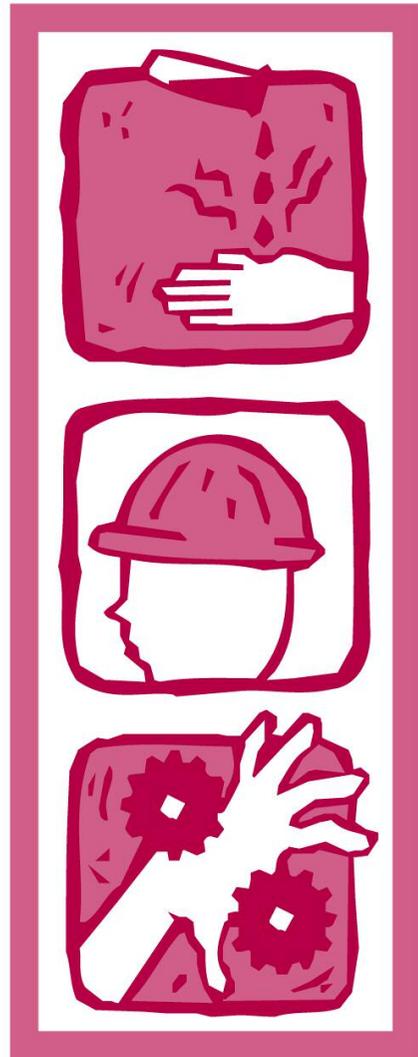




**Winchester**  
City Council

# Health and Safety Handbook

2010



[www.winchester.gov.uk](http://www.winchester.gov.uk)

## **JDS commercials van centre**

**JDS Commercials  
has been established  
since 1996 selling  
commercial vehicles to  
companies large and small  
nationwide, providing a second  
to none service.**

We are located in the Meon Valley, near Bishops Waltham in Hampshire. In our extensive range of vehicles we have something to suit everyone from carpet fitters and plumbers to motocross riders and gardeners. If you are looking for a specific vehicle within a budget we can source it for you.

- 3 months FREE RAC warranty  
– extended packages available
- Full service, MOT and cam belt (where applicable)
- One owner
- Full service history
- Access to sign writer
- Follow up care includes servicing & MOT's
- Racking/Ply Kits
- Finance available
- Part exchange whether car, bike or van

### **Small Vans**



### **Medium Vans**



### **Large Vans**



### **Mini Buses and 4 x 4's**



### **Dropsides and Tippers**



**So make JDS Commercials your first call  
for your next commercial vehicle**

**Unit 18, Swanmore Business Park, Lower Chase Road,  
Swanmore, Hants. S032 2PB**

**Tel: 01489 890913 Mobile: 078 66 730805**

**FOR MORE DETAILS SEE OUR WEBSITE: [www.JDSvansales.com](http://www.JDSvansales.com)**



Environmental Health Service  
Environment Division  
Winchester City Council  
City Offices  
Colebrook Street  
Winchester  
Hampshire SO23 9LJ

**Telephone: (01962) 840222**

**Fax: (01962) 840586**



**MST Solutions Ltd provides your industry with:**

- Office & Workshop audits
- Senior management, supervisory & operative training
- CDM Co-ordinator role
- Health & Safety policy and associated documentation
- Advisory Service

1, Pearman Drive, Andover,  
Hampshire SP10 2SB

**Tel: 01264 361130**  
**Fax: 01264 393714**  
**www.mstsolutions.co.uk**  
**E: martin.mitty@mstsolutions.co.uk**

Not here to dull your cutting edge,  
just to help you handle it safely



@ [office@safetylaw.co.uk](mailto:office@safetylaw.co.uk)

11, Larch Close  
Kings Worthy  
Winchester, SO23 7NE

☎ 01962 884814

📄 01962 623158

🌐 [www.safetylaw.co.uk](http://www.safetylaw.co.uk)

**CDM-C, Construction Site Services**  
**Incident Reporting**  
**Training, Property Inspections**  
**General Health and**  
**Safety Administration**



**WHITEDOG CONSTRUCTION**

**making the most of the space you have**

Comprehensive construction service from conception to completion.  
Drawings, planning application, building regulations and structural calculations.

Common Road Chandlers Ford  
Hampshire SO53 1ZD  
**Telephone: 023 80253534**  
[www.whitedogconstruction.co.uk](http://www.whitedogconstruction.co.uk)




# CONTENTS

Foreword .....	5
Enforcing Health and Safety Law .....	6
The Health and Safety at Work etc. Act 1974 explained .....	9
Information, Instruction and Training .....	11
Management of Health & Safety at Work Regulations 1999 .....	14
Risk Assessment .....	15
Skin Cancer .....	18
Topic Based Inspection and Relevant Legislation .....	19
Manual Handling Regulations 1992 .....	20
The Display Screen Equipment Regulations 1992 .....	22
Slips and Trips at Work .....	24
The Work at Height Regulations 2005 .....	25
Workplace Transport .....	29
Work-related Stress .....	33
The Workplace (Health, Safety & Welfare) Regulations 1992 .....	37
Control of Substances Hazardous to Health Regulations 2002 .....	41
The Control of Noise Regulations 2005 .....	44
Personal Protective Equipment at Work Regulations 1992 .....	45
The Health and Safety (First-Aid) Regulations 1981 .....	47
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 .....	50
Provision & Use of Work Equipment Regulations 1998 (PUWER) .....	52
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) .....	55
Electricity at Work Regulations 1989 .....	59
Liquefied Petroleum Gas (LPG) .....	60
Asbestos .....	61
The Control of Asbestos at Work Regulations 2006 .....	62
Fire Safety .....	63
Working Time Regulations 1999 .....	65
Self Audit Assessment .....	67
Useful Addresses .....	72



**1st Klas Cleaning Services**

Regular house & office cleans  
 One off spring cleans  
 End of let cleans  
 End of build cleans  
 Fully insured

Office: 01489 892081 Mobile: 07777 618974  
 Email: [firstklas@btinternet.com](mailto:firstklas@btinternet.com)

40

**Commercial Contractors**  
 Over 30 years experience



**FWJ**

Decorating and Property Maintenance Services

**Interior & Exterior • Building Maintenance • Commercial Contracts**

For Local Authorities, Housing Associations, Commercial Premises, NHS Trusts, Schools, Colleges etc

FROM SURVEY TO COMPLETION

**023 8026 6666**  
 FWJ Ltd 27b, Hursley Road, Chandlers Ford Eastleigh SO53 2FS





34

**Westbourne**

design - fit out  
 refurbishment - restoration  
 new build



tel: 01962 883 322  
 fax: 01962 883 358  
 email: [enquiries@westbourne.gb.com](mailto:enquiries@westbourne.gb.com)

Westbourne Southern Ltd,  
 Unit 2, The Foundry, London Road,  
 Kings Worthy, Winchester SO23 7QN

43

**Chemex**

**Making the cleaning and hygiene issues of your business our business**

More than 20 years experience helping clients comply with Health & Safety legislation through supporting, training and supplying high quality cleaning and hygiene products.

