be near to sanitary conveniences and ideally include the facility to lie down.

An adequate supply of wholesome drinking water should be readily accessible. Suitable and sufficient numbers of drinking cups or glasses should be provided.

Smoking at Work

Green Corridor has a strict no smoking policy. Smoking is not allowed in any buildings, offices or other rooms. Designated areas have been provided for those who wish to smoke.

Corridors and Classrooms

All corridors and access routes within classrooms should be kept clean, tidy and free from obstructions and slippery surfaces. Floors must be maintained in a good condition i.e. no torn carpets or missing tiles. During inclement weather local procedures should be in place to prevent a build up of water within corridors and main entrances. Movement around site or classroom should be in an orderly manner. Running inside buildings should not be allowed. Suitable levels of staff supervision should be maintained appropriate to the risk.

Stairways and Banisters

All stairways should be fitted with handrails. If the staircase is open handrails should be fitted on both sides. Open staircases should be fenced with an upper rail at a height of 900mm or higher. Volunteers should be warned against running, jumping or pushing other persons whilst on stairways.

Banisters should be at least 900mm in height and should be kept in a good state of repair. Look out for wood splintering, missing or loose spindles. Any defects such as these should be repaired quickly. No person should climb over or slide down any banister rail.

Pedestrian/Vehicular Movement

Every year, a significant number of people are killed by accidents involving vehicles in the workplace, and many more people are injured. A lot of damage is also done to property and profit. Procedures should be in place for the safe movement of staff, volunteers and visitors either as pedestrians or in vehicles arriving or leaving the site. Account should be taken of the access needs of disabled persons.

For site traffic, routes should be clearly indicated and properly organised to allow pedestrians and vehicles to circulate safely. The safe separation of pedestrians and vehicles and the identification of suitable pedestrian crossing points are essential. The speed limit for vehicles must be clear to all drivers accessing the site.

Consideration should be given to the risk presented where large numbers of pedestrians cross or congregate in the vicinity of minibuses, coaches and cars. In such circumstances suitable and appropriate levels of supervision should be in place.

External Pathways and Roads

Particular attention should be paid to:

a) Holes, bumps or uneven areas to roadways.

b) Damaged or uneven paving slabs/pathways

c) Snow, ice and water on external walkways.

d) Drainage systems where appropriate.

e) Precautions pending repairs, e.g. barriers or re-routing etc.

Housekeeping

One of the most significant contributions to workplace safety is good housekeeping. It means careful planning of workplace layout, combined with continued vigilance, maintenance and cleanliness. Poor housekeeping is the root cause of most accidents in the office, such as fire, slipping, tripping and falling, etc.

To avoid collisions, trips and slips, all internal thoroughfares and circulation routes should be clearly outlined and free from obstructions. Proper attention should be given to the following:

- Spills should be dealt with immediately. They should be cleaned up or cordoned off immediately.
- Damaged floor surfaces such as chipped concrete floors, warping tiles, or worn spots in the carpet, etc., should be reported for repair. The damaged areas should be effectively cordoned off. Temporary repairs such as taping on carpet edges must be followed by a work request for permanent repair or replacement.
- Aisles, walkways and stairs must be kept free from boxes and other obstacles that impede traffic.
- Electrical and telephone cables should not be trailed across aisles and walkways, and should be arranged so that they are not a tripping hazard. Where they cannot be re-located (always the first choice) they should be covered by rubber cable protectors and care taken to ensure any exposed cables are not damaged by the movement of chairs etc.
- Materials should be stacked properly to prevent falling.

New materials should be properly stored as soon as possible after delivery to avoid creating trip hazards and clutter. Where practicable, documents should be transferred onto electronic means to avoid the build-up of paper and card in the workplace.

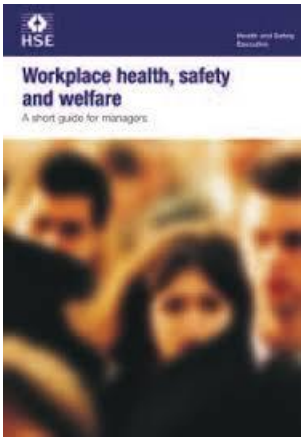
Storerooms

- The manufacturer's instructions for the storage of items must be complied with and care taken to avoid contamination by incorrectly storing items in close proximity with other incompatible items.
- Storerooms must be kept clean, tidy and locked where security is an issue.
- Where shelving is provided, it should be used in preference to storing goods on the floor.
- Ensure that all shelves, and objects on shelves are secure.

- Do not store any goods above a safe reachable height unless the correct means are available to safely accomplish retrieval, eg step ladders.
- Equipment must not be stored in electrical cupboards/switch gear rooms.
- Store unused batteries in their packages and away from metal objects which may cause a short-circuit resulting in leakage, or in extreme cases, fire or explosion.

WORKPLACE TRANSPORT SAFETY: A BRIEF GUIDE: indg199.pdf

This guidance has been produced by the Health and Safety Executive (HSE) to help people involved in workplace transport reduce the chances of accidents happening.



WORKPLACE HEALTH & SAFETY: A SHORT GUIDE FOR MANAGERS (indg 244).pdf

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to most workplaces
This leaflet gives a brief outline of the requirements of the Workplace Regulations.

Classroom inspection checklists

A specimen classroom inspection checklist is contained in the hyperlink below. An alternative checklist is contained over page. Copies of completed inspection checklists should be held for record purposes.

HSE: CLASSROOM CHECKLIST.pdf This checklist provides staff with a list of health and safety issues to consider in an ordinary classroom setting in any workplace. This checklist will help users quickly identify any areas of concern or risks to those using or working in the classroom.

WORKPLACE: GENERAL INSPECTION CHECKLIST

LOCATION / AREA	

	OBSERVATION	Yes / no / n/a Comment
1.	Are lighting levels adequate for the activities being undertaken?	
2.	Are all lights working?	
3.	Is ventilation adequate?	
4.	Is heating adequate?	
5.	Is the floor surface free from slip/trip defects?	
6.	Is the workplace free from trailing cables?	
7.	Is the workplace free from spillages?	
8.	Are external pedestrian areas in good condition & free from slip/trip hazards?	
9.	Is all shelving/racking securely fixed & in good condition?	
10.	Are all fire doors unobstructed, unlocked & free to move?	
11.	Do all fire doors shut fully?	
12.	Are fire/first aid procedure notices posted in the vicinity?	
13.	Are all fire extinguishers in the correct location & unobstructed?	
14.	Are electrical sockets/switches & fixings in good condition & secure to wall?	
15.	Do all portable electrical appliances & extension leads have an in-date test sticker attached?	
16.	Does all electrical equipment including leads & plugs appear in good condition?	
17.	Is all glazing in good condition?	
18.	Are window blinds in good condition & working?	
19.	Is all furniture in good condition? (tables/chairs etc: no splinters or damage)	
20.	Is the work area free from clutter?	
21.	Are waste bins provided?	
22.	Is the workplace cleanliness to an acceptable level?	
23.	Are storerooms/cupboards in a safe/tidy condition?	
24.	Are all hazardous substances clearly labelled?	
25.	Are COSHH risk assessments held for all hazardous substances?	
26.	Is all work equipment/tools/ & machinery in good condition?	
27.	Are suitable toilet & hand washing facilities close by & clean?	
28.	If access is required to height is suitable equipment available? Eg stepstool, stepladder, foot stool	
29.	Do you have any concerns regarding any other issue related to the premises or equipment that may lead to harm or injury?	
30.	Do you have any suggestions or comments that may improve conditions?	

If you wish to expand or comment on any issue please use the blank reverse of this form.

Name…….. *Position*……..

Signed…… *Date*…… *4/2019*

19. DISPOSAL OF WASTE

References- Environmental Protection Act 1990

Waste materials, if allowed to accumulate, can present a fire hazard, create tripping hazards and attract vermin, which carry infectious diseases that can be passed to humans.

By following the guidance given below you will minimise these risks. It should be noted that certain types of waste materials should be disposed of separately from other types of waste as they pose specific risks.

General Guidance

Managers should ensure that:

- There are an adequate number of suitable bins or receptacles for the appropriate disposal of waste and that these bins are emptied regularly.
- Waste materials do not accumulate in rooms, corridors or under stairs.
- Waste materials do not accumulate around Green Corridor grounds, especially close to buildings.
- Separate and keep incompatible materials apart. Eg flammable solids/liquids away from cardboard/paper.

Electrical Equipment

The Waste Electrical and Electronic Equipment (WEEE) Regulations 2006 seeks to reduce the amount of such waste going to landfill by encouraging separate collection and subsequent treatment, re-use, recovery, recycling and environmentally sound disposal.

All discarded products that have an electrical cable or battery are classified as Wastes from Electronic or Electric Equipment. Examples include toasters, computers, mobile phones, circuit boards, microwaves and radios. These items produce complicated multi-material wastes with different proportions of metals, plastics and glass. These can be polluting if they are not adequately treated before final disposal. Never dispose of batteries by incineration as they may explode.

Clinical waste

Clinical waste may contain materials which have been contaminated with bodily fluids, e.g. blood, urine and vomit. If quantities of such materials are small, i.e. no greater than that generated by a typical household, it may be placed in a plastic bag and disposed of with the normal waste. Anyone doing this must wear rubber gloves and follow strict hygiene procedures. Where heavily soiled waste is created, alternative arrangements are required.

Chemically' Hazardous Substances

Instructions on the COSHH safety data sheets and risk assessments regarding disposal procedures should be followed.

Disposal of LPG Cylinders

Cylinders are considered to be a hazard even when they appear empty they will contain a residual amount of LPG. It is therefore essential that they are not subject to a heat source and are stored in a safe location.

Cylinders should be taken back to a company which supply that type of cylinder. Company's which fill LPG cylinders will not normally accept another company's cylinders and therefore retailers will normally only accept LPG cylinders for the LPG company they are associated with. Empty or redundant cylinders should not be allowed to build up on site.

Aerosols

These often contain sprays, which are highly flammable, and even when empty care should be taken. If large quantities of aerosols are to be disposed of, then a separate bin should be used and marked CAUTION – AEROSOL CONTAINERS. If only a few aerosols are to be disposed they can go with the other waste but such bins should be sited away from sources of heat or ignition.

Glass

This should be cleared up using a dustpan and brush (and adhesive tape if necessary to clear up small shards) and carefully wrapped in newspaper and placed in an appropriately marked cardboard box. If glass has to be picked up suitable protective gloves must be worn.

Sharps

Medical sharps, such as needles, should be disposed of in an appropriate sharps box. Volunteers and staff should be warned of the biological dangers associated with such items i.e. cross infection. Staff required to pick up sharps should wear appropriate hand protection. (Guidance contained in chapter 7 regarding hygiene and sharps injuries should be followed)

ENVIRONMENT AGENCY HOME PAGE

20. FIRE SAFETY

Reference: Regulatory Reform (Fire Safety) Order 2005

Basic Guidance for all staff, volunteers, visitors and contractors.

- Observe "No Smoking" signs and regulations.
- Read the Fire Instructions posted in the building and, in the event of fire, be prepared to carry them out.
- Know the locations of, and how to operate Fire Alarm call points (and what they sound like).
- Be familiar with the location of fire exits and ensure that they are not obstructed.
- Do not wedge or prop open fire doors. Automatic fire doors must always be free from obstructions.
- Never use a lift once the fire alarm has been sounded.
- In the event of a fire do not run or cause panic.
- Always follow instructions from fire wardens.
- Fire doors MUST NOT be locked when the building is in use.
- Put all waste paper and combustible rubbish in the waste bins.
- Do not bring electric fires or other electrical equipment without permission and appropriate checks being made.
- Do not put your own or other persons lives at risk by attempting to fight a fire. Your priority is to ensure the safe evacuation of persons and yourself from the building to a place of safety.
- Only ever fight a fire if you have received appropriate training and information and only then, if you assess it is safe to do so.

If you have any queries regarding fire safety you should contact your line manager.

Fire risk assessments

A fire risk assessment will be carried out taking into account the items below. This will be lead and co-ordinated by the Chief Executive.

Comprehensive Government guidance on fire risk assessment is contained below.

The fire risk assessment must:

a) Check that a fire can be detected in a reasonable time and that people can be warned.

b) Check that people who may be in the building can get out safely. There must be suitable procedures to ensure the safe evacuation of persons with disabilities.

c) Check that those in the building know what to do if there is a fire.

d) Ensure reasonable fire-fighting equipment is provided.

e) Ensure fire safety equipment is checked and maintained.

f) Assess and record the fire risks in the workplace.

Any fire risk assessment should ensure:

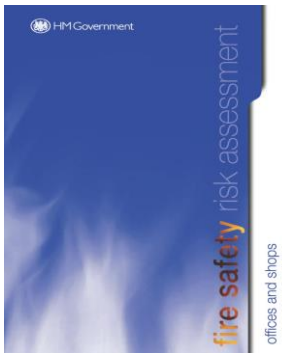
- Existing control measures for any high fire risks have been recorded and are being followed.
- There is no accumulation of hazardous combustible material. Check in store areas and externally for any accumulation of rubbish. Keep in mind the risk of arson : bins and skips full of rubbish are a frequent target.
- Thoroughfares and fire exits are clear, and there are no obstructions in fire exit corridors with furniture, display cabinets or store units.
- Designated fire exits have signs above them and that fire doors can be opened easily from inside.
- Any structural deficiencies or building deterioration that could promote the spread of fire.
- There is a system for checking when heat sources and combustible materials are brought on site during maintenance or refurbishment, and contractor control measures for reducing the risk of fire.
- Any other sources of ignition that are likely to cause fires, and where possible take steps to reduce the risk of fire occurring. Keep a record of the steps taken.

Risk assessments should be recorded on the fire assessment pro-forma and reviewed when there are substantial changes to the building or activities that effect fire safety.

Managers should:

- Ensure staff/volunteers are aware of and follow the basic guidance procedures listed on the previous page.
- Ensure fire evacuation drills are undertaken at least once every term.
- Liaise with Senior Managers regarding any problems or concerns.
- Follow and implement the guidance in the Workplace Fire Policy within your area.
- Be familiar with the location of all highly flammable and toxic materials on site and any pressurised gas cylinders such as calor gas in order to warn fire fighters when they arrive.

FIRE SAFETY RISK ASSESSMENT GUIDE



FIRE SAFETYRISK ASSESSMENT GUIDES

A range of guides on fire safety risk assessment for different types of premises is available through this Government link. The link will take you to the home page & a further link will open the risk assessment documents. The guidance tells you how you might comply with fire safety law, helps you carry out a fire risk assessment and identify the general fire precautions you need to have in place.

SAFE USE & HANDLING OF FLAMMABLE LIQUIDS: HSG 140

This guidance is for those responsible for the safe use and handling of flammable liquids in all general work activities, small-scale chemical processing and spraying processes.

It explains the fire and explosion hazards associated with flammable liquids and will help you determine how to control the risks in your workplace.

CLASSIFICATION of FIRES & USE of FIRE EXTINGUISHERS

The chart below shows the classification of fires and the type of extinguisher that can be used on each class.

						
Wood, paper & textiles A	✓	✓	✓	✗	✓	✗
Flammable liquids B	✗	✓	✓	✓	✗	✗
Flammable gases C	✗	✗	✓	✗	✗	✗
Burning metals D	✗	✗	✗	✗	✗	✓
Electrical contact	✗	✗	✓	✓	✗	✗
Cooking oils & fats F	✗	✗	✗	✗	✓	✗

Employees or volunteers should not use fire extinguishers unless they have received appropriate training and are deemed competent. Significant harm to a person or worsening of a situation can occur through the incorrect use of extinguishers.

21. SUSPECT PACKAGE / BOMB THREAT

The likelihood of an explosive device being planted is extremely low. Nonetheless there have been a few occasions where workplaces have received hoax phone calls from anonymous persons claiming the presence of a bomb on site.

In all such circumstances senior managers have a duty to take appropriate action to safeguard the safety of staff and persons on site and must treat all calls as genuine.

Initial action on receipt of a bomb call

On the receipt of a bomb call it is initially the responsibility of the senior manager to decide whether to evacuate the premises/site or not. Unless there is evidence to suggest that the call is genuine the police will make no attempt to influence the decision.

The responsibility for searching premises rests with the senior manager. The police may become involved in the search but this would only be where there are insufficient staff to complete the search.

Advice for recipient of a bomb threat

- Keep calm.
- Try to obtain as much information as possible (use information sheet over page).
- Dial 1471 after the call (to identify the number of caller, if possible).
- Report details to a senior manager and the police immediately.

Searching and evacuating the property

If you have reason to believe that there is a bomb you should ask everyone to leave immediately. If not, you may want to search for the bomb first before you consider evacuating the property.

The police will not normally search your property for you. They probably won't know the layout and the places where a bomb could be hidden or know what should or shouldn't be in any particular place but they will give you advice on searching, evacuating and re-entering premises.

When you search, you must be very thorough. Check the whole of the floor area, the furniture and the fittings right up to the ceiling. Don't forget cloakrooms, passageways and stairways. Remember to include the car park and other areas around the property. You are looking for something that should not be there, something that is out of place that nobody can recognise or explain.

Suspect package found

If, following a search, a suspicious package is found the police will take control. They have guidelines which will influence their judgement on what action to take but the initial reaction on finding a package is **LEAVE THE ITEM ALONE.**

- Do not attempt to cover, touch or move it in any way.
- Clear people away from the main area close by.
- Dial 999 and inform the police.
- Evacuate the premises, and gather everyone together at a safe meeting place.
- Warn properties next to yours of the danger.

Re-entering the premises

Where an evacuation was carried out before any search the Principal/Co-ordinator will have to initiate a search before considering the question of re-occupation. Where the time has been given for an explosion, but no explosion occurs, the Co-ordinator must ensure that at least one hour is allowed to lapse after that time before considering the question of re-occupation.

Co-ordinator's responsibilities

It would be prudent to appoint somebody who has responsibility for the following:

- Producing a risk assessment
- Devising and maintaining a search plan.
- Devising and maintaining an evacuation plan.
- Deciding on the extent and direction/distance of the evacuation.
- Deciding when to re-occupy.
- Liaising with the police and other emergency services.
- Arranging staff training, communication, cascades and drills, including deputies.

Managers are encouraged to liaise with their local police/Community Safety Department regarding emergency procedures and the response/assistance that could be reasonably expected in such situations.

Action to be taken by recipient of a bomb threat

The forms over page should be used to note comments following a bomb (or any other) threat

Copies should be held in appropriate locations eg. Main Admin Offices.

BOMB (or other) THREAT MESSAGE RECORDING FORM

- Switch on tape recorder or answering machine (if connected) REMAIN CALM
- Record the exact wording of the threat
- Note the time and your immediate actions following the call

ASK THESE QUESTIONS

1. Where is the bomb?
2. When will it explode?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. Who do you represent?

- Record the time the call was made
- If "last number displayed" / or recall facility record the callers number
- Inform the appropriate people e.g. senior manager, employees
- Contact the police immediately on 999 Time informed

ABOUT THE CALLER

Male / Female / Age / Nationality

THREAT LANGUAGE

Well Spoken / Foul / Irrational / Incoherent / Taped / Angry

CALLER'S VOICE

Calm / Excited / Angry / Slow / Stuttering / Rapid / Laughing / Disguised

Crying / Nasal / Lisp / Slurred / Deep / Hoarse / Rambling / Accent / Familiar

(If so who did they sound like?)

BACKGROUND SOUNDS

Traffic / House /home / Animal Noises / Voices (Adults/children) / PA system

Music / Machinery / Office / Public crowd / Laughter

Other noises (please specify)

ANY OTHER INFORMATION

SECURITYSERVICE MI5

[PROTECTING AGAINST TERRORISM 3rd EDITION.pdf]

This publication offers security advice and good practice for any organisation looking to protect against the risk of a terrorist act or to limit the damage such an incident could cause. It sets out how a security plan might be developed and updated, the key measures that can help protect staff, property and information, and how businesses can prepare for the worst.

Protecting Against Terrorism is an overview of the security advice that derives from CPNI's work with the national infrastructure. Although aimed primarily at countering potential terrorist attacks, much of it represents good practice for businesses of any size, whether private or public sector. It is intended as a starting point. Any major decisions or investment relating to protective security should always be taken in consultation with the wider sources of advice and information that are available and referenced throughout the document.

The following protective security points summarise the guidance provided in the booklet "Protecting Against Terrorism". Whilst this may not be applicable at present within Green Corridor setting, the basic principles should be considered. Whether developing, reviewing or updating security plans, these points should be considered.

Top TEN security guidelines

1. Conduct a risk assessment to decide on the threats the organisation might face and their likelihood. Identify existing and potential vulnerabilities and the impact of any breaches of security.

2. If acquiring or extending premises, consider security requirements right from the planning stage. It will be cheaper and more effective than adding measures later.

3. Make security awareness a part of the organisation's culture. Ensure staff are kept regularly informed and that security standards are fully supported at a senior level.

4. Ensure good basic housekeeping throughout the premises. Keep public areas tidy and well-lit, remove unnecessary furniture and keep garden areas clear.

5. Keep access points to a minimum and issue staff and visitors with passes. Where possible, do not allow unauthorised vehicles close to the building.

6. Install appropriate physical measures such as locks, alarms, CCTV surveillance, complementary lighting and glazing protection.

7. Maintain appropriate mail-handling procedures, consider establishing the mailroom away from the main premises.

8. When recruiting staff or contractors, check identities and follow up references.

9. Consider how best to protect information and take proper IT security precautions. Ensure there are appropriate provisions for disposing of confidential waste.

10. Plan and rehearse business continuity and incident response plans, make sure that key business functions can continue during disruptions.

22. PERSONAL SAFETY & LONE WORKING

Employees and Volunteers can face risks to their personal safety. These can come from many sources such as lone working, aggressive visitors/members of the public and intruders.

Lone Working

Lone working means working when there is nobody else around who can give help or raise the alarm should the person need it. If staff need to work alone when at work, consideration must be given to appropriate precautions that will assist their health and safety. A safer system for lone working begins before the employee arrives for work. It is important that someone is aware that a person will be working alone, and when approximately he or she is expected to return.

It is important that lone workers remember that they have a responsibility in law for their own health and safety and it is not appropriate for risks or short cuts to be taken. Staff must not attempt to carry out functions for which they are not adequately trained or require more than one person to achieve safely.

Violence at Work

Violence to staff is any incident in which a member of staff, in the course of their work is assaulted, verbally abused or threatened. Violence need not involve physical force or harm. It includes rude gestures, threats, and sexual and racial harassment. Malicious damage to a member of staff's property can also make them feel violated. All violence to staff must be reported to a line manager and recorded on Green Corridor accident/incident reporting forms. An investigation of the incident by the line manager must be undertaken.

There are no easy solutions to this difficult and distressing problem. In principle, when faced with violence, staff should retreat and get help. A physical response to a violent situation may lead to a charge of assault, although the law allows for self-defence where a response of reasonable force is used. Managers must ensure that training needs for staff includes dealing with violence at work.

Staff who have experienced violence at work should be offered support and may need counselling. This should be arranged through the Personnel Department in liaison with the member of staff.

Assessment of the risk

A risk assessment must identify the hazards, assess the risks involved and put in place the appropriate control measures to avoid or control those risks. Managers must identify situations where their staff including volunteers work alone or may be subject to violent or aggressive behaviour, and undertake a risk assessment.

They must consider such questions as:

- Does the environment present specific risks to staff, e.g. location, weather conditions, time of year, etc?
- Is there safe access and egress for staff?
- Can equipment be safely handled and used by one person?
- Do the tasks involve handling of loads?
- Is there a risk of violence?
- Do staff working alone have any medical conditions?
- Are there specific health and safety regulations that apply, e.g. Electricity at Work Regulations?
- What forms of communication are available?

Once the risk assessment has been completed, there may be a need for additional staffing, information, instruction and training, increased supervision, additional equipment needs and implementation of safe systems of work such as a checking-in system. Each Department should have its own specific and detailed lone working procedures and control systems in place

Are appropriate standard (or specific) controls in place as necessary?

- Detailed booking in/out systems (Team Leaders/Office Managers should know daily whereabouts. Just an in/out board is not sufficient.)
- Out of hours back-up system involving line managers/partners/family. Is there a 'trigger' system for families to contact duty personnel/managers/police if a peripatetic worker fails to reach home on time?
- Is there a back up system for an incident occurring during working hours in place - e.g. response for additional attendance to site by other team/office member, police etc?
- Does the worker have 2 way communications? This way a phone in/out contact system can be followed.
- Is there a system for staff to be doubled up for known problem areas (high risk visits/sites/activities)
- Have staff been offered personal attack alarms, especially female staff?
- Do staff know of the need to record and report all incidents of violence at work (including verbal abuse)?
- Where there are insufficient numbers of mobile phones for personal issue are duty/visits managed so that phones can be shared or pool phones issued.
- Are travelling first aid kits available.
- Have staff received personal safety/dealing with aggression training?

Staff at risk of violence as a result of lone working or interface with the public/visitors should receive Personal Safety and Awareness Training. This deals with the recognition, control and diffusion of aggression in others.

WORKING ALONE (indg73).pdf

This leaflet provides advice and guidance on how to keep lone workers healthy and safe. It is aimed at anyone who employs or engages lone workers, and may help self-employed people who work alone themselves.

LIVE LIFE SAFE
suzy lamplugh trust

SUZY LAMPLUGH TRUST

The Suzy Lamplugh Trust employs a growing team of dedicated, professional staff, backed by highly committed volunteers and a nation-wide network of Training Consultants. The Trust is based at The National Centre for Personal Safety in central London. Working with a wide range

DANGEROUSNESS CHECKLIST

When assessing the extent of the risk of violence in a situation you are about to enter you should consider the following questions. The more often you answer 'yes', the greater the risk of violence

- Is the person I am dealing with facing high levels of stress?
- Is the person likely to be drunk or on drugs?
- Does the person have a history of violence?
- Does the person have a history of criminal convictions?
- Does the person have a history of psychiatric illness?
- Does the person suffer from a medical condition which may result in loss of self-control?
- Has the person verbally abused me in the past?
- Has the person threatened me with violence in the past?
- Has the person attacked me in the past?
- Does the person perceive me as a threat to his/her children?
- Does the person think of me as a threat to his/her liberty?
- Does the person have unrealistic expectations of what I can do for him/her?
- Does the person perceive me as willfully unhelpful?
- Have I felt anxious for my safety with this person before?
- Are other people present who will reward the person for violence?

Facing the client, other cues should be examined. Again, the more times you answer 'yes' in a situation, the greater the danger:

- Is the person showing signs of excitement or passivity?
- Are there weapons or similar cues to violence in the room?
- Is the person showing signs of high arousal?
- Is there a break down in the normal pattern of nonverbal communication?
- Is the person showing signs of rapid mood swings?
- Is the person oversensitive to suggestions or criticisms?

The implications of the risk are greater if you answer 'yes' to several of the following questions:

- Am I alone and without back-up?
- Are colleagues unaware of my whereabouts?
- Am I without any means of raising the alarm if attacked?
- Am I likely to be trapped without an escape route if the person becomes violent?
- Am I unaware of how I react in violent situations?
- Am I unaware of the assault cycle?
- Have I ever considered what I would do if attacked?

WHEN LONE WORKING OR WITHOUT CLOSE SUPERVISION

Prepare yourself for when you are working alone or without close supervision:

- Have you checked the records for potential risk, e.g. violent client or animal
- Wear appropriate clothing
- Know the route in advance, tell your colleagues and manager where you are going
- Tell your colleagues when to expect you back
- Think of the risks of your task and how you will reduce them
- Tell your manager if you have concerns
- Do you have the appropriate equipment with you and know how to use it
- Carry communications e.g. mobile phone
- Do you need a personal attack alarm?

Look confident

- Be alert, vigilant and positive in your manner
- Be confident and show it (up to 80% of communication can be non-verbal)
- Consider your body language and tone of verbal communications with others

Avoid risk

- Avoid routine - vary your route (vehicle or foot)
- Keep to familiar territory where possible
- Have you told your colleagues of your plans - do not change them
- Plan meetings/visits in daylight hours
- Plan where you are to meet, keep to busy locations if possible
- Do not take short cuts unless you know they are as safe as the longer route
- If you become concerned, plan your potential escape route
- Keep yourself between an aggressor and the door
- Never turn your back on a potential aggressor

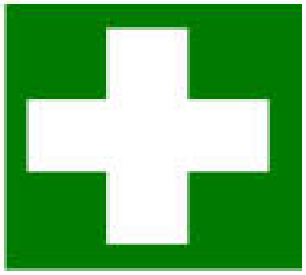
Use of vehicles

- Ensure vehicle doors are locked - especially at traffic lights and junctions
- At significantly dangerous areas ensure vehicle windows are shut when stationery
- Always check the rear seat of your vehicle before entering.
- Park safely - avoid dimly lit or remote areas if possible.
- Do not display valuables in your vehicle
- Carry a torch
- Do you have breakdown cover/assistance? eg. AA/RAC

Never assume:

- It will never happen to me
- It is only a short journey

23. FIRST AID



In most cases the accidents that occur are minor and the injuries can be easily treated. On those infrequent occasions when a serious accident occurs it is essential that a first-aid system is in place. Managers have a duty to:

- Undertake a risk assessment to identify the scale of provision with regard to first aiders, the first aid box and other equipment.
- Ensure first aiders receive relevant up to date training and are issued with suitable protective equipment, to include gloves and a simple face mask for protection during resuscitation.

Level of first aid provision

The level of provision must be decided by assessment of the risk presented. When carrying out a risk assessment, you must take account of:

- The past history of incidents
- The number of volunteers and staff
- People with specific special health needs
- The risks involved in higher risk activities
- The number of sites, the number of buildings on site, and building complexity
- The distance from emergency services
- Other groups of people on a shared site
- The needs of travelling and lone workers
- Annual leave and other absences of first aiders

First Aid Facilities

- A list of all first-aiders should be posted on a notice board and in a general assembly area.
- First-aid boxes are maintained with appropriate in-date supplies and replenished regularly.
- A nominated person should be responsible for checking and maintaining first aid kits.
- Any room used for the provision of first aid should be clean and hygienic.
- Staff should be given information regarding first aid arrangements on site, names of first aiders and locations of first aid facilities should be prominently displayed.

Travelling First-aid kits

Travelling first aid kits should be provided for offsite activities and minibus journeys.

Visitors/ Contractors

First aid provision will embrace those individual members of the public whose temporary presence on Green Corridor site has been approved. This may include volunteers, visitors to site and contractors.

Recording First Aid Treatment

Any first aid treatment administered must be recorded locally.

First aiders/Appointed persons

There are two types of first aid personnel:

A **First Aider** is a person who holds a current certificate in first aid that has been awarded after successful completion of a 3 day course run by an organisation whose training and qualifications have been approved by the HSE. (Training is normally valid for a period of 3 years)

An **Appointed Person** is designated to take responsibility for calling for medical assistance and taking charge in an emergency. They may perform certain emergency procedures, such as resuscitation, provided that they have been specifically trained to do so.

The main recommended first-aid courses are:

HSE First Aid At Work - 3 days
Fully approved and recognised by the Health & Safety Executive this in depth course covers a wide range of first aid incidents and illnesses including heart attack, stroke, bleeding, epilepsy, asthma, burns and CPR. There is a final practical assessment leading to a certificate valid for 3 years.

HSE Emergency First Aid At Work - 1 day
Fully approved and recognised by the Health & Safety Executive, this course covers a range of first aid incidents and practical instruction in CPR leading to a certificate valid for 3 years.

First aid boxes
First aid boxes must be clearly marked with a white cross on a green background. They must be durable, protect their contents from contamination, and be kept in accessible locations. Laboratories and workshop areas should have their own first aid boxes.

There is no mandatory list of items to put in a first-aid box. It depends on what you assess your needs to be. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might include:

- A leaflet giving general guidance on first aid (eg HSE's leaflet: Basic advice on first aid at work)
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work two sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 2 large, individually wrapped, sterile, unmedicated wound dressings
- 6 medium-sized, individually wrapped, sterile, unmedicated wound dressings
- 1 pair of disposable gloves

It is recommended that you do not keep tablets, medicines or ointments or other similar items in the first-aid box.

Travelling first aid kits

The minimum stock is normally:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated wound dressing (approximately 18cm x 18cm)
- 2 triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves.

FIRST AID AT WORK: YOUR QUESTIONS ANSWERED (indg 241).pdf

This leaflet answers some basic questions about first-aid provision at work.
It is aimed at employers in small and medium-sized workplaces, but may be useful to all employers, managers and others involved in first aid at work.

BASIC ADVICE ON FIRST-AID AT WORK (indg347).pdf

This leaflet contains basic advice on first aid for use in an emergency. It is not a substitute for effective training.