For more information on how we can help you, please contact us on 01488 72543 or visit [www.chemexfranchises.co.uk/hampshire](http://www.chemexfranchises.co.uk/hampshire).

Cost effective hygiene systems and a high level of service



26

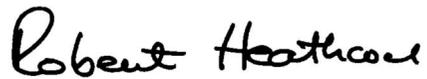
## FOREWORD

This guide has been prepared by the health and safety specialists within the Environmental Services team of the Environment Department of Winchester City Council. It aims to help you understand your responsibilities for health and safety - not only for yourself and your employees, but also to your customers. It is a convenient first point of reference for anyone who wishes to learn more about health and safety.

The City Council believes that a safe business is an efficient business. Although Environmental Health staff have responsibilities to enforce legislation, we are also there to advise and work in partnership with businesses in order to provide safe and healthy workplaces. By reading this guide, you are already taking an important step in improving the safety performance of your business. This will help to reduce accidents and absenteeism, which will save valuable resources and contribute towards making your business more competitive.

The information included in this guide is by necessity, quite brief, and readers should always refer to specific guidance and the legislation where appropriate for more detailed guidance.

If, after reading the guide, you would like further specific advice, or have any queries, please do not hesitate to contact my staff on 01962 840222.



Robert Heathcock  
Head of Environment

# ENFORCING HEALTH AND SAFETY LAW

## What can I expect when an Inspector calls?

An inspector's role is to make sure that your business has acceptable standards of health, safety and welfare. They will tell you what you are required to do by law. You can expect:

- Courtesy and assistance during the inspection
- Fairness and consistency
- Advice and information
- An inspection of the workplace and health and safety documentation
- Proof of identification

The law states that an inspector can call at any reasonable time. Visits by inspectors will normally be unannounced routine inspections, or in response to an accident or complaint.

## How will I know the result of an Inspection?

At the end of a visit, inspectors will discuss with the business what further action, if any, they are going to take.

On finding a breach of health and safety legislation, the inspector will decide what action to take. The action will depend on the nature of the breach.

**Informal Notice** – In the form of letters or premises inspection reports. Any correspondence will be sent as soon as practicable and, if appropriate, the inspector will tell the business at the time of the visit when they should expect a letter. Where remedial action is required

the letter will set out what needs to be done, why, within what period, and what legislation applies.

**Improvement Notice** – Where health and safety legislation has been breached this notice requires you to put things right within a set time limit which will be discussed with you.

**Prohibition Notice** – Requires you to immediately stop doing something until things are put right. This would only be issued if the inspector considers there to be a risk of serious injury.

The inspector will follow up on any notice to check what has been done. Failure to comply is a serious offence and may lead to prosecution. Health and Safety legislation gives the courts considerable scope for punishing offenders and deterring others. Failure to comply with an improvement or prohibition notice carries a fine of up to £20,000, or six months imprisonment, or both. Higher courts may impose unlimited fines and in some cases imprisonment.

It is of no benefit to an organisation, no matter how large or small, to simply think that once an inspector is satisfied and goes away, everything can return to how it was previously. Health and safety is an issue that will not simply go away. It is a legal duty on all employers and employees alike and it needn't cost the earth.

## How to Appeal:

When a notice is issued you will be told in writing about your right of appeal to an Employment Tribunal and given a form to use for that appeal. You will be told –

- Where and within what time, an appeal may be brought
- That an appeal may be brought on any grounds
- That action required by an Improvement Notice is suspended while an appeal is pending.

The procedures and rights outlined above provide ways for you to have your views heard if you are not happy with the inspector's action.

## Winchester City Council's Enforcement Policy

The Council's policy regarding the enforcement of health and safety at work is as follows:

### Policy:

**"To provide a system of inspection and accident investigation sufficient to discharge the City Council's statutory responsibility for health and safety enforcement."**

In order to ensure that the policy is fulfilled, a number of specific objectives have been set which are as follows:

1. To inspect and categorise all premises which are in an obvious or apparent high risk category.

2. To revisit the premises in 1 above and take such legal or other action as is required to effect any necessary improvements.
3. To respond to all requests for service within 3 working days and institute any legal action or advice within 10 days.
4. To investigate within 24 hours, all serious accidents and dangerous occurrences notified to the City Council and instigate all necessary legal and advisory action to ensure, as far as practicable, removal of the conditions causing the accident or dangerous occurrence.
5. To check commercial planning and building regulation applications and provide advice and guidance to applicants on health and safety aspects.
6. To identify and categorise all premises which are considered to be in a medium or low risk category and inspect them at frequencies which are commensurate with the risk.

The policy and objectives are included in the Department's Business Plan. Performance monitoring of the service is also undertaken to ensure that these objectives are met.

# Quality Courses in *Your* Local Area!

The Royal Society for the Prevention of Accidents (RoSPA) is a national charity and a leading provider of first rate health and safety training, driver solutions and consultancy services.

We offer a wide variety of courses, including risk assessment, manual handling and training for managers. Call to see what's available in *your* local area!

**To find out more please:**

**Call: 0121 248 2233**

**Email: [training@rospa.com](mailto:training@rospa.com)**

**Visit: [www.rospa.com](http://www.rospa.com)**



**arco**<sup>®</sup>  
with people in mind

**experts in**  
personal  
protection  
clothing  
footwear  
gloves  
workplace  
safety

**Arco Limited**, Unit A, Armada Point, Estover Trading Estate, Plymouth, PL6 7PY  
Sales Enquiries and Orders: 01752 751650 Fax: 01482 385066  
E-mail: [plymouth.branch@arco.co.uk](mailto:plymouth.branch@arco.co.uk)

# THE HEALTH AND SAFETY AT WORK ETC. ACT 1974 EXPLAINED

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

## Duties of employers

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

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

## Duties to others

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

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

## Duties of employees

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

Further information

Health and Safety Law – What you need to know.