24. PUBLIC HEALTH

The Health Protection Agency (through Public Health England) can be contacted on 0344 225 3861 and at the address below.

PHE Surrey and Sussex Health Protection Team (South East),
County Hall, Chart Way,
Horsham,
RH12 1XA

PUBLIC HEALTH ENGLAND

Public Health England has been established to protect and improve the nation's health and wellbeing and to reduce inequalities. It will lead on the development of a 21st-century health and wellbeing service, supporting local authorities and the NHS to deliver the greatest possible improvements in public health. It came into being in April 2013 with the former **Health Protection Agency** becoming part of it.

It does this by providing advice and information to the general public, to health professionals such as doctors and nurses, and to national and local government. .

PHE identifies and responds to health hazards and emergencies caused by infectious disease, hazardous chemicals, poisons or radiation. It gives advice on how to stay healthy and avoid health hazards, provides data and information to government to help inform its decision making, and advises people working in healthcare. It also makes sure the nation is ready for future threats to health that could happen naturally, accidentally or deliberately.

PHE regional offices work alongside the NHS providing specialist support in communicable disease and infection control, and emergency planning. At the local level, Health Protection Services is at the frontline of the agency's activities. We provide specialist support to prevent and reduce the impact of infectious diseases, chemical and radiation hazards, and major emergencies.

PHE teams are involved in a range of activities, including:

- Local disease surveillance
- Alert systems
- Investigation and management of health protection incidents and outbreaks
- Delivery and monitoring of national action plans for infectious diseases at local level.

Public Health England

PUBLIC HEALTH ENGLAND

Health & wellbeing resources, local centres & emergency contacts
& health protection A to Z

Meningitis

Meningitis is inflammation of the meninges, which is the lining over the brain and spinal cord. The disease can be caused by either bacteria or viruses. Bacterial meningitis is usually more serious, but the viral form is more common. Bacteria can enter the bloodstream and cause blood poisoning which can be life-threatening. The symptoms of meningitis include high temperature, drowsiness or confusion, severe headache, nausea, vomiting stiff neck and discomfort looking into bright lights,. Someone with bacterial meningitis needs urgent treatment with antibiotics. The sooner they are diagnosed and treated, the better the chance of survival and recovery.

If a volunteer becomes ill at work and staff suspect meningitis, call for an ambulance immediately to take them to the nearest accident and emergency department. A member of staff should go with them and inform medical staff as soon as they arrive that meningitis is suspected.

When a child is absent with suspected meningitis, other parents are likely to become anxious about their own children. Some may even withdraw their children, even though the risk of contracting meningitis from an infected person is very low. You should provide general information about meningitis to parents.

A useful source of information is the National Meningitis Trust. It has a 24-hour helpline on 08088010388 and a web site: www.meningitis-trust.org.uk. The National Meningitis Trust produce a leaflet that can be given to concerned parents. When a doctor diagnoses meningitis and septicaemia, he or she must report it to the public health authorities. The CCDC will decide on precautionary measures, and advise you accordingly.

MENINGITIS TRUST SIGNS & SYMPTOMS CARD

GUIDANCE ON INFECTION CONTROL IN SCHOOLS & OTHER CHILD CARE SETTINGS

A practical guide for staff on managing cases of infectious diseases in schools.

25. HEPATITIS B

Green Corridor adopts a positive policy regarding good hygiene and the control of infection. The aim is to ensure that all staff are protected from infection.

As a manager you have a duty to:

- Provide information to staff & volunteers who may be at risk of exposure to Hepatitis B.
- Offer immunisation to staff who are at risk (see paragraph 2 below).

Who should be immunised

Staff who work in establishments who have direct personal contact with clients suffering from a learning disability.

With respect to designated first-aiders within workplace it is generally held for this category of staff that a vigorous application of the hygiene precautions, renders what constitutes a very small risk a negligible one. However there may be occasions where staff other than those mentioned above require immunisation. In such cases a risk assessment approach should be taken by managers.

Vaccination is, of course, not compulsory and staff may wish to make a personal choice in respect to their own health.

Transmission

Hepatitis B is transmitted through infected blood and other body fluids. It may cause inflammation of the liver with associated jaundice. Symptoms are marked by a high temperature and jaundice – together with flu-like symptoms. Recovery from acute Hepatitis B is generally complete, with liver function returning to normal within about six months. Most patients develop antibodies to provide protection against a future attack. There can be complications in a small number of cases.

Occasionally some people who do not show symptoms of the disease themselves are carriers of it and they can infect others.

Approximately one per thousand of the population may have the disease. The population tends to be higher where individuals have been in some kind of institutional care or group living, for example, long-stay establishments caring for clients with learning disabilities or mental disorder.

The most commonly known routes of infection are as follows:

- Puncturing the skin with contaminated instruments, e.g. needles, razor blades.
- Fresh blood from a ‘carrier’ entering the eyes or broken skin of another individual e.g. as result of a cut.
- Direct contact on broken skin by ‘contaminated’ body fluids such as faeces, urine, saliva etc. Although this route has not been directly established, nevertheless care should be taken when handled. Please note that contamination is present when there is blood in these other body fluids, this may not be obvious in all circumstances.

Hygiene

- Staff and volunteers should cover cuts and abrasions with waterproof dressings.
- Gloves and plastic aprons should be worn when dealing with blood and secretions.
- Spillages should be wiped immediately with a strong hypochlorite solution.

Vaccination

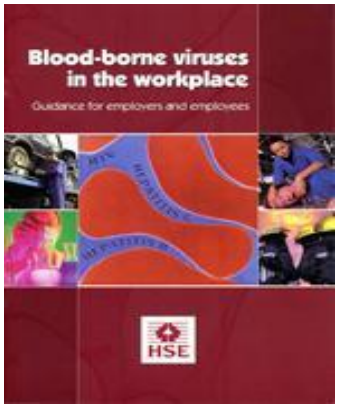
Modern Hepatitis B vaccine is entirely synthetic and carries no risk of transmitting either blood borne diseases (e.g. HIV/Aids). The vaccination is given by 3 injections followed by a blood test to check that the individual has developed the required immunity. Booster doses will be required in most cases, but are currently recommended every 5 years. Vaccination is not compulsory and staff may wish to discuss the risk associated with their employment with their line manager or GP and make a personal decision in respect of their own health.

Accidental Exposure – Emergency Measures

Should any member of staff who has not been vaccinated believe they may be at risk of being exposed to the virus through an incident/accident involving possible transfer of body fluids from one person to another, e.g. hygiene precautions were not effective for whatever reason, following a bite, or injury with a sharp instrument which had been contaminated, treatment must be sought immediately at the nearest Hospital Accident and Emergency Department. Protection is possible with an injection of immunoglobin which may be advised by the doctor depending on the circumstances. This must be given within 48 hours of the incident and it may be necessary to carry out an investigation before the injection is given. It is therefore important that there is no delay in seeking medical advice. This service is provided free under the National Health Service.

Procedures

- Applicants for particular posts are to be advised of Hepatitis B risk at interview and Green Corridor's recommendations relating to vaccination.
- A guidance note should be sent out with the Statement of Terms and Conditions of Employment, when catering for clients with severe learning disabilities when a formal offer of a position is made.
- On appointment, new staff where applicable must be reminded about Hepatitis B risk and vaccination on the first day of employment.
- New staff involved in personal care tasks to be advised of good hygiene practices, control of infection and Hepatitis B policies by Line Manager.
- Bring to the attention of all staff involved in personal care Green Corridor's guidance on biological infections..
- Other casual staff and voluntary helpers must be advised of good hygiene practices and Green Corridors recommendation relating to vaccination. The individual concerned can then decide for themselves whether or not they wish to seek vaccination or decline work in vulnerable establishments.
- Before starting a course of vaccinations employees should consult with their line manager as to whether they could be within one of the categories advised to undergo immunisation.
- Payment / reimbursement for the cost of immunisation should be met from Green Corridor / department's budget.



BLOOD-BORNE VIRUSES IN THE WORKPLACE (indg 342).pdf

This leaflet is aimed at employers, employees and safety representatives in areas of work where exposure to blood or other body fluids may occur. It explains what blood-borne viruses (BBVs) are; the type of work where exposure to BBVs may occur; how BBVs are spread; the legal duties of employers and employees; what action to take after infection with a BBV and special considerations for first-aiders. It provides a detailed further reading list. Contents: Is this guidance useful to me?; What are blood-borne viruses (BBVs)?; Types of work where there may be contact with blood/body fluids; How can BBVs spread in the workplace?; What do I have to do as an employer?; What do I have to do as an employee?; Action after possible infection with a BBV; Special considerations for first aiders.

Hand washing

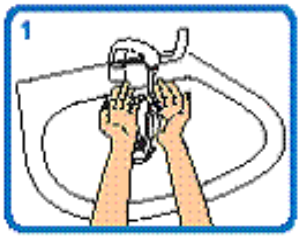
The association between effective hand washing and the prevention of cross infection is well established. Hand washing is known to be the single most effective way to prevent and reduce cross infection.

Effective social hand washing removes most transient micro-organisms and takes 15-20 seconds.

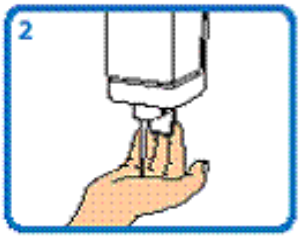
Liquid soap is suitable for social hand washing. Cakes or bars of soap are not recommended due to the opportunity for contamination.

The NHS diagramme over page describes an effective hand washing technique.

Hand-washing technique with soap and water

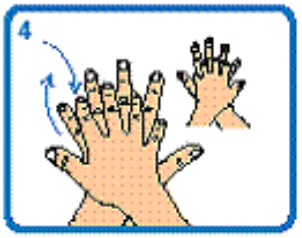


Wet hands with water

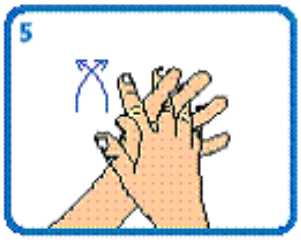


Apply enough soap to cover all hand surfaces

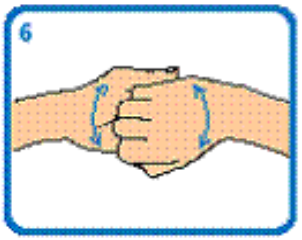
Rub hands palm to palm



Rub back of each hand with palm of other hand with fingers interlaced

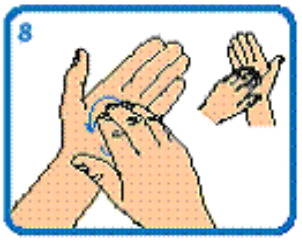


Rub palm to palm with fingers interlaced

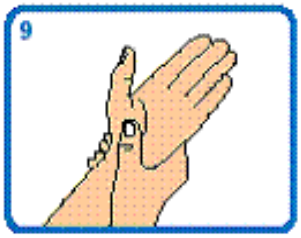


Rub with back of fingers to opposing palms with fingers interlocked

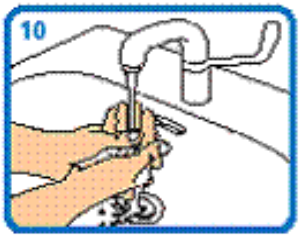
Rub each thumb clasped in opposite hand using a rotational movement



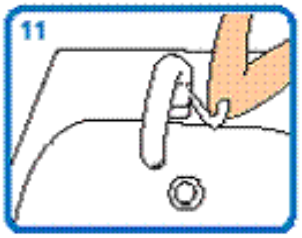
Rub tips of fingers in opposite palm in a circular motion



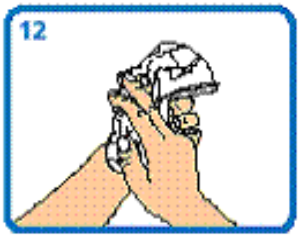
Rub each wrist with opposite hand



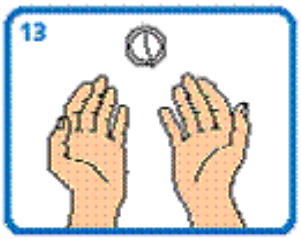
Rinse hands with water



Use elbow to turn off tap



Dry thoroughly with a single-use towel



Hand washing should take 15–30 seconds

cleanyourhands campaign

National Patient Safety Agency

Adapted from World Health Organization *Guidelines on Hand Hygiene in Health Care*

26 NEW & EXPECTANT MOTHERS

Managers have a duty to assess the risks of the work activities and environment of new and expectant mothers. Regulations define:

- "**New or expectant mother**" - as an employee who is pregnant, who has given birth within the previous six months, or who is breast-feeding.

- **"Given birth"** - as delivered a living child or, after 24 weeks of pregnancy, a stillborn child.

Attention must be focused on the needs of the mother and her child and action is required to ensure that they are not exposed to any significant risk to their health and safety.

The mother must notify her manager in writing that she is pregnant, has given birth within the previous six months or is breast-feeding. Once the manager has been notified in writing, they must carry out a risk assessment and appropriate control measures must be introduced. The risk assessment must be completed with the mother and will consider the physical, biological and chemical agents, processes and working conditions, which may affect the health and safety of the mother. The risk assessment will need to be reviewed, as appropriate to the mother's working environment and conditions. An assessment will also be required on returning to work after maternity leave. You will need to take into account the following before completing the risk assessment.

Health Risks

A mother may be affected in the following ways during her pregnancy:

- Morning sickness.
- Backache.
- Varicose veins.
- Haemorrhoids.
- Frequent visits to toilet.
- Tiredness.
- Balance.
- Comfort.
- Increasing body size (dexterity, agility, co-ordination, speed of movement and reach, may be impaired because of this).

Facilities for pregnant women and nursing mothers to rest should be available. This should include the facility to lay down and relax.

Environmental Factors

The mother may be affected by the following work activities or environmental conditions. These points must be considered when undertaking a risk assessment:

- Early starts/shift work.
- Overtime and evening work.
- Exposure to chemicals and nauseating smells.
- Manual handling
- Posture (Standing and sitting)
- Movement around site and use of stairs.
- Problems on slippery, wet uneven surfaces
- Extremes of temperature.
- Difficulty in leaving job/site of work.
- Work in confined areas.
- Physical violence.
- Use of protective clothing.
- Difficulty in driving.
- Outbreak of Rubella.

Redeployment

If the risks cannot be controlled adequately, then the mother must be removed from the risks by:

- Temporarily adjusting her working conditions and/or hours of work, or,
- Offering suitable alternative work, if available, or,
- Suspension from work, on paid leave for as long as it is necessary to protect the health and safety of both mother and her unborn child.

Rubella (German Measles)

A case of rubella being contracted by a woman in the early stages of pregnancy may cause serious harm to the foetus. Most women working in a workplace environment and who are likely to become pregnant would be advised to have taken a blood test to check their immunity. Some women are unable to obtain positive proof of their immunity despite repeated vaccinations. In those instances their medical practitioner may advise that they should not work where there is a current rubella outbreak. In those circumstances they should be advised instantly of a rubella outbreak and where possible be offered the option of alternative employment for the period of time that any risk of contracting the infection remains at the workplace. Where this is not possible the employee shall be offered leave of absence with full pay.

Infections

Some infections if caught by a pregnant woman can pose a danger to her unborn child. Toxoplasmosis can be caught from contact with cat's faeces or soil contaminated by it. It may also be caught from eating unpasteurised goats milk and dairy products made from it. Other infections can be transmitted from sheep and possibly goats who are pregnant, have just given birth or miscarried.

Pregnant women should avoid close contact with sheep (or soil contaminated by them), during lambing periods, the Departments of Health, the Department for Environment, Food and Rural Affairs, and the Health and Safety Executive advise.

Pregnant women who come into close contact with sheep during lambing may risk their own health and that of their unborn child, from infections that can occur in some ewes. These include chlamydiosis (enzootic abortion of ewes - EAE), toxoplasmosis and listeriosis, which are common causes of abortion in ewes.

Although the number of reports of these infections and human miscarriages resulting from contact with sheep are extremely small, it is important that pregnant women are aware of the potential risks associated with close contact with sheep during lambing.

To avoid the possible risk of infection, pregnant women are advised that they should:

- Not help to lamb or milk ewes
- Avoid contact with aborted or new-born lambs or with the afterbirth
- Avoid handling clothing, boots etc which have come into contact with ewes or lambs.

Pregnant women should seek medical advice if they experience fever or influenza-like symptoms or if concerned that they could have acquired infection from a farm environment.