<http://www.hse.gov.uk/pubns/law.pdf>  
ISBN 9780717663149

## Health and Safety Policy

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

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

### 1. Statement of Intent:

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

## 2. Organisation:

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

## 3. Arrangements:

- Procedures for identifying hazards, assessing risks and precautions to be taken
- Methods of consultation with employees
- Accident reporting and investigation, fire and first aid arrangements

- Procedures for introducing new machinery, substances or processes.

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

### Further information:

An introduction to health and safety in small businesses – INDG 259

<http://www.hse.gov.uk/pubns/indg259.pdf>

## INFORMATION, INSTRUCTION AND TRAINING

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

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

Check:

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

- Inform employees about health and safety legislation. Include addresses of the enforcing authority either by displaying a poster or by giving them a leaflet – both available from HSE Books titled “Health and Safety Law- What you should know”.

### Consultation

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

Further information:

Consulting workers on health and safety. Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

<http://www.hse.gov.uk/pubns/indg232.pdf>  
ISBN 9780717663118 ~1146

# Can a workforce with professional qualifications help you win contracts?

## OF COURSE...

Now is the time to develop your staff and help them gain further skills and professional qualifications. Developing your work force gives your business the edge in an increasingly competitive market.

**Industry-recognised qualifications delivered on your terms, fast.**

### **CIPD**

*Chartered Institute of Personnel Development*

CIPD is the professional body for those involved in management and development of people.

#### **CIPD L3 - CPP**

Certificate in Personnel Practice

#### **CIPD L3 - CTP**

Certificate in Training Practice

### **PRINCE2®**

*International standard for project management*

*"Thoroughly enjoyed the course. Learned an enormous amount. Training delivery well-paced and professional"*  
Lona Fryatt

*"Excellent combination of learning styles"* Richard Ashman

**HAS A 99% PASS RATE!**

### **NEBOSH**

*The nationally recognised Health and Safety qualification*

The course is designed for those who have health and safety responsibilities allowing them to carry out their duties at work more effectively and protect the organisations for which they work.

**PASS RATES WELL ABOVE NATIONAL AVERAGE**

### **CMI**

*The Chartered Management Institute*

The chartered professional body that is dedicated to management and leadership.  
**L2:** Team Leading  
**L3:** First Line Management  
**L5:** Management & Leadership  
**L7:** Strategic Management & Leadership

**HAS A 95% PASS RATE!**

**Courses run continually throughout the year.**

Call today to find out more:

**023 80 577 426**

[www.resultsforyourbusiness.com](http://www.resultsforyourbusiness.com)

flexible ↑ professional ↑ simple

*Part of the City College Group*

PRINCE2® is a Registered Trademark of the Office of Government Commerce in the United Kingdom and other countries.



**CITY BUSINESS**  
SOUTHAMPTON

# TRAINING YOU FOR LIFE

## PROVIDING SPECIALIST OCCUPATIONAL TRAINING



- **APPRENTICESHIPS**

City Training provides apprenticeship opportunities in a wide range of occupational areas

- **FIRST AID**

First Aid at Work, First Aid at Work Refresher, Emergency First Aid (EDI) and First Aid Paediatrics

- **MARINE**

CAD, SolidWorks, AutoCAD, AutoDesk, plus a range of Composite Courses

- **HEALTH & SAFETY**

COSHH, Principles of Risk Assessment, Principles of Manual Handling and Safer Moving & Handling (People)

- **FOOD SAFETY**

Food Safety for Manufacturing, Food Safety in Catering, Managing Food Safety in Catering

- **ELECTRICAL**

17<sup>th</sup> Edition Update and Testing & Inspecting courses including City & Guilds 2392, 2377, 2382-10, 2382-20, 2391 and 2393-10

- **NVQs**

City Training provides NVQs in a wide range of occupational areas

**For further details about any of these courses, please contact:**

**T: 023 8057 7426**

**E: [info@resultsforyourbusiness.com](mailto:info@resultsforyourbusiness.com)**

**W: [www.sotonct.co.uk](http://www.sotonct.co.uk)**

## MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

These regulations reinforce the provisions of the Health and Safety at Work etc. Act 1974 and introduce measures to encourage improvements in health and safety at work, mainly through effective management. The main requirements are placed on employers but employees and self-employed persons are given responsibilities too.

### **The main responsibilities of the employer are:**

- To assess the risks to the health and safety of their employees and others who may be affected by their work. Where there are five or more employees a record must be kept to monitor the significant findings. This is an extension of the requirement to have a safety policy.
- To make provisions for organising, controlling, monitoring and reviewing all the preventative and protective measures that the risk assessment identifies. Again, where there are 5 or more employees a record must be kept.
- To provide employees with relevant health and safety information, instructions and provide adequate training.
- To ensure that employees are provided with appropriate health surveillance when a risk is identified.
- Where the workplace is used in common with other employers, to co-operate and communicate with them on health and safety matters.

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

### **The main responsibilities of the employee are:**

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

### **The main responsibilities of self-employed persons are:**

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

Further information:

L21 ISBN 0717604128 Management of Health and Safety at Work Regulations 1999  
Essentials of Health and Safety at Work HSE Books 1994 ISBN 9780717661794  
Successful Health and Safety Management HSG 65 ISBN 0 7176 7 1997

## RISK ASSESSMENT

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

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

**Risk** is the likelihood that someone will be harmed by the hazard.

An effective risk assessment will:

### Identify hazards

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

### Identify those at risk

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

### Evaluate the risk

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken some residual risk

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

N.B – A special risk assessment for young persons (under 18) must be made before they start work taking into account their possible lack of awareness, inexperience and immaturity. Information should be provided to parents of school age children about the risks involved in their work and the controls in place prior to them starting work.

Employers are required to take into account particular risks to new and expectant mothers when assessing risks in their work activity.

Further information:  
5 steps to risk assessment INDG 163W/EREV2.  
<http://www.hse.gov.uk/pubns/indg163.pdf>



**Date or risk assessment:**

**Step 3**

**What are you already doing?**

List what is already in place to reduce the likelihood of harm or make any harm less serious.

**Step 4**

**What further action is necessary?**

You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.

**Step 5**

**How will you put the assessment into action?**

Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.

<b>Action by whom</b>	<b>Action by when</b>	<b>Done</b>
-----------------------	-----------------------	-------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

• Review your assessment to make sure you are still improving, or at least not sliding back.  
• If there is a significant change in your workplace, remember to check your risk assessment and where necessary amend it.

## SKIN CANCER

Skin cancer is caused by the ultraviolet (UV) rays in sunlight.