The checklist below should be used as an aid to identify risks to the health and safety associated with a new & expectant mother and her child.

A GUIDE FOR NEW & EXPECTANT MOTHERS WHO WORK (indg 373).pdf

This guide helps answer some of the questions you may have about continuing to work while pregnant or about returning to work after giving birth. In particular, it sets out what action you need to take and what action your employer should take to protect your health and safety and that of your child.

NEW & EXPECTANT MOTHERS: RISK ASSESSMENT CHECKLIST

HAZARDS Specific sources of harm?	ISSUES TO BE CONSIDERED How the hazard can affect an expectant or nursing mother at work	COMMENTS Applicable or not? Control measures required
EARLY/LATE SHIFT WORK	• Morning sickness • Tiredness • Increased blood pressure	
EXPOSURE: HARMFUL SUBSTANCES	• Working with Chemicals, especially Fetotoxic & Mutagenic Chemicals or those with risk phrases R60, R61 or R62 • Dust in significant amounts	
EXPOSURE TO HARMFUL DISEASES	• German Measles, chicken pox, rubella • Hepatitis /HIV/AIDS • Tuberculosis • Chlamydiosis (from pregnant ewes)	
GENERAL WORKING CONDITIONS	• Tiredness from walking long distances, climbing stairs or standing for long periods • Falling because of working at height • Slips, trips & falls (internal & external) • Increased blood pressure	
HOT/COLD CONDITIONS	• Dehydration- exposure to heat/sun • Heat Stress • Fatigue • Hypothermia/general cold/draughts	
WELFARE FACILITIES	• Suitable provision of toilets, fresh water, rest area, breaks, facilities for eating	
NIGHT WORK	• Fatigue • Tiredness	
MANUAL HANDLING	• Agility impaired due to: ○ Increased size, backache ○ Other muscle strain ○ Heavy /awkward loads	
EXCESSIVE NOISE / VIBRATION EXPOSURE	• Increased blood pressure • Tiredness • Physical stress / harm to the blood supply	
LONE WORKING	• Lack of response in an emergency • Lack of communications	
VIOLENCE	• Physical/verbal abuse • Threats of violence/intimidation • Unintentional acts of violence	
DISPLAY SCREEN EQUIPMENT	• Backache / Posture • Eye strain • Headache • Working without regular breaks from activity	Detailed separate (DSE) Risk Assessment carried out if applicable
ELECTRICITY / RADIATION	• Electric shock • Harmful effects of radiation on unborn child	
MEDICAL CONDITIONS	• Any specific medical conditions that should be considered	

The above list of common hazards is not exhaustive & is used as a general guide only. Significant hazards identified using this checklist should be subject to a specific risk assessment

27. SAFETY SIGNS

References: The Health and Safety (Safety Signs and Signals Regulations) 1996

Managers have a duty to provide and maintain safety signs where there is a risk that has not been adequately controlled by other means.

You will also need to ensure that all staff and volunteers understand the meaning of the signs in your workplace and follow instructions accordingly.

Types of Safety Signs

Safety signs are divided into four categories according to the type of message. Each category has its own distinctive colour and shape. The safety colours are red, yellow, blue and green. The following list summarises their purpose and appropriate colours.

- **Prohibition signs** – These will be a circle or a circle in a square with a red outline, white background and red foreground. An example would be a 'No Smoking' sign.

- **Warning signs** – These will be triangular with a black outline, yellow background and black foreground. An example would be 'Danger – Live Electrical Cables Overhead'.

- **Safe condition signs** – These will be square, green and showing a white pictogram. They are used to indicate the fire escape route and door as well as the location of first aid equipment.

- **Mandatory signs** – These will be circular with a blue background and white foreground. An example would be 'Wear hard hats or gloves in this area'.
-

Road traffic signs- can also be used in controlling traffic flow around the workplace site. Signs used for this purpose should comply with the requirements of the Road Traffic Regulation Act 1967.

28 MINIBUS & DRIVING AT WORK

Driving is the most dangerous work activity that most people do. Research indicates that about 20 people are killed and 220 seriously injured every week in crashes involving someone who was driving, riding or otherwise using the road for work purposes.

1. General guidance: Who can drive a permit bus?

a) Drivers who passed their test before 1st January 1997.

Drivers who passed their car (category B) test before the 1st of January 1997 were automatically granted additional entitlement to drive minibuses with 9 – 16 passenger seats (category D1) not used for hire or reward. For as long as they hold D1 (not for hire or reward) entitlement, these drivers may drive a 9 – 16 seat minibus of any weight used under a permit. On expiry of the licence the D1 (not for hire or reward) entitlement may be renewed provided the driver can meet the necessary standards of health (this involves a compulsory medical examination). Any driver who does not renew the D1 (not for hire or reward) entitlement at age 70 but remains car (category B) entitlement may still drive a 9 – 16 seat minibus provided the following conditions at paragraph (b) below are met.

b) Drivers who passed their test on or after 1st January 1997.

Those who passed a car test on or after 1st January 1997 are no longer granted D1 (not for hire or reward) entitlement. Their category B entitlement allows them to drive vehicles with no more than 8 passenger seats. However, they may still drive a 9 – 16 seat minibus under a permit provided the following conditions are met:-

- The driver held the category B licence for at least 2 years.
- The driver receives no payment or consideration for driving the vehicle other than out of pocket expenses.
- The vehicle has a gross weight not exceeding 3.5 tonnes (4.25 tonnes including any specialised equipment for carriage of disabled passengers).
- In the case of drivers aged 70 or over, they must be able to pass the medical examination referred to in paragraph (a) above.

2. Minibus use

Whilst the minibus plays an important role in workplace life, the driver, alone, is responsible for the essential welfare, indeed the life, of every passenger on board, It is therefore vital that drivers comply with all statutory and safety requirements.

Drivers must ensure, before taking charge of any vehicle, that they are totally fit to drive and in no way impaired by the effects of alcohol, drugs or tiredness etc.
Before a journey:

The driver of the minibus is responsible not only for the safe driving of the vehicle, but ensuring that its operation is legal in all respects. This includes;-

- TYRES – Must be correctly inflated, with the sufficient tread (2mm) and free from cuts and damage.
- LIGHTS – Must be clean and working correctly.
- WINDSCREEN – Must be clean and free from damage, wipers working, blades free from excessive wear and cuts. Windscreen washer should be full, functioning and contain a suitable additive in winter months.
- MIRRORS – Must be fitted to nearside, offside and interior, being adjusted to enable the driver to see clearly behind the vehicle.

The vehicle should not be driven if it has any such defects.

In addition to these legal obligations, the driver is also responsible for checking levels of oil, coolant, windscreen washer reservoir, condition of seat belts and any auxiliary equipment such as roof racks and tow bars including electrical hook ups. Fire extinguishers and contents of the first aid kits must also be checked.

Please note that smoking is not permitted on board the minibus at any time.

3. Escorts

Where deemed appropriate a member of staff should accompany the driver as an escort, taking responsibility for the supervision of volunteers.

- Volunteers are not permitted on board the minibus without a member of staff present.
- Volunteers must not occupy front passenger seats at any time, unless authorised by the duty manager.
- Volunteers must secure seat belts before moving off and wear them whilst the vehicle is in motion.
- Volunteer must not put their head out of the window, or open vehicle doors without permission.
- Volunteers must refrain from eating and drinking on board the minibus.
- Volunteers are expected to behave in a quiet orderly manner whilst the vehicle is in motion.

On reaching a destination the escorting member of staff should disembark before Volunteers in the interest of supervision.

4. Drivers

- Vehicles must be driven in the manner which minimises risk to passengers and other road users, whilst every precaution should be taken to avoid accidental damage.
- Drivers should remember that a minibus, whilst perhaps not being ‘difficult’ to drive, is significantly different from driving a car in terms of size, road holding and braking.
- Due regard must be given to the considerable weight of a fully laden minibus and allowance made for increased baking distances and decreased stability, especially in poor road and weather conditions.
- Drivers must comply with the statutory speed limits, remembering that these are maximum legal speeds, reduced speed often being necessary in poor conditions.
- Whenever weather conditions necessitate the use of windscreen wipers, dipped headlights should also be used.

- Drivers should carefully select suitable parking places on order to facilitate passenger safety, enabling them to step immediately on to pavement whenever possible. Parking places should also be chosen with a view to minimising risk of vehicle damage, e.g. avoid height barriers.

Drivers should note that they are responsible for any penalties incurred through breaking parking restrictions and that committing a road traffic offence may also render them liable to disciplinary action.

5. Return to site

- All vehicles should be returned to the site and parked in a safe location.
- The fuel tank must not be empty or almost empty.
- The vehicle should be checked for any damage before returning the keys etc.

6. Emergency planning

If the vehicle becomes immobilised away from the establishment for whatever reason your general and emergency procedures should consider and take account of:

- Getting Volunteers home.
- Suitable communications
- Notifying management.
- First aid requirements.

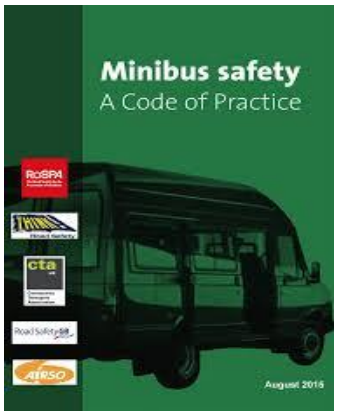
7. Private Cars

Staff often use private cars for small work-related activities.eg short journeys to run errands and to attend training courses/seminars. The Insurance details should be checked as these activities may be classed as for business use and require the necessary insurance cover.

For staff using private cars the senior manager should check and have sight of:

- A valid driving licence.
- An insurance policy showing the member of staff is covered for business purposes.

Drivers should also be aware of the general guidance contained in the RoSPA pdf guidance “Minibus Safety: Code of Practice” contained below.



MINIBUS SAFETY: CODE OF PRACTICE ROSPA.pdf

The aim of this Code of Practice is to help organisations that own, hire or lease minibuses, to provide a safe, effective and efficient service. It is written for the person who has responsibility for the operation and Management of the minibus. This may be the driver, centre manager, the workplace (a nominated individual) or the group leader. It is not written for commercial operators who require a full Public Service Vehicle (PSV) operator licence.

RoSPA GUIDANCE ON DRIVING

HSE Guidelines state that health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system.

Managers are expected to assess the risks involved in their staff's use of the road for work and put in place all reasonably practicable measures to manage those risks.

A range of documents from RoSPA are listed below. The guidance in these documents should be used by managers as appropriate within their own Departments.

Managers should discuss at-work driving with their staff during periodic appraisals and team meetings.

Green Corridor will also seek to identify key legal documents for drivers are in place. This will include: Full licence, insurance, current MOT certificate where appropriate and compliance with medical requirements where necessary.

A range of RoSPA guidance is available on Driving at Work. Managers should bring this to the attention of staff who drive as part of their work.

Employees or volunteers who drive as part of their work (this does not include Workplace based staff who drive to the Workplace as their place of work), must inform their insurance company of the fact that they drive as part of their work.

DRIVING FOR WORK: SAFER JOURNEY PLANNER RoSPA.pdf

This guide gives simple advice on how employers and line managers can help to ensure that the organisation's road journeys are properly planned and completed safely. This applies to all at-work drivers (e.g. sales staff, managers driving to meetings) and not just professional LGV and PCV drivers.

DRIVING FOR WORK OWN VEHICLE RoSPA.pdf

This document includes guidance and advice on measures for staff using their own cars for work purposes. Managers should use this as a guide for members of their departments who drive for work related activities.

USE OF MOBILE PHONES

It is illegal to use a mobile phone whilst driving a vehicle. ie to make or respond to a call. This applies if you are stationary in traffic jams or at traffic lights. The only exception to this is if it is an emergency and it is impractical to stop driving and you are dialling 999. Even using hands free communications carries a risk due to distraction and should be avoided unless absolutely essential.

Hands-free Phones

It can also be illegal to use a hands-free phone while driving. Depending upon the individual circumstances, drivers could be charged with 'failing to have proper control of their vehicle'. In more serious cases, the use of any type of mobile phone could result in prosecution for careless or dangerous driving.

Drivers who use a mobile phone, whether hand-held or hands-free:

- Are much less aware of what's happening on the road around them
- Fail to see road signs
- Fail to maintain proper lane position and steady speed
- Are more likely to 'tailgate' the vehicle in front
- React more slowly and take longer to brake
- Are more likely to enter unsafe gaps in traffic
- Feel more stressed and frustrated.

Research indicates that they are also four times more likely to crash, injuring or killing themselves and/or other people.

Using a hands-free phone while driving does not significantly reduce the risks because the problems are caused mainly by the mental distraction and divided attention of taking part in a phone conversation at the same time as driving.

Green Corridor does not recommend the use of hands free phones whilst driving. Employees should make full use of message answering systems and plan breaks whilst driving to take or check for urgent messages.

DRIVING FOR WORK.MOBILE PHONES RoSPA.pdf

This guide gives simple advice on how employers and line managers can easily enjoy the business and communication benefits of mobile phones, without experiencing the financial and safety risks of their staff using mobile phones while driving on work journeys.

FITNESS TO DRIVE

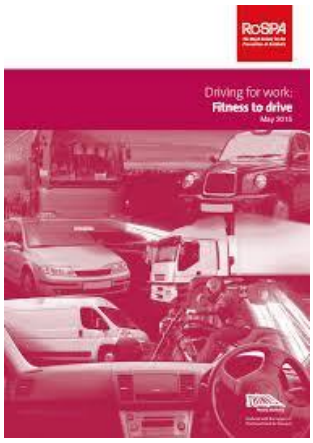
A person's fitness to drive can be affected by a medical condition, by temporary illness and by the environment in which they work, drive and live. Health impairments including stress, sleep disturbance, migraine, flu, severe colds, hay fever, can lead to unsafe driving, as can the treatment for these conditions. Driving, if not properly managed, may lead to a deterioration in health or aggravate a pre-existing condition (for example, low back pain). Relevant health issues should always be considered in driving risk assessments.

Medical Rules

The Driver Vehicle Licensing Agency (DVLA) sets minimum medical standards and rules for drivers, including conditions that must be reported to the DVLA. Extra rules apply to drivers of large vehicles over 3,500kgs,minibuses and buses. Some medical conditions mean that a driver must surrender their licence and not drive until passed fit to drive again by the DVLA.

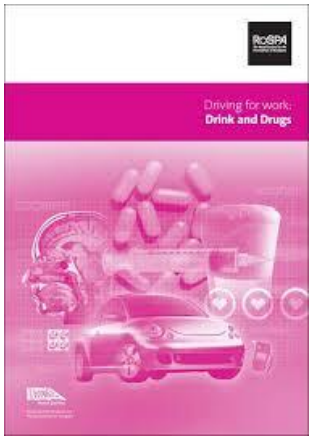
The 'At a Glance Guide to the Current Medical Standards of "Fitness to Drive", available free at www.dvla.gov.uk/media/pdf/medical/aagv1.pdf outlines the conditions that must be reported, including:

- Neurological Disorders
- Cardiovascular Disorders
- Diabetes
- Psychiatric Disorders
- Visual Disorders
- Renal Disorders
- Respiratory and Sleep Disorders



DRIVING FOR WORK: FITNESS TO DRIVE.pdf

Employers, line managers and individual drivers and riders should be aware of, and follow, these rules. It is a criminal offence for a driver not to report to the DVLA any condition that affects their ability to drive safely. It may also invalidate insurance cover. Employers who knowingly conceal this information may also be guilty of an offence.



DRIVING FOR WORK: DRINK & DRUGS.pdf

This leaflet gives simple advice on how employers and line managers can help to ensure that their staff do not drive when affected by alcohol, drugs or medicines. It can be used to inform the organisation's risk assessment.

29. COUNTRYSIDE CODE

- Leave gates and property as you find them
- Please respect the working life of the countryside, as our actions can affect people's livelihoods, our heritage, and the safety and welfare of animals and ourselves.
- A farmer will normally leave a gate closed to keep livestock in, but may sometimes leave it open so they can reach food and water. Leave gates as you find them or follow instructions on signs; if walking in a group, make sure the last person knows how to leave the gates.
- In fields where crops are growing, follow the paths wherever possible.
- Use gates and stiles wherever possible - climbing over walls, hedges and fences can damage them and increase the risk of farm animals escaping.
- Our heritage belongs to all of us - be careful not to disturb ruins and historic sites.
- Leave machinery and livestock alone - don't interfere with animals even if you think they're in distress. Try to alert the farmer instead.
- Protect plants and animals and take your litter home
- We have a responsibility to protect our countryside now and for future generations, so make sure you don't harm animals, birds, plants or trees.
- Litter and leftover food doesn't just spoil the beauty of the countryside, it can be dangerous to wildlife and farm animals and can spread disease - so take your litter home with you. Dropping litter and dumping rubbish are criminal offences.
- Discover the beauty of the natural environment and take special care not to damage, destroy or remove features such as rocks, plants and trees. They provide homes and food for wildlife, and add to everybody's enjoyment of the countryside.
- Wild animals and farm animals can behave unpredictably if you get too close, especially if they're with their young - so give them plenty of space.
- Fires can be as devastating to wildlife and habitats as they are to people and property - so be careful not to drop a match or smouldering cigarette at any time of the year. Sometimes, controlled fires are used to manage vegetation, particularly on heaths and moors between October and early April, so please check that a fire is not supervised before calling 999.
- Consider other people
- Showing consideration and respect for other people makes the countryside a pleasant environment for everyone - at home, at work and at leisure.
- Whether you’re walking on your own or with a large group, you’ll have an impact on the local environment. Follow these brief rules to make it more pleasant for visitors and locals alike.
- Busy traffic on small country roads can be unpleasant and dangerous to local people, visitors and wildlife - so slow down and, respect the needs of local people - for example, don't block gateways, driveways or other entry points with your vehicle.

- By law, cyclists must give way to walkers and horse riders on bridleways.
- Keep out of the way when farm animals are being gathered or moved and follow directions from the farmer.
- Support the rural economy - for example, buy your supplies from local shops.
- Keep dogs under close control
- The countryside is a great place to exercise dogs, but it's every owner's duty to make sure their dog is not a danger or nuisance to farm animals, wildlife or other people.
- By law, you must control your dog so that it does not disturb or scare farm animals or wildlife.
- You do not have to put your dog on a lead on public paths as long as it is under close control. But as a general rule, keep your dog on a lead if you cannot rely on its obedience. By law, farmers are entitled to destroy a dog that injures or worries their animals.
- If a farm animal chases you and your dog, it is safer to let your dog off the lead – don't risk getting hurt by trying to protect it.

ON-LINE VERSION OF THE COUNTRYSIDE CODE

30. WORKING OVER, IN OR ADJACENT TO WATER

- Avoid lakes, ponds and water-filled potholes, which can be deeper than you think. Maintain a safe distance from river banks, excavations, weirs etc. Avoid deep fast-flowing water as well as ponds which can be deep and filled with silt.
- Remember that you must follow a safe system for protection from drowning whilst working on, over, or adjacent to water. Harness and line, and self-inflating buoyancy aids may be needed if edge protection cannot be achieved. Do not take chances! Persons should attempt to maintain a 2 metre safety distance from deep water on most sites.
- Swimming should not be allowed as part of the work process. Be aware that water in lakes can be lethally cold (even in the summer) and has many obstructions that can trap and keep a person underwater.
- Look out for areas where you are likely to slip, trip or fall – e.g. steep embankments, quarries, high ground, loose earth, muddy/slippery conditions, wet grass, ditches etc. Ensure you have a safe system of work. If a harness and safety line is needed make sure you are trained in its use and it has been maintained; otherwise employ a competent contractor.
- Avoid lone working in such areas
- You should NEVER work in or near to water, especially deep or fast flowing water unless you have pre-planned the task with your manager and compiled a risk assessment, and you have the necessary control measures in place.
- When working in tidal waters and estuaries check the tide tables in advance and plan work to ensure you will not become trapped by the tide.

Waders

- Thigh waders must be worn if water is above wellington boot height.
- Neoprene waders are recommended as they are easier and safer to use
- Chest waders are only to be worn by people trained in how to get out of them in emergency situations. They should be worn in water over mid-thigh height.
- You must ensure waders are a good fit and will not come off when in the water.
- You must never work alone in waders. You must have a site specific risk assessment in place before you start.

Deep and fast flowing water

- Staff should never work in deep and fast flowing water as an unplanned activity.
- Staff should only work in deep and fast flowing water under exceptional circumstances where risk assessments and the correct equipment have been sourced in advance.
- Lifejackets must be worn when working on or above deep or fast flowing water.
- Do not work alone in water. (Crossing shallow streams may be undertaken alone where necessary and safe to do so)
- Ensure there is always someone on the bank in case of an emergency
- Have life belts or ropes in place on the bank for fast reaction to an emergency.
- Do not work in fast flowing water above knee height or still water over waist height.

Dangers from submerged objects

- Survey the site and mark any soft spots, deep water etc.
- Use planks or duckboards to prevent sinking in to mud.
- Wear waterproof gloves unless using edged tools.

Use of boats

- Everyone who uses a boat on water must wear a lifejacket.
- Do not overload with people or materials.
- Only competent swimmers to work from boats.
- Only trained persons to be in charge of boats.
- Carry spare oars, bailer and rope.

Weirs

- If work on or upstream of a weir is planned a detailed risk assessment must be carried out and strictly followed

Use of ropes

- Use of ropes is a specialist task and all users must be trained.
- Provide grab lines or /ropes on steep banks.
- Ensure that all ropes have been checked before taking them out on site.
- Polypropylene rope of at least 16mm thick should be used.

Winter conditions

- Never walk (or skate) on river ice. It may appear safe but may not be thick enough to support your weight, due to the river current flowing underneath
- Be careful near riverbanks in the winter, as they will be especially icy and slippery

Mudflats and quick sand

- A risk assessment must be in place prior to any work on/near mudflats and quicksand.
- Never go alone onto an open mud flat and never without a watch, information about the tidal periods and a mobile phone.
- Never hike into a mud flat when the tide is rising (flood). Allow time for the return trip before you set out.
- Be aware of potential areas where quick sand may exist.

GROUP SAFETY AT WATER MARGINS: DfES

This leaflet is for Teachers, lecturers, youth workers,voluntary leaders and anyone elsewho might organise and lead the typeof educational visit described below. It covers learning activities that might take place near or in water – such as a walk along a river bank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water.

31. CONFINED SPACES

Confined spaces can be deadly, on average, work in confined spaces kills 15 people every year in the UK. In addition, a number of people are seriously injured.

A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (eg lack of oxygen). Some confined spaces are fairly easy to identify, eg enclosures with limited openings such as storage tanks, silos, vessels, some loft/roof spaces, enclosed drains, sewers, open-topped chambers or unventilated/poorly ventilated spaces.

What are the dangers from confined spaces?

Dangers can arise in confined spaces because of a lack of oxygen. This can occur:

- Where there is a reaction between some soils and the oxygen in the atmosphere;
- Inside steel tanks and vessels when rust forms.

Poisonous gas, fume or vapour can:

- Build-up in sewers and manholes and in pits connected to the system;
- Enter tanks or vessels from connecting pipes; leak into trenches and pits in contaminated land
- Arise from welding, or by use of volatile and often flammable solvents, adhesives etc;

Fire and explosions can occur (eg from flammable vapours, excess oxygen etc) due to;

- Residues left in tanks, vessels etc, which can give off gas, fume or vapour.
- Solvents and flammable substances used in the work process.

Hot conditions may lead to a dangerous increase in body temperature.

If access to the space is through a restricted entrance, such as a manhole, escape or rescue in an emergency will be more difficult.

Managers must carry out a suitable and sufficient assessment of the risks for all work activities in confined spaces and consider the following controls:

- **Avoid entering confined spaces**

Can the work be done another way so that entry or work in confined space is avoided?

- **Safe systems of work**

If you cannot avoid entry into a confined space make sure you have a safe system for working inside the space. You should instigate a permit to work system for any work.
Use the results of your risk assessment to help identify the necessary precautions to reduce the risk of injury. Make sure that the safe system of work, including the precautions identified, is developed and put into practice. Everyone involved will need to be properly trained and instructed to make sure they know what to do and how to do it safely

The following checklist is not intended to be exhaustive but includes many of the essential elements to help prepare a safe system of work.

Appointment of a supervisor
A competent person should be given responsibility for the operation, ensure that the necessary precautions are taken, check safety at each stage and may need to remain present while work is underway.

Are persons suitable for the work?
Do staff have sufficient experience of the type of work to be carried out, and what training have they received? Are they suitable and medically fit to undertake the task.(consider claustrophobia or fitness to wear breathing apparatus)

Isolation
Mechanical and electrical isolation of equipment is essential if it could otherwise operate, or be operated inadvertently. If gas, fume or vapour could enter the confined space, physical isolation of pipework etc needs to be made. In all cases a check should be made to ensure isolation is effective.

Cleaning before entry
This may be necessary to ensure fumes do not develop from residues etc while the work is being done.

Check the size of the entrance
Is it big enough to allow workers wearing all the necessary equipment to climb in and out easily, and provide ready access and egress in an emergency?

Provision of ventilation
Can you improve ventilation? Mechanical ventilation may be necessary to ensure an adequate supply of fresh air. This is essential where portable gas cylinders and diesel-fuelled equipment are used inside the space because of the dangers from build-up of engine exhaust.

Warning: Carbon monoxide in the exhaust from petrol-fuelled engines is so dangerous that use of such equipment in confined spaces should never be allowed.

Testing the air
This may be necessary to check that it is free from both toxic and flammable vapours and that it is fit to breathe. Testing should be carried out by a competent person using a suitable calibrated gas detector. Where the risk assessment indicates that conditions may change, or as a further precaution, continuous monitoring of the air may be necessary.

Provision of special tools and lighting
Non-sparking tools and specially protected lighting are essential where flammable or potentially explosive atmospheres are likely. In certain confined spaces (eg inside metal tanks) suitable precautions to prevent electric shock include use of extra low voltage equipment (typically less than 25 Volts) and, where necessary, residual current devices.

Provision of breathing apparatus
This is essential if the air inside the space cannot be made fit to breathe because of gas, fume or vapour present, or lack of oxygen. Never try to 'sweeten 'the air in a confined space with oxygen as
this can greatly increase the risk of a fire or explosion.

Preparation of emergency arrangements
This will need to cover the necessary equipment, training and practice drills. Contingency plans will depend on the nature of the confined space, the risks identified and consequently the likely nature of an emergency rescue.

Provision of rescue harnesses
Any lifelines attached to harnesses should run back to a point outside the confined space.

Communications
An adequate communications system is needed to enable communication between people inside and outside the confined space and to summon help in an emergency.

Check how the alarm is raised
Is it necessary to station someone outside to keep watch and to communicate with anyone inside, raise the alarm quickly in an emergency, and take charge of the rescue procedures?

Is a 'permit-to-work 'necessary?
A permit-to-work ensures a formal check is undertaken to ensure all the elements of a safe system of work are in place before people are allowed to enter or work in the confined space. It is also a means of communication between site management, supervisors, and those carrying out the hazardous work. Essential features of a permit-to-work are:

- clear identification of who may authorise particular jobs (and any limits to their authority)and who is responsible for specifying the necessary precautions (eg isolation, air testing, emergency arrangements etc);
- training and instruction in the issue of permits;
- monitoring and auditing to ensure that the system works as intended.

If in doubt DO NOT ENTER the confined space or, if in, GET OUT.

SAFE WORK IN CONFINED SPACES (indg258).pdf

Provides guidance for employers and the self-employed who carry out work in confined spaces. Contents: Confined spaces can be deadly; What is a confined space? What are the dangers from confined spaces? What the law says; Avoid entering confined spaces; Safe systems of work; Emergency procedures; Relevant law; Further guidance.

32. COMPRESSED GASES & HIGHLY FLAMMABLE LIQUIDS

Transport

Cylinders of compressed gas should be transported by using trolleys. They should not be rolled or slid along the floor/ground and never handled by the regulator valve.

Use

Ensure that gas/oxygen cylinders are in a secure position before use. They should be chained to a secure support frame e.g. a trolley, wall or bench.

Ensure that the correct regulator valve is fitted to the cylinder.

If a regulator valve is faulty or broken, ensure that a replacement is obtained before using the cylinder. Keep cylinder control valves free of dirt, oil and grease at all times.

Proper gas tubing with the correct colour coding system must be used on gas cylinders especially on Acetylene, Hydrogen and Liquefied Petroleum Gas (LPG) cylinders. Never use copper tubing with acetylene gas - use stainless steel or mild steel.

Do not attempt to change regulator valves unless you have been trained.

After usage, ensure that gas cylinders are isolated by the main control valve and that residual pressure in the regulator valve is released.

Emergency action

Follow Green Corridor Fire Evacuation Procedure and sound the alarm. If outside the normal working hours, ring the Fire and Rescue Service as the switchboard will not be staffed.

In the event of the need to evacuate buildings, the supply from cylinders should be turned off by shutting the main cylinder valve if safe to do so.

Staff who have had the appropriate training should attempt to extinguish the fire if the fire is localised, small, and has not been burning for a long time and considered safe to do so. Do not put yourself at risk.

If the fire is substantial and/or has been burning for some time, do not attempt any fire fighting. Leave the area immediately, shutting doors behind you. If cylinders have been exposed to heat there may be a possibility of explosion, and you should vacate the area immediately.

Compressed air

Compressed air is potentially dangerous and can be fatal as air at high pressure will be forced through the skin if an airline is held next to the body.

Never point compressed air lines at personnel.

Always ensure that proper pressure hoses and couplings are used, and that isolation valves are adjacent to the point of use.

Do not use compressed air lines to remove swarf or dust unless you and other personnel in the vicinity are wearing eye protection.

Do not use in the vicinity of naked flames where the pressure of the air draught could spread flames.

Flammable/Highly flammable liquids/LPG

Liquid propane gas (which includes butane) is a potentially dangerous substances which can be ignited or whose vapour can be exploded by naked lights or high energy sparks e.g. unprotected electric light switches or static electrical discharge.

- LPG should be stored away from sources of heat and ignition.
- Do not handle LPG near naked lights or heat sources.
- No smoking restrictions should be in place in the vicinity of cylinders/storage areas. Warning signs should be posted.
- LPG whether in disposable cartridges or larger vessels must be kept in a non-combustible, well ventilated enclosure in a safe position.
- Refer to material safety data sheets for advice on substances.
- LPG bottles should be stored in an upright position with supply valves checked shut.
- LPG is heavier than air and should not be stored near drains or excavations.
- Specific details regarding storage of LPG cylinders can be found in the Liquid Petroleum Gas Association Code of Practice 7 document.
- Further guidance on use of LPG stored in cylinders or small cartridges intended for small-scale use is contained in HSE Information (chemical) sheet No.5 “Small scale use of LPG in cylinders”

Storage of compressed gasses

For storage of compressed gases always refer to:

- British Compressed Gas Association guidance note 2 (BCGA GN2) 'Guidance for the storage of gas cylinders in the workplace'.
- Material safety data sheet for the gas

It is important to adhere to a few simple rules when storing your gas cylinders.

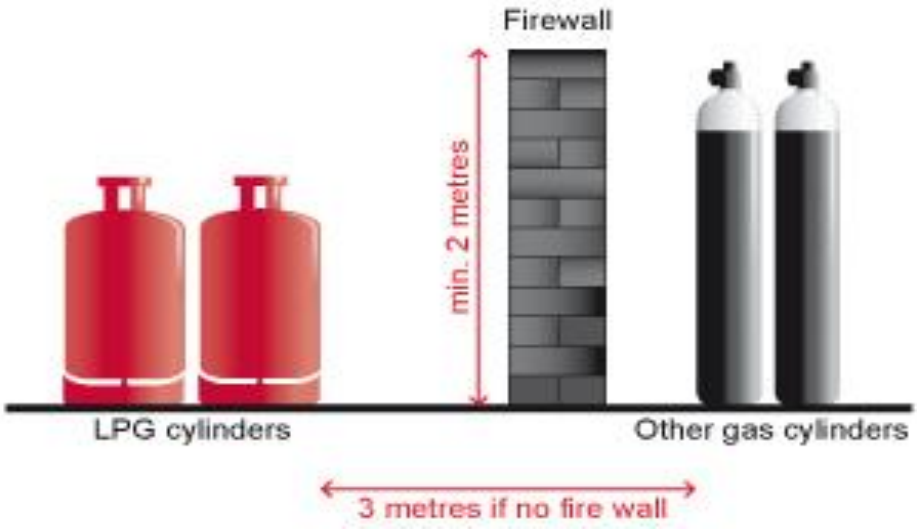
Always – store cylinders appropriately

- Store cylinders in a well-ventilated, covered area, preferably outside on a level, well-drained surface
- Store cylinders vertically and securely to prevent them from toppling
- Store full and empty cylinders separately, rotating your cylinder stock so the oldest cylinders are used first
- Segregate cylinders by the properties of the gas (flammable, inert, oxidant, and so on)
- Ensure appropriate signage is use

Be aware of the properties of the gas

There are specific storage requirements for certain products. Storage of cryogenic, liquefied and heavier-than-air compressed gases should be made with due regard to the dangers of gas collecting in low-lying areas such as drains, basements and ducts.