If you are an employer or manager responsible for people whose work keeps them outside for most of the day you should carry out a risk assessment and consider how to reduce the health risk associated with sun exposure.

### What are the Risks?

In the short term:

- sunburn can blister your skin and make it peel, but even mild reddening is a sign of skin damage.

In the long term:

- the most serious effect of over exposure to the sun is the increased risk of developing skin cancer. Other effects include premature ageing of the skin.

### Who is at Risk?

People with pale skin, especially those with fair or red hair, lots of freckles or with a family history of skin cancer. People whose work keep them outdoors for long periods, such as:

- Greenkeepers
- Farm workers
- Gardeners
- Construction workers
- Outdoor activity workers

### As an employer you can;

Include sun protection advice in routine health and safety training. Inform workers

that a tan is not healthy – it is a sign that skin has already been damaged by the sun.

Consider scheduling work to minimise exposure.

Ensure workers remain covered up during the summer months – especially at lunch time when the sun is at its hottest. They can cover up with a long sleeved shirt and a hat with a brim or flap that protects the ears and neck.

If tee-shirts are worn encourage workers to use sunscreen of at least (Sun Protection Factor) SPF 15 on any part of the body that remains exposed and to apply as directed on the product.

Encourage workers to take their breaks in the shade.

Site water points and rest areas in the shade.

Encourage workers to drink plenty of water to avoid dehydration.

Encourage workers to check their skin regularly for unusual moles or spots that change in shape, size or colour and to seek medical advice promptly if they find anything that causes concern.

Further information:

more information on skin cancer is available on Cancer Research UK's Sunsmart website at [www.sunsmart.org.uk](http://www.sunsmart.org.uk) and

Both free and priced publications on sun protection can be found at HSE books website [www.hse.gov.uk](http://www.hse.gov.uk)

## TOPIC BASED INSPECTION AND RELEVANT LEGISLATION

The Health and Safety Commission has prioritised five areas to be taken into consideration during each inspection. Employers should also focus on these priorities as they cause the most injuries and ill health in the workplace.

In addition to the information in this booklet the Health and Safety Executive (HSE) has a wealth of resources dedicated to these topics across a range of industries and businesses. Just visit [www.hse.gov.uk](http://www.hse.gov.uk) and click on the relevant topic

### **HSE's five priority areas:**

- Musculoskeletal Disorders – (e.g. caused by Manual Handling & Display Screen Equipment)
- Slips and Trips
- Falls from Height
- Workplace Transport
- Work-related Stress

# MANUAL HANDLING OPERATIONS REGULATIONS 1992

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

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

## Risk Assessment

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

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

The assessment should take into account the task, the load, the working environment and the individual's capability.

## Who should carry out the Assessment?

In the majority of cases employers should carry out the assessment or delegate to a member of staff within the business. Employees, their safety representatives

and safety committees should be encouraged to take part in the assessment process. It may sometimes be useful to seek specialist help from outside to provide training to in-house assessors, or give advice where the manual handling risks are particularly difficult to assess.

## How detailed should the Assessment be?

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

## The following is a checklist for safe manual handling:

- Before attempting to lift a load, assess its size and shape and obtain assistance, if required. Check there is sufficient space to make the lift and re-position the load as required.
- Stand correctly with a straight back and your chin tucked in. Stand close to the load you are going to lift. Lifting with a bent back can be four times more stressful than lifting with a straight back. Your feet should be apart with one foot in front of the other facing in the intended direction of travel.
- Lift with your knees bent and use your legs, not your back, as the lifting power.

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

For further information

Manual Handling Guidance on Regulations L23 ISBN 0717624153.

Manual Handling: Solutions You Can Handle HSG115 ISBN 9780717606931.

A Pain In Your Workplace? Ergonomic Problems and Solutions HSG121 ISBN 0717606686.

Upper Limb disorders in the workplace HSG60.

Getting to grips with manual handling INDG 143(rev 2).

<http://www.hse.gov.uk/pubns/indg143.pdf>



**Abba Wildern  
Driving School**

**Any Plant/Machinery Operators  
Fork Lift  
HIAB HGV-Cars**

5 day courses available

*Full ITSSAR/STTR accreditation &  
Certification Guaranteed*

**BRILLIANT FIRST TIME PASS RATE**  
**Available 24 hours**

[www.drivingschoolsouthampton.co.uk](http://www.drivingschoolsouthampton.co.uk)

Hedge End **01489 782022**  
4 Lake Farm Close,  
Hedge End, Southampton

48

# HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

These regulations apply to those employees who use visual display units (VDUs) as part of their normal working day.

VDUs have been blamed - often wrongly - for a wide range of health problems. In fact, only a small proportion of VDU users actually suffer ill health as a result of their work.

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

Problems encountered when working with VDUs can often be avoided by good workplace design and by good working practices (like taking frequent short breaks from the VDU).

## Work Station Assessments

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

A useful VDU checklist can be downloaded from the HSE website: <http://www.hse.gov.uk/pubns/priced/vdu-workstation.pdf>

## Requirements for Work Stations

### Equipment

This must not be a source of risk for operators or users.

### Display Screen

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

### Keyboard

Must be tiltable and separate from the screen. The space in front of the keyboard must be sufficient to provide support for the hands and wrists of the user. The symbols of the keys must be

## PROFESSIONAL EYE CARE

### LEIGHTONS

#### OPTICIANS

68 Chantry Way  
ANDOVER

14 The Mall  
Winchester Road  
CHANDLERS FORD

29 Swan Shopping Centre  
EASTLEIGH

Stag Gates  
68 The Avenue  
SOUTHAMPTON

17 Water Lane  
TOTTON

67 St. Georges Street  
WINCHESTER

Phone us FREE on  
**0800 40 20 20**  
for your appointment  
[www.leightonsopticians.co.uk](http://www.leightonsopticians.co.uk)



2



**Winchester**  
City Council

legible. The surface or desk must be sufficiently large, have a low reflective surface and allow for a flexible arrangement of the equipment.

### **Chair**

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

### **Foot Rest**

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

### **Lighting**

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

### **Noise**

Noise levels must be taken into account when equipping a work station making sure that attention is not distracted and speech is not disturbed.

### **Heat**

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

### **Daily Work Routine of Users**

Whenever possible, work at display screens should consist of a mixture of screen based and non-screen based

work. When this is not possible deliberate breaks or pauses must be introduced.

Ten minutes away from the screen each hour is a good guideline.

### **Eyes & Eyesight**

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

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

### **Training**

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

#### **Further Information :-**

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

Guidance on the regulations L26 ISBN 9780717625826.

The law on V.D.U's An Easy Guide How to Comply With the Health & Safety (Display Screen Equipment) Regulations 1992 HSG90 ISBN 9780717626021.

Working with VDU's INDG36REV3W/E ISBN 9780717662425.

<http://books.hse.gov.uk/use/public/saleproducts.jsf>

## SLIPS AND TRIPS AT WORK

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

Getting the workplace conditions right from the start will make dealing with slip and trip risks easier.

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

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

Lighting should enable people to see obstruction and potentially slippery areas, so they can work safely. Replace, repair or clean lights before levels become too low for safe work. Floors need to be checked for loose finishes, holes and cracks, worn rugs and mats.

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

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

### Further Information:

Slips and Trips eLearning package  
<http://www.hse.gov.uk/slips/step/index.htm>

# THE WORK AT HEIGHT REGULATIONS 2005

These Regulations apply to employers, the self-employed and anyone who works at height. They are relevant wherever there is a risk of a fall at work liable to cause personal injury.

Suitable and sufficient measures shall be taken to prevent any person falling a distance likely to cause personal injury.

## What is 'work at height'?

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by staircase in a permanent workplace) but not travel to or from a place of work. For example, a sales assistant on a stepladder would be working at height but the Regulations would not be applied to a mounted police officer on patrol.

## Do the rules apply to you?

Duties are placed upon employers, the self-employed and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

The Regulations do not apply to the provision of paid instruction or leadership in caving or climbing by way of sport, recreation, team building or similar activities. If you are an employee or working under someone else's control Regulation 14 states you must:

- report any safety hazard to them
- use the equipment supplied (including

safety devices) properly, following any training and instructions (unless you think it would be unsafe, in which case you should seek further instructions before continuing).

You need to take account of:

- Working conditions and personal risk to employees
- The distance that work equipment has to negotiate
- Distances and consequences of a fall
- Duration and frequency of use
- The need for emergency evacuation.

## Exemptions

You may ask the Health and Safety Executive (HSE) to exempt certain people, premises, equipment, or activities from some of the regulations relating to guardrails and the like, but you will have to show that there is no risk to anyone's health or safety.

## What you must do as an employer

Overriding principle: You must do all that is reasonably practicable to prevent people from falling.

## The control hierarchy

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

Duty holders must:

1. Avoid work at height wherever possible e.g. long handle cleaning systems
2. Use work equipment or other measures to prevent falls where they cannot

avoid working at height e.g. high level pickers or tower scaffolding

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 such as a personal fall arrest harness.

### **Duty holders' responsibilities**

The Regulations require duty holders to ensure:

- all work at height is properly planned and organised
- all work at height takes account of weather conditions that could endanger health and safety
- those involved in work at height are trained and competent
- the place where work at height is carried out is safe
- equipment for work at height is appropriately inspected
- the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled.

### **Planning**

You must:

- ensure that no work is carried out at height if it is safe and reasonably practicable to do it other than at height
- ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is

reasonably practicable

- take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

### **Weather**

You must ensure that the work is postponed while weather conditions endanger health or safety.

### **Staff training**

You must ensure that everyone involved in the work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment. Where other precautions do not entirely eliminate the risk of a fall occurring, you must (as far as it is reasonably practicable to do so) train those who will be working at height how to avoid falling and how to avoid or minimise injury to themselves should they fall.

### **The place where work is undertaken**

You must ensure that the place where work is undertaken at height (including the means of access) is safe and has features to prevent a fall, (such as protected edges) unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment).

## Equipment, temporary structures and safety features

If you rely on the exception detailed above, you must provide equipment for preventing (as far as is reasonably practicable) a fall occurring. If precautions do not entirely eliminate the risk of a fall occurring, you must do all that is reasonably practicable to minimise the distance and effect of a fall.

When selecting equipment for work at height you must:

- use the most suitable equipment
- give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses)
- take account of the working conditions and risks to the safety of all those at the place where work equipment is to be used.

- ensure that all equipment, temporary structures (e.g. scaffolding) and safety features comply with the detailed requirements of schedules 2 to 6. of the Regulations.

## Fragile surfaces

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

- ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings and guard rails are provided (and used) to minimise the risk
- do all that is reasonably practicable, if any risk of fall remains, to minimise the distance and effect of a fall.

## Falling objects

Where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling. If not reasonably practicable, you must ensure that no one is injured by anything falling. You must ensure that nothing is:

- thrown or tipped from height if it is likely to injure anyone
- stored in such a way that its movement is likely to injure anyone.



**Elliotts**  
**PREMIER ROOFING LTD**

*We've got it all covered*

**SPECIALIST ROOFING CONTRACTOR for:**

- **TILING AND SLATING**
- **FLAT ROOF COVERINGS**
- **LEADWORK**
- **RAINWATER SYSTEMS**
- **VITRAL GLAZING ROOFLIGHTS**

**T: 023 8064 7506 F: 023 8064 7606**  
**E: [info@elliottspremierroofing.co.uk](mailto:info@elliottspremierroofing.co.uk)**  
**[www.elliottspremierroofing.co.uk](http://www.elliottspremierroofing.co.uk)**  
Unit 25, Parham Drive, Eastleigh, Hampshire, SO50 4NU

If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, you must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised persons are unable to reach it.

Further information:

Work at Height Regulations 2005 SI 2005/735  
The Stationery Office 2005 (Available online at: [www.opsi.gov.uk/si/si2005/20050735.htm](http://www.opsi.gov.uk/si/si2005/20050735.htm))

Management of Health and Safety at Work Regulations 1999 SI 1999/3242 The Stationery Office 1999 ISBN 0 11 085625 2

Lifting Equipment and Lifting Operations Regulations 1998 SI 1998/2307 The Stationery Office 1999 ISBN 0 11 079598 9.

Construction (Health, Safety and Welfare) Regulations 1996 SI 1996/1592 The Stationery Office 1996 ISBN 0 11 035904 6.

HSE's Falls from height website:  
[www.hse.gov.uk/falls](http://www.hse.gov.uk/falls).

Safe use of ladders and stepladders: An employer's guide INDG 402

<http://www.hse.gov.uk/pubns/indg402.pdf>

## WORKPLACE TRANSPORT

All vehicles or pieces of mobile equipment which are used by employers, employees, self-employed people or visitors in any work setting (apart from travelling on public roads), for example: cars, vans, lift trucks, heavy goods vehicles and dumpers should be used safely.