Never - store LPG cylinders with other gas cylinders



- Never store other products in a cylinder store, particularly flammable materials such as fuel, oil, paint or corrosive liquids; this may result in a hazardous situation
- Never store LPG cylinders within three metres of other gas cylinders. The use of a firewall can reduce the distances.

For full details, please refer to the LP Gases Association Code of Practice 7.

Highly Flammable Liquids (HFL)-Safe carriage and storage of Petrol.

The use and storage of petrol at work comes under the Dangerous Substances & Explosive Atmospheres Regulations 2002 (DSEAR). Where vehicles are kept at home with petrol other than that found in the vehicle fuel tank, then the Petroleum Spirit (Motor Vehicles etc.) Regulations 1929 and the Petroleum Spirit (Plastic Containers) Regulations 1982 apply. The following guidance note is based on the above legislation and guidance and constitutes a general 'Best Practice' for carriage and storage of petrol.

Any activities involving the handling, carriage and storage of highly flammable liquids must be subject to appropriate risk assessments in accordance with DSEAR, with adequate controls to minimise risk in place.

Using a vehicle to purchase petrol for use at work

Current regulations allow you to purchase petrol from a filling station in portable containers and to transport it in a vehicle providing;

- You are taking the fuel for use in your vehicle or equipment
- The petrol filling station permits this level of purchase at any one
- A combination of one or more of the following 'suitable' containers is used for the purchase;

Plastic containers for petrol storage must comply with S.I 1982/630 and must be "suitable", made of special strong plastic and of no more than 5 litres capacity. They must be marked with the words "Petroleum Spirit/Petrol-Highly Flammable." They must be suitable for decanting safely into work equipment/vehicles (proprietary aids may be needed). There are no plastic containers over 5 litres that are "approved". Normally red containers are used for leaded and green for unleaded but either will suffice.

Metal Containers for petrol storage must be "suitable", and have a secure lid with a washer seal to prevent leaks or evaporation. They must be suitable for safe decanting into vehicles/work equipment. Containers may be filled with petrol on a petrol station forecourt provided their individual capacity does not exceed 23 litres. (5 gallons)

Transporting petrol in a car or similar vehicle

The amount of petrol that can be transported in a car or landrover/4 x4 vehicle should not exceed 30 litres . This may be a combination of the following:

- 2x10 litres metal container-suitable proprietary type only and
- 2x5 litres plastic container-suitable proprietary type only, or
- One portable metal petrol tank of suitable proprietary container not exceeding 27 litres (An existing proprietary make of petrol tank of up to 30 litres is acceptable).

Procedures should include correct upright and secure carriage arrangements with no naked ignition sources and No Smoking signs clearly posted.

Transporting petrol in a van or trailer

The amount of petrol that can be transported in a van or trailer must be limited to a maximum of 333 litres using any combination of the above suitable proprietary containers. The following conditions must also be complied with:

- The vehicle must carry a suitable 2kg fire extinguisher such as a dry powder or foam, but not a water extinguisher.
- The driver must be given general training on how to respond in the event of an emergency during transit and how to use the extinguisher.
- The containers must be properly and firmly secured in the trailer or van
- No Smoking must be observed, with appropriate signs clearly posted.

Domestic storage of petroleum spirit

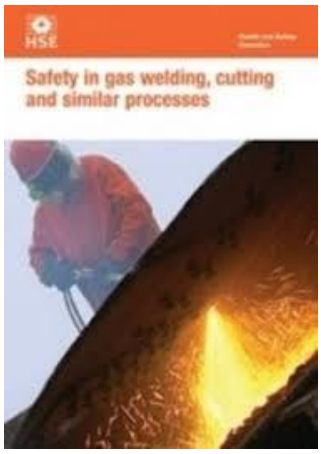
In addition to the normal amount of petrol in a vehicle fuel tank, Motor Vehicle Regulations allow up to 30 litres of petrol to be permanently stored in a vehicle or in its normal domestic garage. This storage must be in suitable containers such as: 2x10 litres in metal containers plus 2x5 litres in plastic containers. This guidance would apply for example, where a countryside officer, out of necessity, was parking a work vehicle at home prior to a very early morning start. It is recommended however, that the same limits and standards are observed at a work location/area office, where a vehicle may be secured on site in a garage. Where a vehicle may not be secured (garaged) the petrol should be removed and secured in a suitable location (other than a temporary worksite in the country), such as a garage or outbuilding and never in excess of 30 litres on domestic sites.

Under NO circumstances must petrol be stored inside domestic premises or inhabited accommodation.

Under DSEAR, up to 50 litres of HFL's may be stored in workrooms in premises in approved fire resistant containers. A risk assessment for the workroom storage must be undertaken and take into account the following;

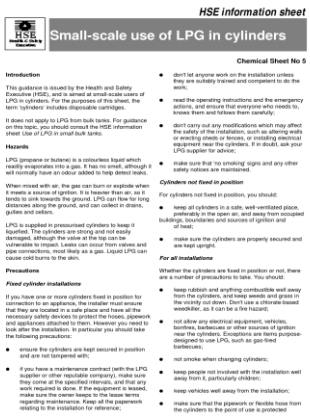
- That the workroom has no sources of ignition and that none will be brought in
- That the workroom is properly ventilated and the workroom is secure
- That decanting/refilling of equipment occurs in the open air-not in the workroom itself
- That care is taken to avoid spills and the consequences of a leak/spill is assessed-how will it affect persons and the building and contents
- That containers are kept closed when in use
- That escape in emergency is not compromised, e.g. it is not stored nor will encroach in accidental release upon the escape route.
- Appropriate signage including No Smoking signs are clearly posted
- Appropriate fire extinguishers are in place

In general, it is recommended that the very minimum of petrol and HFL's (required for immediate or imminent use) are stored in workrooms. The remainder must be kept in large external metal storage bins.



SAFETY IN GAS WELDING, CUTTING & SIMILAR PROCESSES(indg297).pdf

This leaflet is for people who use compressed gases for welding, cutting and similar processes. It provides information on the fire and explosion hazards



SMALL SCALE USE OF LPG IN CYLINDERS (chis5).pdf

This guidance is issued by the Health and Safety Executive (HSE), and is aimed at small-scale users of LPG in cylinders. For the purposes of this sheet, the term 'cylinders' includes disposable cartridges.

It does not apply to LPG from bulk tanks. For guidance on this topic, you should consult the HSE information sheet *Use of LPG in small bulk tanks*.

THE SAFE USE OF GAS CYLINDERS (indg 308).pdf

Accidents involving gas cylinders can cause serious injury or even death. This leaflet provides simple practical advice on eliminating or reducing the risks associated with using gas cylinders.
The leaflet is aimed at anyone who manufactures, owns, fills, repairs or uses gas cylinders at work. The legal term for gas cylinders is transportable pressure receptacles or transportable pressure vessels. The advice will be useful for those who own or manage small businesses.

WORKING SAFELY WITH ACETYLENE (indg327).pdf

This leaflet is for people who use acetylene for welding, cutting and similar processes. It provides information on the fire and explosion hazards of acetylene.

Gas Appliances & Carbon Monoxide Poisoning

Every year about 14 people die from carbon monoxide poisoning caused by gas appliances and flues which have not been properly installed or maintained. Many others suffer ill health. When gas does not burn properly, as with other fuels such as coal, wood or oil, excess carbon monoxide is produced, which is poisonous. You can't see, taste or smell it, but carbon monoxide can kill without warning in just a matter of hours. You are particularly at risk when you are asleep because you cannot recognise the early symptoms of carbon monoxide poisoning. These include tiredness, drowsiness, headache, nausea, pains in the chest and stomach pains. These symptoms can mimic many common ailments and may easily be confused with flu or simple tiredness.

The following points should be observed if you have gas appliances in your work area.

- NEVER use a gas appliance if you think it is not working properly. Signs to look out for include yellow or orange flames (except for fuel-effect fires which display this colour flame), soot or stains around the appliance and pilot lights which frequently blow out.
- NEVER cover an appliance or block the convection air vents.
- NEVER block or obstruct any fixed ventilation grilles or air bricks.
- NEVER block or cover outside flues.
- CAUTION Whenever draught exclusion, ceiling or extraction fans, double glazing or conservatory extensions are fitted to a room containing a gas appliance, the appliance should subsequently be checked for safety.

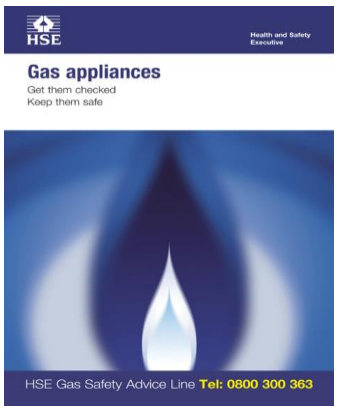
If you smell gas, or suspect there is a gas escape or a carbon monoxide leak, you should immediately:

- Open all doors and windows and vacate the premises
- Inform your manager immediately
- Shut off the gas supply at the meter control valve (if you know where it is) and safe to do so.
- If gas continues to escape call National Grid on Gas Emergency Freephone Number 0800 111 999.

Asphyxiation from Barbecues & similar equipment

There has been an increase in reports nationally of people being poisoned by carbon monoxide gas resulting in death where barbecues have been brought inside tents or similar confined spaces whilst people have been sleeping in the tent. This has occurred even where it appears that the coals have stopped burning.

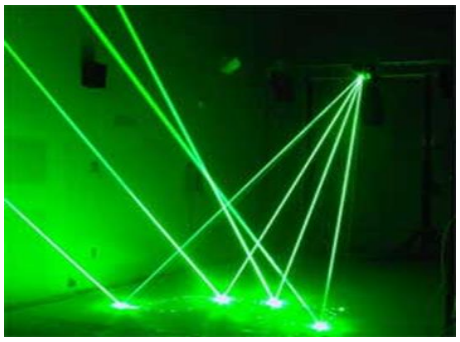
When using fuel burning devices there should always be good ventilation and manufacturer's guidance should be available and followed. Devices should not be left burning or with residual heat (in the case of coals) inside tents whilst people are sleeping.

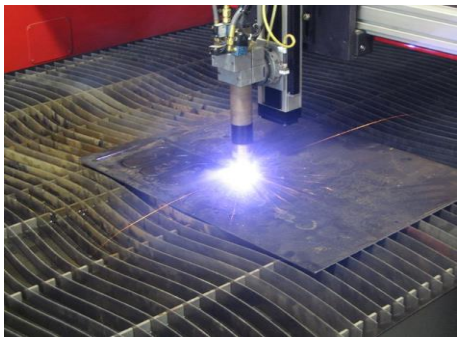


GAS APPLIANCES: KEEP THEM SAFE (indg238).pdf

This document gives basic advice on gas appliance safety measures

33. ARTIFICIAL OPTICAL RADIATION & ELECTROMAGNETIC FIELDS





A small number of intense sources of light at work can damage your eyes and skin and need to be managed properly. The key requirement of The Control of Artificial Optical Radiation at Work Regulations is to ensure that the eyes and skin of workers are properly protected.

- Organisations with hazardous sources will need to assure themselves that workers are protected and risk assessments are suitable and sufficient.

Examples of hazardous sources of very intense light that pose a 'reasonably foreseeable' risk of harming the eyes and/or skin of workers and where control measures are needed include:

- Education - all use of Class 3B and Class 4 lasers – potentially permanent eye and skin damage
- Metal working – welding and plasma cutting – mainly eye damage
- Medical and cosmetic treatments – laser surgery and UV therapies – eye and skin damage
- Hot industries – furnaces – eye and skin damage
- Printing – UV curing of inks – mainly skin burn
- Motor vehicle repairs – UV curing of paints - mainly skin burn
- Pharmaceutical and research - UV fluorescence and sterilisation systems – mainly skin burn
- Less common hazardous sources can be associated with specialist activities such as companies manufacturing or repairing equipment containing lasers which would otherwise be hidden.

Four risk groups have been identified with only the highest group presenting a significant risk of harm.

1. Exempt - no photobiological hazard under foreseeable conditions. E.g. domestic & office lighting, computer monitors, equipment displays & indicator lamps.

2. Risk Group 1 - low risk, limited by normal behavioural limitations on exposure. Safe for most applications – requires prolonged direct ocular exposure to cause discomfort/harm. Some bright light sources such as a torch may fall into this category.

3. Risk Group 2 - moderate risk, but risk limited by aversion response to very bright light sources. Such aversion responses not always applicable especially to invisible sources.

4. Risk Group 3 - high risk group, may pose a risk of harm even from a brief exposure. Training & safety control measures required for any source falling into this risk category. Written schemes of work required to include contingency plans for accidents or incidents. Medical examination required in the event of an accident.

Only those sources likely to cause harm need to be identified & appropriate measures taken. These are most likely to be invisible sources (UV & IR) where safety is not afforded by the aversion response.

HSE Identified safe light sources

- All forms of ceiling mounted lighting in offices
- Compact fluorescent lamps & tungsten halogen lamps >60cm from user
- All forms of task lighting (includes desk lamps etc)
- Photocopiers
- Computer type displays
- Photographic flashlamps
- Gas-fired overhead heaters
- Vehicle lights other than headlights

HSE Identified light sources where aversion response should ensure safety but staring at for long periods or being in close proximity could be a problem

- High pressure mercury floodlights
- Desktop projectors
- Interactive whiteboards
- Vehicle headlights
- Medical theatre & task lights including foetal transilluminators & x-ray viewing boxes
- UV insect traps
- Spotlights, effect lighting & flash lamps used in entertainment

The above lists are not exhaustive but give a good guide as to what to look out for. Precautions should already be taken for all the identified hazardous situations e.g. welders goggles, visors & gloves for welding (adventitious UV) & hot metal work, visors for UV work.

Common control measures that managers should consider include:

- Use an alternative safer light source if possible, e.g. non-UV transilluminators
- Control access by engineering controls & design features of equipment e.g. interlocked screening
- Restrict access to hazardous areas to trained, authorised personnel only
- Prevent access of the light source to the skin and eyes of workers by engineering controls
- Organise work to reduce exposure of workers and others
- Increase distance between staff & harmful source
- Issue PPE e.g. goggles or face visors
- Ensure safe systems of work are in place & that workers involved have received suitable & sufficient information & training
- Have documented risk assessments for Risk Group 3 sources – these should have been included in existing workplace risk assessments
- Have a procedure for effectively dealing with accidents.

HSE advice on interactive whiteboards & similar devices

Most computer projectors used in shows, presentations and interactive whiteboards, have projection distances that are large enough to allow people to stand in front of them and look at the very intense light that they produce. Anyone who does this runs the risk of exposing their eyes to light intensities that could exceed one of the exposure limits that HSE uses as a guide for determining compliance with applicable legislation. Therefore, although these exposure limits are not statutory, HSE considers the following advice to be good practice in respect of the use of these projectors by employers, particularly in the education sector.

HSE ADVICE ON WHITEBOARDS

Employers should establish work procedures for lecturers and volunteers and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing in the beam, whilst facing the projector, is minimised. Users, especially volunteers, should try to keep their backs to the beam as much as possible. In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the projector beam is recommended.
- Volunteers are adequately supervised when they are asked to point out something on the screen.

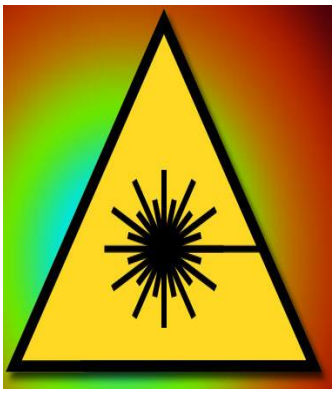
Employers should also try to ensure that projectors are located so that they are not in a presenter's line-of-sight when they stand in front of the screen to address an audience; this ensures that, when presenters look at the audience, they do not also have to stare directly at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector.

In order to minimise the lamp power needed to project a visible presentation, employers should use room blinds to reduce ambient light levels.

Recent technological developments in projector and interactive whiteboard design have allowed inherently safer "ultra-short throw" devices to be brought to market. These employ sophisticated optics to enable the projector to be mounted above the display screen and so close to it that it becomes impossible for a user to directly expose their eyes to the beam.