### Identify Hazards

Look at each of the work activities associated with vehicles at the workplace, for example the arrival and departure of vehicles, their movement within the workplace, loading and unloading. Consider what the dangers are and what is causing them. For example: Is there a danger of people being struck or run over by vehicles and what is the cause?

Is there a danger of people falling from vehicles, i.e. while gaining access to or alighting from the vehicle or while involved in loading/unloading or other activities, and what is the cause?

Identify who might be harmed by each of the hazards, then for each hazard, evaluate the risk and assess whether existing precautions are adequate or whether further precautions are required. Have suitable measures been taken to reduce this risk and are the measures adequate?

If you have five or more employees you must record the significant findings of your assessment.

### WORKPLACE TRANSPORT CHECKLIST

A printable checklist is available from the HSE website at:  
<https://www.hse.gov.uk/forms/transport/wtchk1.pdf>

#### THE WORKPLACE

Check that the layout of traffic routes are appropriate for the vehicle and pedestrian activities at the workplace. For example:

- Are vehicles and pedestrians kept safely apart?
- Are there suitable pedestrian crossing points on vehicle routes?
- Are there suitable parking areas for all parking needs?
- Do the vehicle routes avoid sharp or blind bends?
- Is there scope for introducing a oneway system on vehicle routes within the workplace to reduce the risk of collisions?

Check that vehicle traffic routes are suitable for the type and quantity of vehicles which use them. For example:

- Are they wide enough?
- Are there well constructed, firm and even surfaces?
- Are they free from obstructions and other hazards?
- Are they well maintained?

Check that suitable safety features are provided where appropriate. For example:

- Are roadways marked where necessary, e.g. to indicate the right of way at road junctions?
- Is there a need for direction signs, speed limit signs, and where applicable, signs such as Give Way or No entry.
- Is there a need for features such as fixed mirrors to provide greater vision at blind bends or exits from buildings, road humps to reduce vehicle speeds or barriers to keep vehicles and pedestrians apart?

## THE VEHICLES

Check that vehicles at your workplace are safe and suitable for the work for which they are being used. For example:

- Do they have suitable and effective service and parking brakes?
- Are they provided with horns, lights, reflectors, reversing lights and other safety features as necessary?
- Do they have seats and where necessary, seat belts that are safe and allow for driver comfort?
- Do they have adequate all round visibility?
- Are there guards on dangerous parts of the vehicles, e.g. power take-offs, chain drives, exposed exhaust pipes?

- Do drivers need protection against bad weather conditions or against unpleasant working environments?
- Is there safe means of access to and exit from the cabs and other parts that need to be reached?
- Is there a need for driver protection against injury in the event of an overturn and to prevent the driver being hit by falling objects?

Check that the vehicles are subject to appropriate maintenance procedures. For example:

- Do drivers carry out basic safety checks before using vehicles?
- Is there a regular preventive maintenance programme for each vehicle, carried out at predetermined intervals of time or mileage?

## DRIVERS AND OTHER EMPLOYEES

Check that your recruitment and training procedures ensure that your drivers and other employees are capable of performing their work activities in a safe and responsible manner. For example:

- Do you check the previous experience of your drivers and test them to ensure that they are competent?
- Do you provide training on how to do the job and information about particular hazards?
- Do you have a planned programme of refresher training for drivers and other employees to ensure their continued competence?

- Check what your drivers and other employees do when undertaking their work activities. For example:
- Do your drivers drive with care, e.g. use correct routes, drive within the speed limit at the site and follow any other site rules?
- Do they park safely and in safe locations?
- Are your employees using safe working practices when loading/unloading, securing loads, carrying out maintenance?
- Do your drivers and other employees have to rush to complete their work on time or is there a risk of accidents caused by fatigue as a result of excessive working hours?

Check, in consultation with your employees, that your level of management control/supervision is suitable. For example:

- Are your supervisors, drivers and other employees, including contractors and visiting drivers, aware of the site rules and aware of their responsibilities in terms of maintaining a safe workplace and safe working practices?
- Is everyone at the workplace supervised and held accountable for their responsibilities and is a clear system of penalties enforced when employees, contractors etc fail to maintain standards?

## VEHICLE ACTIVITIES

Check that the need for reversing manoeuvres is kept to a minimum and where reversing is necessary that it is undertaken safely and in safe areas. For example:

- Is there scope for introducing oneway systems on routes to reduce the need for reversing manoeuvres?
- Is there a need to identify and mark 'reversing areas' so that these are clear to both drivers and pedestrians?
- Can you exclude non-essential personnel from areas where reversing is common?
- Is there a need for a signaller (reversing assistant) to direct reversing vehicles?
- Are there external, side-mounted and rear-view mirrors on vehicles to provide optimum all-round visibility?
- Do vehicles have reversing alarms?

## LOADING AND UNLOADING

- Are these operations carried out in areas away from passing traffic, pedestrians and others not involved in the operation?
- Are these activities carried out using safe systems of work on ground that is flat, firm and free from potholes?
- Are the vehicles braked and/or stabilised, as appropriate, to prevent unsafe movements during loading and unloading operations?

- Is this activity carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?
- Are checks made to ensure that loads are secured and arranged so that they cannot move around, such as sliding forward if the driver has to brake suddenly or sliding off if the vehicle has to negotiate steep inclines?
- Are there checks to ensure that vehicles are not loaded beyond their capacity?

**Further information:**

Workplace transport safety ISBN 0 7176 2821 3 INDG 199.

Managing vehicle safety at the workplace INDG199 ISBN 0 7176 0982 0.

Safety in working with lift trucks HSG6 or at [www.hse.gov.uk/pubns/indg199.pdf](http://www.hse.gov.uk/pubns/indg199.pdf)

Warehousing and Storage – A guide to health and safety ISBN 978-0-7176-6225-8 HSG76

**Stress Management and Employee Well-being**

Staunton and Associates Ltd., Winchester

- Stress risk assessments
- In-house stress management training
- Stress management e-learning course “People Like Us”
- Stress policy development



Tel: 01962 715978

[info@staunton-assoc.co.uk](mailto:info@staunton-assoc.co.uk)  
[www.staunton-assoc.co.uk](http://www.staunton-assoc.co.uk)

45

## WORK-RELATED STRESS

Stress is the adverse reaction people have to excessive pressure. It isn't a disease. But if stress is intense and goes on for some time it can lead to mental and physical ill health such as depression, nervous breakdown and heart disease.

It is an employer's legal duty to make sure that their employees are not made ill by their work. Where stress is caused or made worse by work and could lead to ill health, you must assess the risk. A risk assessment for stress involves:

- Looking for pressures at work that could cause high and long-lasting levels of stress
- Deciding who might be harmed by these
- Deciding whether you are doing enough to prevent that harm.

If necessary, you must then take reasonable steps to deal with those pressures. You must review the assessment at appropriate intervals and/or whenever you think that it may no longer be valid. You must make sure that you involve your employees – including Trade Union safety representatives where they have been appointed at every stage of the assessment process.

You are not under a legal duty to prevent ill health caused by stress due to problems outside work, e.g. financial or domestic worries. But nonwork problems can make it difficult for people to cope with the pressures of work and their performance at work might suffer. So

being understanding to staff in this position would be in your interests.

## WORK-RELATED STRESSORS

### Culture

Problems that can lead to stress:

- Lack of communication and consultation
- An expectation that people will regularly work excessively long hours or take work home with them

### What management can do:

- Provide opportunities for staff to contribute ideas, especially in planning and organising their own workload
- Introduce clear business objectives, good communication and close employee involvement, particularly during periods of change
- Be approachable – create an atmosphere where people feel it is OK to talk to you about any problems they are having

### Demands of the job

Problems that can lead to stress:

- Too much to do, too little time
- Too little or too much training for the job
- Boring or repetitive work or too little to do
- The work environment

### What management can do:

- Prioritise tasks, cut out unnecessary work and try to give warning of urgent

or important jobs

- Make sure individuals are matched to jobs, provide additional training for those who need more, increase the scope of jobs for those who are over-trained
- Make sure other workplace hazards such as noise, harmful substances and
- the threat of violence, are properly controlled

### **Control**

Problems that can lead to stress:

- Lack of control over work activities

### **What management can do:**

- Give more control to staff by enabling them to plan their own work, make decisions about how that work should be completed and how problems should be tackled

### **Relationships**

Problems that can lead to stress:

- Poor relationships with others
- Bullying, racial or sexual harassment

### **What management can do:**

- Provide training in interpersonal skills
- Set up effective systems to prevent bullying and harassment (i.e. a policy, agreed grievance procedure and proper investigation of complaints)

### **Change**

Problems that can lead to stress:

- Uncertainty about what is happening

- Fears about job security

### **What management can do:**

- Ensure good communication with staff
- Provide effective support for staff throughout the process

### **Role**

Problems that can lead to stress:

- Staff feeling that the job requires them to behave in conflicting ways at the same time
- Confusion about how everyone fits in

### **What management can do:**

- Talk to people regularly to make sure that everyone has clearly defined objectives and responsibilities linked to business objectives and training on how everyone fits in

### **Support and the individual**

Problems that can lead to stress:

- Lack of support from managers and co-workers
- Not being able to balance the demands of work and life outside work

### **What management can do:**

- Support and encourage staff, even when things go wrong
- Encourage a healthy work-life balance
- See if there is scope for flexible work schedules (e.g. flexible working hours, working from home)
- Take into account that everyone is different and try to allocate work so

that everyone is working in the way that helps them work best

### **What you should do if an employee complains about being stressed**

Listen to them! If the stress is work related:

- Try to address the source(s)
- Involve the employee in decisions
- If necessary, encourage them to seek further help through their doctor
- If you are not their line manager, ensure that he or she treats the employee with understanding and maintains confidentiality.

Where you cannot control the work related sources of stress it may be appropriate to move the employee, if you can. If a period of sick leave is recommended, keep in touch with the employee. Remember that they may be able to return to work to do part of their job, work reduced hours or a different job, before returning to their old one. Try to be flexible! Dismissal is not an easy way out and if you don't act reasonably in dismissing an employee, they could claim that this was unfair. Finally, bear in mind that if one of your employees is suffering from work-related stress, there may be others also experiencing stress at work.

Further information:

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

**PRO - DEC**  
Interior/Exterior Professional Decorating Contractors



All Types Undertaken  
60 years Experience  
Fully Insured - Testimonials available  
Distance no object - Interior & Exterior  
**Commercial Specialists**  
Domestic Work Undertaken  
**Fully Licensed in Power Access IPAF**  
**Approved. Airless Spray Specialists**

**07899 804802 or 07776 300178**  
**Tel/Fax: 01722 333250**  
Unit 7a, Glenmore Business Park  
Salisbury,  
SP2 7GL




37



**The repointing people**

**Brick and stone cleaning**

**Remedial wall ties**

**Tel: 02392 865267**  
[www.gunpoint-south.co.uk](http://www.gunpoint-south.co.uk)  
email: [info@gunpoint-south.co.uk](mailto:info@gunpoint-south.co.uk)  
Castlepoint Limited  
173 Langstone Road,  
Portsmouth, Hants, PO3 6BT

5

**icsafety**  
health and safety consultancy

Reducing company liabilities  
through sensible risk management

- Health & Safety Policy & Procedures
- Health & Safety Audits
- Risk Assessments
- Fire Risk Assessments

**Competent personal service**

For further information please contact:  
● 01256771878 ● 07931 589821  
[ianclarke@icsafety.co.uk](mailto:ianclarke@icsafety.co.uk)  
[www.icsafety.co.uk](http://www.icsafety.co.uk)



F

**O.J. BUILDERS**  
**GENERAL PROPERTY MAINTENANCE**



- Extensions & Alterations
- Brickwork
- Plumbing
- Kitchen & Bathrooms
- Bedrooms Design & Fit
- Free Estimates & Advice
- Painting & Decorating
- Over 25 Years of Experience

**FREEPHONE 0845 4680251**  
**02392 370115 / 07979 485735**  
[www.oj.builders.co.uk](http://www.oj.builders.co.uk)  
95 The Crossway, Portchester  
Fareham PO16 8NP

18

## THE WORKPLACE (HEALTH, SAFETY & WELFARE) REGULATIONS 1992

These Regulations apply to all places of work.

### What is a Workplace?

Any premises other than a domestic dwelling made available to any person as a place of work and includes any place within premises to which that person has access e.g. lobby, corridor, stairs, loading bay, restrooms, private roads etc. The following is a brief summary of the employers requirements:-

### Access to the Workplace

The route used for people to get to and from any workplace must be safe and without hazard; this includes passages, floors, walkways, stairs etc. all of which should be in accordance with current safety standards and without hazard.

Where any work surface is above ground level, precautions must be taken to prevent persons falling. Where there are vehicles and pedestrians arrangements should be made, where ever possible, to separate them.