HSE considers that the improved inherent safety of "ultra-short throw" devices is sufficient reason for employers and organisations to actively consider them as an option when they purchase new equipment.

ARTIFICIAL OPTICAL RADIATION GUIDANCE HSE pdf



This guidance contains Information to help you decide what you need to do to protect your workers and comply with the Regulations, examples of safe sources of artificial optical radiation (AOR) that require no further action and examples of hazardous sources of artificial optical radiation that could harm workers and the types of activities where they are used.

34. ELECTROMAGNETIC FIELDS

What are EMFs?

An electromagnetic field (EMF) is produced whenever a piece of electrical or electronic equipment (i.e. TV, food mixer, computer mobile phone etc.) is used. EMFs are static electric, static magnetic and time-varying electric, magnetic and electromagnetic (radio wave) fields with frequencies up to 300 GHz.

EMF's are present in virtually all workplaces and if they are of high enough intensity, an employer may need to take action to ensure employees are protected from any adverse effects.

What are their effects?

Exposure to high levels of EMFs can give rise to effects that may be irritating or unpleasant. The effects that occur depend on the frequency range and intensity of the EMFs to which an employee is exposed. Low frequency and high frequency EMF's affect the human body in different ways. However between frequencies of 100 kHz and 10 MHz both effects may occur.

In reality, these effects are extremely rare and will not occur in most day-to-day work situations. In the UK, within sectors with significant exposure to EMFs, notably the health care sector, energy distribution, engineering, broadcasting and telecommunications, the risks are generally well understood and well-managed.

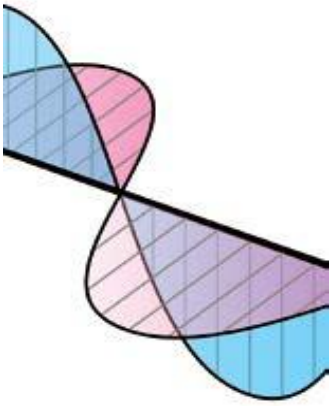
In recent years, many different countries have undertaken research, measuring and investigating EMF levels in the environment. There is currently no well-established scientific evidence of long-term effects

The Control of Electronic Fields at Work Regulations 2016 lays down the minimum requirements for the protection of employees from risks to their health and safety arising, or likely to arise, from exposure to EMF's. These Regulations place duties on employers to assess an employees' potential exposure to EMFs with reference to action levels (ALs) and exposure limit values (ELVs).

The majority of employers will not need to take any additional action to reduce the risk from EMF's. This is because either:

- The levels of EMF in most workplaces are already at safe levels, and/or;
- In workplaces where employees may be exposed to higher levels of EMF's, the levels and associated risks will already have been assessed and managed

ELECTROMAGNETIC FIELD GUIDANCE hsg281.pdf



This guide provides information on:

- identifying sources of electromagnetic fields (EMFs) in your workplace;
- assessing the exposure of employees to EMFs;
- Action Levels (ALs) and Exposure Limit Values (ELVs);
- deciding what, if anything, you may need to do to protect your employees from the risk arising from exposure to EMFs;
- assessing and controlling any risks from EMF's in the workplace
- protecting employees at particular risk

35. CONTROL OF CONTRACTORS & CDM REGS

USING CONTRACTORS: indg368.pdf

This leaflet is aimed at situations where clients use contractors. It clarifies the general health and safety responsibilities of clients and contractors to protect each other, their workforce and anyone else (eg visitors, people living nearby and other members of the public). These responsibilities, if not properly managed, can lead to events that could prove costly to all parties. The leaflet includes case studies showing what can happen when things go wrong. As well as the immediate effects, further consequences can arise from delays to the work and claims for damages. All parties must co-operate to ensure that health and safety is properly managed - this will avoid things going wrong in the first place.

MANAGING CONTRACTORS: A GUIDE FOR EMPLOYERS indg 159 pdf:

Managing contractors has been written as a guide for small to medium-sized companies in the chemical industry, but it will also be of use to other industries and larger companies.
Safe working with contractors presents a challenge, but being a smaller company has its advantages. You can be more flexible in your approach and decisions can be made more quickly. Lines of communication are shorter, usually there are not too many people involved and it is easier to know who is around.

The Chief Executive Officer should ensure the above guidance and requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015) are considered for all relevant projects. A wide range of guidance on managing construction is contained on the HSE website.

THE CONSTRUCTION (DESIGN & MANAGEMENT) (CDM) REGULATIONS 2015

Because of the high number of deaths and injuries on building sites, the CDM Regulations were introduced to make sure clients, designers and contractors work together to improve safety. CDM 2015 applies to all construction projects in Great Britain.

Key changes of the new CDM Regulations 2015 include:

1. **All projects** must have:

- workers with the right skills, knowledge, training and experience
- contractors providing appropriate supervision, instruction and information
- a written construction phase plan

2. Projects where **more than one contractor** is involved (domestic or non-domestic) must have 1 above plus:

- principal designer and principal contractor must be appointed
- a health and safety file

3. If work is scheduled to:

- last longer than **30** working days **and**
- have more than **20** workers working simultaneously at any point in the project
- **OR** exceeds **500** person days

All of 1 and 2 above apply **plus**

- Client must notify the project to the HSE

CDM REGS 2015. GUIDANCE ON REGS L153.htm

This book gives guidance on the Construction (Design and Management) Regulations 2015 (CDM 2015). These Regulations cover the management of health, safety and welfare when carrying out construction projects. Subject to some transitional provisions (see paragraphs 181–186), CDM 2015 replaces the Construction .This guidance is for people with legal duties under CDM 2015. It explains what they must or should do to comply with the law. Any actions taken should always be proportionate to the risks in the construction project.

A SHORT GUIDE FOR CLIENTS ON THE CDM REGS 2015 indg411.htm

This leaflet is aimed at anyone having maintenance, small-scale building work or other work carried out. As a client you have duties under the Construction (Design and Management) Regulations 2015. The Regulations aim to make sure the construction project is safe to build, use and maintain and offers good value. The leaflet explains what clients need to do and points out where you can find out more.

Table 1 A summary of roles and duties under CDM 2015

CDM dutyholders:*	Summary of role/main duties
Clients are organisations or individuals for whom a construction project is carried out.	• Make suitable arrangements for managing a project. This includes making sure: • Other dutyholders are appointed; • Sufficient time and resources are allocated. • Relevant information is prepared and provided to other dutyholders; • The principal designer and principal contractor carry out their duties; • Welfare facilities are provided.
Domestic clients are people who have construction work carried out on their own home, or the home of a family member that is **not** done as part of a business, whether for profit or not.	• Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to: the contractor, on a single contractor project; or; the principal contractor, on a project involving more than one contractor. • However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.
Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.	• When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during: construction; and the maintenance and use of a building once it is built. • Provide information to other members of the project team to help them fulfil their duties.
Principal designers** are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.	• Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes: identifying, eliminating or controlling foreseeable risks; • Ensuring designers carry out their duties. • Prepare and provide relevant information to other dutyholders. • Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.
Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.	• Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes: liaising with the client and principal designer; • Preparing the construction phase plan; • Organising cooperation between contractors and coordinating their work. • Ensure: suitable site inductions are provided; • Reasonable steps are taken to prevent unauthorised access; • Workers are consulted and engaged in securing their health and safety; and • Welfare facilities are provided.
Contractors are those who do the actual construction work and can be either an individual or a company.	• Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety. • For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor. • For single-contractor projects, prepare a construction phase plan.
Workers are the people who work for or under the control of contractors on a construction site.	• They must: be consulted about matters which affect their health, safety and welfare; • Take care of their own health and safety and others who may be affected by their actions; • Report anything they see which is likely to endanger either their own or others' health and safety; • Cooperate with their employer, fellow workers, contractors and other dutyholders.

Organisations or individuals can carry out the role of more than one dutyholder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability to carry out those roles in a way that secures health and safety.

CONSTRUCTION PHASE PLAN

Under the Construction (Design and Management) Regulations 2015 a construction phase plan is required for every construction project. This does not need to be complicated.

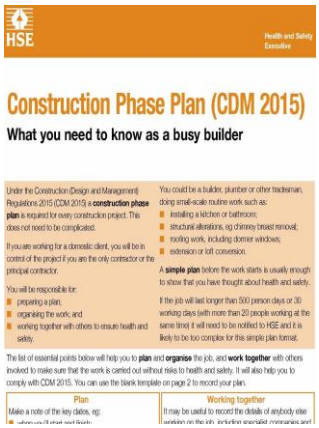
If you are working for a domestic client, you will be in control of the project if you are the only contractor or the principal contractor.

You will be responsible for:

- preparing a plan;
- organising the work; and
- working together with others to ensure health and safety.

This applies to all trades and includes builders, heating engineers, plumbers or other tradesmen, doing small-scale routine work such as installing a kitchen or bathroom, installing heating systems or water supplies or removing such systems.

A simple plan before the work starts is usually enough to show that you have thought about health and safety. If the job will last longer than 500 person days or 30 working days (with more than 20 people working at the same time) it will need to be notified to HSE


HSE

Health and Safety Executive

Construction Phase Plan (CDM 2015)

What you need to know as a busy builder

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a **construction phase plan** is required for every construction project. This does not need to be complicated.

If you are working for a domestic client, you will be in control of the project if you are the only contractor or the principal contractor.

You will be responsible for:

- preparing a plan;
- organising the work; and
- working together with others to ensure health and safety.

You could be a builder, plumber or other tradesman, doing small-scale routine work such as:

- installing a kitchen or bathroom;
- structural alterations, eg chimney breast removal;
- roofing work, including dormer windows;
- extension or loft conversion.

A **simple plan** before the work starts is usually enough to show that you have thought about health and safety.

If the job will last longer than 500 person days or 30 working days (with more than 20 people working at the same time) it will need to be notified to HSE and it is likely to be too complex for this simple plan format.

The list of essential points below will help you to **plan** and **organise** the job, and **work together** with others involved to make sure that the work is carried out without risks to health and safety. It will also help you to comply with CDM 2015. You can use the blank template on page 2 to record your plan.

Plan

Make a note of the key dates, eg:

Working together

It may be useful to record the details of anybody else working on the job, including specialist companies and

[CONSTRUCTION PHASE PLAN (CDM 2015) cis80.pdf]

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a construction phase plan is required for every construction project. This leaflet gives basic guidance on how to prepare and implement this plan.

Contractors (Sub-Contractors)

These are any person(s) engaged by a Principal Contractor, or in the case of nominated contractor engaged by the client, to carry out construction works under the direction of a Principal Contractor.

All Contractors must: -

- Ensure that any Designers and Contractors they engage are competent and adequately resourced;
- Co-operate with Principle Contractor;
- Provide information to the Principle Contractor about risks arising from their work (e.g. risk assessments, method statements);
- Comply with site rules and directions from the Principal Contractor;
- Report accidents and dangerous occurrences to the Principle Contractor;
- Provide information to Principle Contractor for inclusion in the *Health and Safety File*;
- Comply with *The Construction Phase Health and Safety Plan*;
- Ensure their employees know the relevant parts of the *Construction Phase Health and Safety Plan.*

36. HEALTH and SAFETY INFORMATION for CONTRACTORS or WORKPLACE MAINTENANCE TEAM

(UNDERTAKING SMALL SCALE WORKS)

The information below may be of assistance when using contractors for small scale works on site and describes the general standards required. A copy of this document should be passed to the contractors if considered appropriate.

1. Fire Safety
2. What to do in the case of an accident (or a near miss)
3. Site Visit (Including arrangements for car parking, delivery and storage of loads, welfare facilities, working areas, and methods of work)
4. Plant and Equipment
5. Noise
6. Housekeeping
7. Working at Heights
8. Hazardous Substances
9. Personal Protective Equipment and Clothing
10. Disposal of Waste
11. Asbestos

INTRODUCTION

Welcome to our premises. We care about your safety while you are on our premises and have issued these guidelines for your safety. These basic guidelines refer to health and safety matters and outline some of the procedures you must follow. Please read them carefully before you start work on our premises. The guidance is general and does not cover every type of hazard; for more technical hazards, obtain specialist advice if necessary. If you have any questions, please discuss them with Green Corridor manager responsible for liaising with you while you are on site.

Notwithstanding these guidelines, you are still responsible for ensuring compliance with all necessary health and safety legislation and be expected to follow safe practice in all work.

We shall provide you with information concerning our premises that may affect your health and safety. In return, we expect your co-operation, you must give us information on anything you're doing that may affect the health and safety of people using our premises.

If your work causes risks to health and safety, you will be asked to stop the work until safer methods have been discussed and implemented.

1. Fire safety

All staff and visitors (including contractors) should understand fully what to do if there is a fire or other emergency at the premises. You need to know where the fire assembly point is. Ask to be shown this when you first enter the premises.

- If you discover a fire, raise the alarm and immediately operate the nearest fire alarm point.
- On hearing the alarm, leave the building immediately and assemble at the designated fire assembly point. If you do not know where the assembly point is, find a member of staff to direct you there.
- Do not stop to collect personal belongings.
- Do not re-enter the building until you have been told it is safe to do so.

2. What to do in the case of an accident, incident or a near miss

Ensure that the injured person receives prompt treatment, and take immediate steps to ensure no one else becomes injured by the same unsafe acts or conditions.

Report all accidents, incidents or near misses however minor, to the on-site Person-in-Charge so that the details can be recorded in the Accident Report Book.

3. The site visit

Before work commences you must discuss the following with the on-site Person-in-Charge:

- The areas and times you have access to while carrying out the work;
- Site arrangements for parking, delivery and safe storage of materials;
- Welfare facilities for you – such as toilets and rest areas;
- Methods of working and the consequences this may have on the surroundings;
- The provision of first aid facilities;
- Action to be taken in the event of fire;
- Any other procedures or workplace rules to be followed;
- Methods of raising the alarm, and details of fire routes;
- Arrangements for after-hours working;
- Limitations of contact/conversation with Volunteers.

4. Plant and equipment

- You must provide all plant and equipment required to carry out the work.
- Your equipment must be in safe condition, suitable for your intended purpose and operated in a safe manner.
- Your electrical / mechanical plant and equipment must have received regular maintenance, testing and inspection in accordance with the manufacturers guidelines.
- All people using plant and equipment must be trained and competent to use it safely.
- No plant and equipment belonging to Green Corridor may be used by contractors.

- All your plant and equipment should be secured when not in use.
- Caution should be taken when working in the vicinity of, or adjacent to young persons.
- Low voltage power supplies and tools should be used. Eg.110 volt – isolating transformer

5. Noise

- You must assess the task and control the level of noise generated.
- If the job causes substantial and unavoidable noise, you need to agree with the on-site Person-in-Charge when the work is best done in order to reduce inconvenience to other users of the premises.
- If the noise level is high and prolonged, the work may have to be carried out when the premises are unoccupied.
- If the noise levels are above 85 dB (A), workers must use ear defenders or other suitable hearing protection. Hearing protection should be offered and available at noise levels of 80 dB(A)

6. Housekeeping

While carrying out work on our premises, you must maintain a high standard of housekeeping, including:

- Cleaning away rubbish regularly;
- Keeping passageways and corridors clear;
- Marking all hazardous areas of work clearly with safety signs;
- Using barriers where appropriate;
- Keeping fire doors and routes clear and unobstructed.;
- Using safe working practices and procedures to ensure the safety of yourself and others;
- Providing a final clean when the work has been finished, leaving the area fit for occupation.

7. Working at heights

Working at heights is hazardous and presents risk of injury to those who carry out the work and to others nearby. It is important that those who work at heights follow safe working practices. The following precautions are needed:

- Work at height must only be carried out where work cannot be undertaken from ground level
- Persons working at height should be competent and trained
- Ladders must be used on a firm and level base;
- The top of the ladder must rest on a firm surface (if the surface is unsuitable, eg. Guttering, glass or plastic a ladder stay must be used).
- The ladder should be set at 75% (1 out to every 4 up);
- Ladders must be secured at the top to stop slipping;
- Only one person at a time should be on a ladder;
- Metal ladders should not be used where an electrical hazard exits (for example, near overhead cables);
- Ladders should be regularly maintained and inspected for damage;

- Where ladders are used, appropriate signs should be posted to alert others;
- Ladders should only be used for short term work;
- Ladders should not be used where the task requires the user to lean out;
- Ladders should not be used where other safer methods are more appropriate;
- Ladders should not be left unattended or where they are accessible to Volunteers.

8. Hazardous substances

Hazardous substances must be identified and their risks assessed. You must reduce the risks to health from hazardous substances and provide information and training to protect those who have to work with them. You must consider the following:

- Is there a safer alternative?
- Is ventilation needed?
- Is personal protective equipment needed?
- What is the safest way to use the substance?
- Do users know the emergency procedures?
- Do users know the action on spillages?
- Do users know the first aid requirements?
- Do users know the correct methods for safe disposal?
- Will fumes or vapours affect the health of workplace staff and Volunteers?

9. Personal protective equipment and clothing

Your employer / organisation must provide you with suitable and appropriate personal protective equipment and clothing. You must wear this whilst carrying out work on Our premises. PPE will include aprons, overalls, eye protection, gloves, safety boots, respiratory protective equipment, hard hats etc.

This equipment must be:

- Suitable for the task;
- Regularly maintained and in good condition;
- Available to, and worn by those who need it.

10. Disposal of waste

You are responsible for the safe disposal of waste materials and substances from the work site. Substances should be safely disposed of according to the manufacturer's instructions and local arrangements.

You must ensure the following are undertaken.

- All waste materials should be removed from the site and disposed of safely.
- You must not put your waste materials in workplace refuse bins.
- Consideration of the safe location of tidy/waste bins containing combustible materials i.e. (not directly next to buildings).

11. Asbestos

Asbestos is especially harmful. Work with known asbestos will only be permitted following production of a written work programme. Green Corridor will need to be satisfied contractors are competent and licensed to remove or work on asbestos containing materials safely.

It is possible however, that accidental release of asbestos material in old buildings could occur from drilling, cutting or similar activities that involve the disturbance of the fabric of the building or plant and systems.

If you are working on the fabric of the building you should be shown the asbestos register if your work is in an area where there are asbestos containing materials (ACM's). You should always ask to see this register and be satisfied there of the presence, location and condition of any ACM, s in the area you are working in.

If you think asbestos is present, you must:

- Stop the work immediately.
- Get everyone to leave the work area immediately.
- Prevent access to the work area.
- Notify the on-site Person in Charge so that they can seek further professional advice.
- Follow guidance in HSE document EM1, "What to do if you uncover or disturb materials that may contain asbestos"

Guidance on the topics mentioned in this chapter can be found in the following legislation and publications: (or amendments/updates thereto)

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999.
The Construction (Design and Management) Regulations 2015
The Health and Safety (First Aid) Regulations 1981
The Control of Asbestos Regulations 2012
The Electricity at Work Regulations 1989
The Control of Noise at Work Regulations 2005
The Workplace (Health, Safety and Welfare) Regulations 1992.
The Provision and Use of Work Equipment Regulations 1998.
The Lifting Operations & and Lifting Equipment Regulations 1998
The Personal Protective Equipment at Work Regulations 1992.
The Supply of Machinery (Safety) Regulations 1992.
The Manual Handling Operations Regulations 1992.
The Control of Substances Hazardous to Health Regulations 2002.
The Confined Spaces Regulations 1997
The Work at height regulations 2005
The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013.
Health and Safety (Safety Signs and Signals) Regulations 1996
Hazardous Waste Regulations 2005
Dangerous Substances and Explosive Atmospheres Regulations 2002
The Regulatory Reform (Fire Safety Order) 2005
Essentials of Health and Safety at Work – C500 (HSE Books – Guidance)
Managing Contractors – A Guide for Employers (HSE Books – Guidance)
Avoiding Danger from Underground Services – HS (G) 47 (Guidance only)

This list is not exhaustive. Further guidance can be sought from the HSE Website :
STATUTORY INSTRUMENTS OWNED & ENFORCED BY THE HSE

37. YOUNG PERSONS / WORK EXPERIENCE (EMPLOYED by GREEN CORRIDOR)

References. The Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations 1999, require employers to ensure that young persons employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

A risk assessment should be undertaken to identify hazards and associated risks so that appropriate control measures can be put in place.

WORK EXPERIENCE STUDENTS

The Health & Safety (Training for Employment) Regulations 1990 give work experience students the status of *"employees for the purposes of health and safety".*

DEFINITIONS

The Regulations define a:-

a) Young Person: a person over 16 years of age but who has not yet reached the age of 18.

b) Child: a person below the school leaving age (i.e., under 16 years of age).

RISK ASSESSMENT

- The central principle of the Regulations is risk assessment. Prior to employment or work placement at Green Corridor, a risk assessment must be carried out for the young person/child.
- In addition to the risk assessment usually associated with the work, any special factors must be taken into account, such as:-

a) The inexperience, lack of awareness of risks and immaturity of young persons,

b) The layout of the workplace and the workstation,

c) The nature, degree and duration of exposure to physical, biological and chemical agents,

d) The form, range and use of work equipment and the way in which it is handled,

e) The organisation of processes and activities,

f) The extent of the health and safety training provided or to be provided to young person/child.

INDUCTION CHECKLIST / RISK ASSESSMENT FORM

The Young Persons Health & Safety Induction Checklist Form may assist your preparation and your induction of a young person/child. In the case of a *child* (Under 16 years of age) the parent/guardian must be provided with information about the risks and control measures in place. Although it is possible to provide the information verbally, it is most practicable to send this information to the parents via the child (i.e. by hand). A copy of the assessment should be retained at the workplace.

The outcome of your risk assessment, and the extent of the control measures you introduce, will determine whether significant risk or harm to the young person/child remains. In most cases, if you are complying with existing health and safety legislation and Workplace/Departmental policy and procedures, the risks to the young person/child should be adequately controlled.

PROHIBITIONS

Within the Regulations a young person/child must not carry out work:-

a) Which is beyond his/her physical or psychological capacity,

b) Involving harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child, or which in any other way chronically effects human health,

c) Involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by a young person/child owing to their insufficient attention to safety or lack of experience or training or,

d) In which there is risk to health from extreme cold/heat, noise or vibration.

In general, the restrictions on a young person/child take the form of prohibition, i.e. they are not allowed to do the particular activity. In some situations they may be allowed to do the activities if conditions, such as provision of training and/or supervision are met.

The prohibitions are:

a) Any person under 18 years of age working with ionising radiation e.g. x-ray, radioactive sources,

b) Any person under 18 years of age working with lead,

c) Any person under 16 from operating or controlling dangerous plant or equipment.

- No young person/child may clean machinery while it is in motion or where there is danger from the machine in question or an adjacent one.

- A young person/child may not work with any machine specified by the Health & Safety Executive (HSE) as dangerous unless they have been full instructed as to the dangers, precautions to be taken, been trained in the work, and/or under close supervision of an experienced person:

  The following machines are specified as dangerous

a) Powered Machines

- Washing machines and garment presses used in laundries.
- Meat mincing machines
- Wire stitching machines.
- Semi-automatic wood turning lathes.
- Circular saw (not portable) (must hold certificate of approved training).
- Planing machines (unless mechanically fed).
- Vertical spindle moulding machines.

b) Machines, whether powered or not

- Guillotine machines.
- Platen printing machines

MISCELLANEOUS: The range of activities prohibited to young person/child does not fit neatly into categories. They relate to specific tasks where the knowledge and experience needed is rather greater than the young person/child will have. Some though are concerned with preventing falls, or the physical capacity of a young person/child to do certain work:

Such prohibited activities include:-

- Hot cutting or welding of steel or wrought iron gas mains and services.
- Work on staging where liable to fall more than two metres, working on/near water where there is a risk of drowning.
- Driving or operating power driven mechanically propelled vehicle on a construction site, unless undergoing training and under direct supervision of a qualified person.
- Supervising a vehicle containing a dangerous substance.
- To supervise the unloading of petrol from a road tanker at a petrol filling station.
- Giving signals to the operator of any mechanically powered lifting appliance or vehicle unless under the direct supervision of a competent person.

WORK EXPERIENCE FOR YOUNG PEOPLE: GUIDANCE FOR EMPLOYERS (indg364).pdf

When you offer a work experience placement to students you have the same responsibilities for their health, safety and welfare as for all your workforce. Under health and safety law, these students will be regarded as your employees.

As an employer, you will already have to carry out a risk assessment. This leaflet tells you what you need to do when assessing the health and safety risks to all the young people in your workforce below the age of 18, including work experience students. It will also give you some idea of the sort of questions work experience organisers (and this may include schools) are likely to ask you about your health and safety arrangements.

YOUNG PERSONS HEALTH & SAFETY INDUCTION CHECKLIST

To be completed by the manager responsible for the young person/child.

Status	Employee	Work Placement	Young Person (not yet 18)	Child(under 16)
Name			**Date of Birth**	
Home Address				
Parent/guardian			**Tel contact**	
Workplace Contact / Line Manager				
Department			**Work location(s)**	

CHECKLIST		**COMMENT**
Introduce the young person/child to the person responsible for his/her health, safety and welfare.		
Discuss & explain the Health & Safety Policy/rules, highlighting the responsibilities of the employer and the young person/child.		
Discuss and explain the following health & safety arrangements		
	reporting of accidents/incidents	
	first aid arrangements	
	evacuation procedures & fire procedures	
	Identification of anything the young person/child must not touch or go near including prohibited areas	
	meaning of safety signs	
	cleanliness & tidiness of work area	
	COSHH requirements for hazardous substances	
	wearing of appropriate clothing & personal protective equipment	
	hygiene requirements	
	risk assessment carried out appropriate to the work to be undertaken	
	Other items:	

Manager signature		**Date**	
Print name		**Position**	

JG 2019

38. WORK RELATED STRESS

What is stress and why do we need to tackle it?

Persons get confused concerning the difference between pressure and stress. We all experience pressure frequently — it can motivate us to perform at our finest. It's when we encounter an excessive amount of pressure and really feel unable to cope that stress can result.

By the term work related stress we mean the process that arises where work demands of various types and combinations exceed the person's capacity and capability to cope. It is a significant cause of illness and disease and is known to be linked with high levels of sickness absence, staff turnover and other indicators of organisational underperformance - including human error.

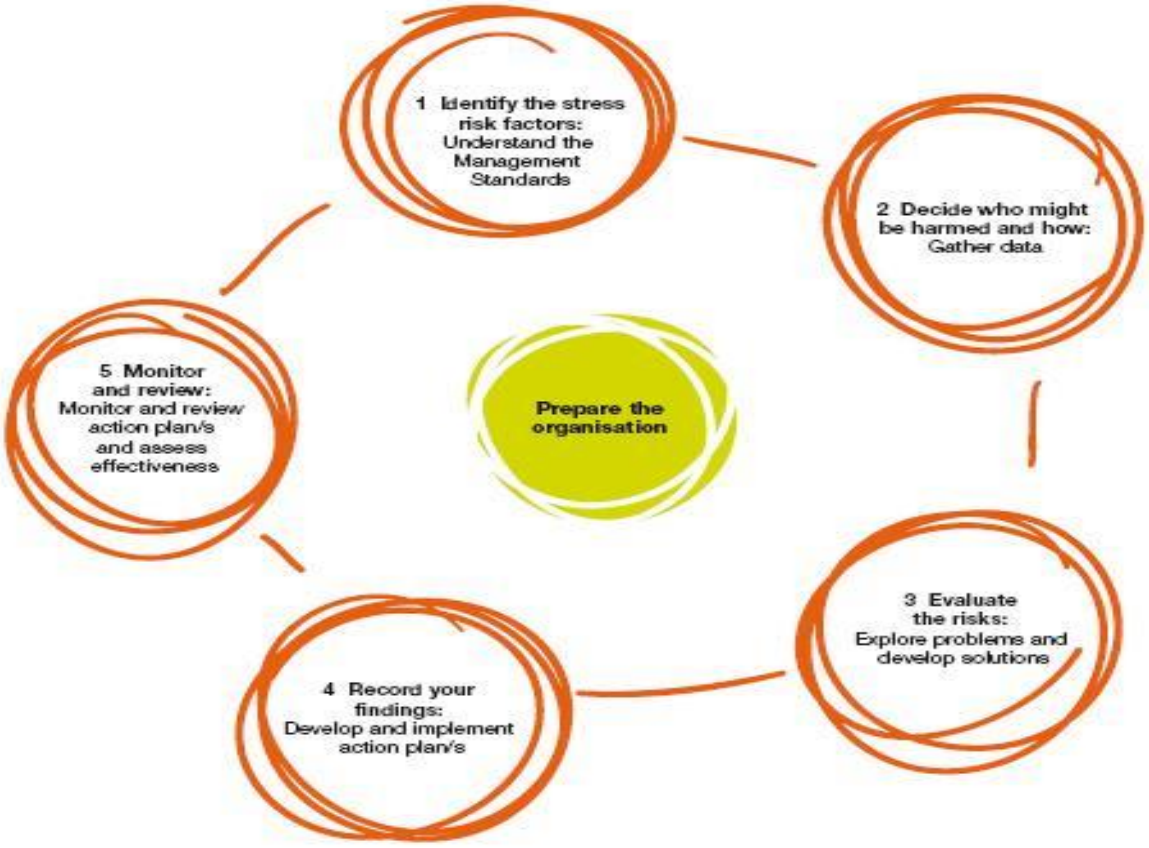
The management of Green Corridor will adopt and implement proactive procedures to manage and reduce the effects of stress. This will include adopting the HSE's Management standards approach (outlined in the pdf publication over page).

The provision of support to Staff will be given high priority & confidential counselling will be provided where necessary for staff.

It is important that staff are encouraged to report issues relating to stress and that managers remain vigilant to the signs and symptoms of stress to their staff.

Further guidance is contained in the Green Corridor Stress Management Policy.

The Management Standards Approach (HSG 218)



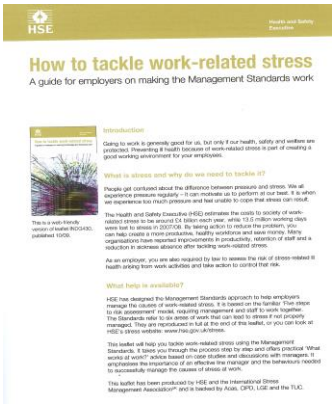
The Management Standards

HSE has designed the Management Standards approach to help employers manage the causes of work-related stress. It is based on the familiar 'Five steps to risk assessment' model, requiring management and staff to work together. The Standards refer to six areas of work that can lead to stress if not properly managed.

The six Standards are:

1. Demands: workload, work patterns, and the work environment
2. Control: How much say the person has in the way they do their work
3. Support: encouragement, sponsorship and resources provided by the organisation, line management and colleagues
4. Relationships: promoting positive working to avoid conflict and dealing with unacceptable behaviour
5. Role: Whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
6. Change: How organisational change (large or small) is managed and communicated in the organisation.

HSE's stress website: www.hse.gov.uk/stress.



HOW TO TACKLE WORK RELATED STRESS (indg430).pdf

This leaflet will help you tackle work-related stress using the Management Standards. It takes you through the process step by step and offers practical 'What works at work?' advice based on case studies and discussions with managers. It emphasises the importance of an effective line manager and the behaviours needed to successfully manage the causes of stress at work.
They are reproduced in full at the end of this leaflet, or you can look at

WORKING TOGETHER TO REDUCE STRESS: INDG 424.pdf

HSE has produced Management Standards and guidelines on work-related stress for employers and employees and their representatives (available at www.hse.gov.uk/stress). This leaflet, produced by HSE and the International Stress Management AssociationUK, and backed by Acas, CIPD and the TUC, explains what these are, and what you can do to help your employer to help you.

HSE: PREVENTING WORK RELATED STRESS: TALKING TOOLKIT

This toolkit is designed to help line managers hold initial conversations with employees as one of part of an employer's journey towards preventing work-related stress. By taking action employers can help create a more engaged, healthy workforce, boost productivity and save money.

39. SOURCES OF INFORMATION & GUIDANCE ON HEALTH & SAFETY

EXTERNAL SOURCES

HSE WEBSITE

HSE website - for a range of information including alphabetical index of guidance on many common issues.

HSE BOOKS

HSE priced and free publications are available from:

HSE BOOKS,
PO BOX 1999,
SUDBURY,
SUFFOLK,
CO10 2WA
TELEPHONE 01787 881165

RoSPA

RoSPA is a a registered charity and has been at the heart of accident prevention in the UK and around the world for more than 90 years. More than 13,500 people die as a result of accidents across the UK each year. There are millions of other injuries. Accidents cause loss and suffering to the victims and their loved ones, employers and UK society as a whole. RoSPA promote safety and the prevention of accidents at work, at leisure, on the road, in the home and through safety education.