### Lighting

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

For clarification on emergency lighting please contact Hampshire Fire & Rescue, tel: 01962 859457 [www.hantsfire.gov.uk](http://www.hantsfire.gov.uk).

### Ventilation

Suitable and sufficient ventilation must be provided to all enclosed places of work either by natural or mechanical means. Workers should not be subject to uncomfortable draughts.

### Space

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

### Temperature

The temperature in workrooms should be reasonably comfortable without the need for special clothing. Where this is impracticable, all reasonable steps should be taken to achieve a temperature, which is as close as possible to comfortable.

This should be at least 16°C for sedentary work; a lower temperature of 13°C can be acceptable for work which involves physical effort. If the temperature is uncomfortably high then steps should be taken to reduce the heat. Any means of heating provided must be safe. There is no maximum temperature set in the Regulations.

### Cleanliness

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

# WESSEX PEST CONTROL



All aspects  
of  
pest control

Comprehensive pest control  
service for food premises  
Commercial, industrial & domestic  
Contract and one-off  
treatment work carried out.

UNMARKED VEHICLES  
PLEASE CALL FOR A FREE QUOTE

Southampton Office: 02380 660861  
Jerry: 07758 846103  
Phil: 07749 701413



47

**Bravanark**

Health and Safety  
Support for established  
and new SME's in the  
Winchester area.

Health and safety worries do not go away, Bravanark can provide help and support at an affordable cost. We are your local health and safety support team - the one that turns those seemingly insurmountable health and safety mountains into small, achievable steps.

**Services provided:** Fire/activity assessment – Safety audits, Safety Management Systems & Policies, Health and Safety employee handbooks.

**Training:** General awareness for employees and senior Management, Principle's of Risk assessment, Manual Handling, Office safety, Warehouse safety, First aid, Fire marshal, Accident investigation, Directors responsibilities. Institute of Occupational Safety and Health accredited trainers.

**Telephone: 0118 9541700**

**Email: [info@bravanark.co.uk](mailto:info@bravanark.co.uk)**

The Lodge, 102 Northumberland Ave,  
Reading. RG2 7PP

39

**For All Your Carpentry  
and Building requirements**  
CAWS CARPENTRY & BUILDING LTD

*Highest Quality Workmanship from  
Experienced Craftsmen*

Loft/Barn Conversions • Conservatories • Roofs,  
Fascias & Soffits • New Builds/Refurbs &  
Renovations • Extensions & Alterations  
• PVC/Wood Doors, Windows • Kitchens  
Supplied & Fitting • Flooring, Staircases &  
Spindles • Contractors to the Building Trade  
• Commercial & Domestic  
**ALL BESPOKE JOINERY**

Call now for a Competitive & Professional Service  
**Southampton 023 8047 1052**  
Mob: 07905 030259 E: [mail@ryancaws.fsnet.co.uk](mailto:mail@ryancaws.fsnet.co.uk)

35



Local Authority and Ministry of  
Defence approved contractor  
Specialist in Security Fencing, Gates,  
Automation, Access Control and  
Multi-use games areas

**Tel: 01243 641272 Chichester**  
**Tel: 02392 401942 Portsmouth**  
Email: [info@knight-fencing.co.uk](mailto:info@knight-fencing.co.uk)  
Website: [www.knight-fencing.co.uk](http://www.knight-fencing.co.uk)

Ferry Yard, Chichester Road, Selsey, West Sussex PO20 9ED

6

## Treatment Plants Septic Tanks & Cesspools

*Specialists in the Renewal of  
Irrigation Soakaways*

**We can convert existing septic tanks  
& cesspools into cost effective  
treatment plants**

MAIN SEWER CONNECTIONS

*Tank Emptying Service Arranged*

**Dunwell Drainage**

Winchester (01962) 777 462

Mob: 077 1107 1598

Magnolia, Hensting Lane, Owslebury, Winchester

22

## Floor & Stairs

The floors and surfaces of all traffic routes, shall have no holes or slopes, or be uneven or slippery so as to expose any person to a risk to their health & safety. Traffic routes and stairs shall be kept free of obstructions and stairs provided with suitable handrails.

## Falls or Falling objects

Measures should be in place to prevent persons being struck by a falling object. Secure fencing to prevent falls from edges and prevent items falling onto people, e.g. provide barriers and kickboards to mezzanine edges

## Transparent and Translucent Doors, Walls and Windows

Windows, transparent or translucent surfaces in walls, partitions, doors and gates should, where necessary for reasons of health and safety, be made of safety material or protected against breakage. They must also be marked so that it is not possible to mistakenly walk into them. It should be possible to reach and operate the control of openable windows, skylights and ventilators in a safe manner. Suitable provision should be made so that windows and skylights can be cleaned safely.

## Drinking water

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

## Rest facilities

Rest rooms should be provided to allow employees to take breaks and eat food, etc. away from the work area. Facilities must also be provided for pregnant women and nursing mothers.

## Toilets

Every workplace must have an adequate number of toilets. These must have satisfactory lighting, ventilation and be kept clean.

## Storage

Safe storage applies to almost every business from the largest warehouse to the smallest shop or office. The following should be considered when reviewing your storage arrangements:

- Check the safe loading of racking shelves and floors and do not exceed it. Mark the safe working load on racking.
- Use properly constructed racking for storage and secure it to the wall and floor if necessary for stability.
- Ensure stacks on floors or racking are stable and do not protrude into gangways and are not likely to fall and cause injury. Bind or wrap stock if necessary.
- Make sure there is a safe way for assessing loads on racking and that any ladders or steps used are appropriate and in good repair.
- Store heavy items as near to floor level as possible.

- Check loads that might roll, such as drums or pipes are secure.
- Inspect racking and pallets regularly for damage and set up a defect reporting system.

Further information:-

Workplace (Health, Safety and Welfare) Regulations 1992 – Guidance on the Regulations L24 ISBN 0717604136.

Workplace health, safety & welfare. A short guide for managers INDG 244(rev1).

Preventing slips & trips at work leaflet INDG 225(rev1).

<http://www.hse.gov.uk/pubns/indg244.pdf>

## CSL CONTRACTS

Specialist & independent consultants can offer the following services for domestic and/or commercial premises:

**Sewage plants & pumping stations:**

Design and enhancement, breakdown repairs, planned maintenance services.

**Grease control:**

A system for grease conversion prior to discharge into the foul drainage.

**Tel/fax: 01264 335831**

**Mob: 077 78219981**

**email: [csl.bobp@ntlworld.com](mailto:csl.bobp@ntlworld.com)**

Sales/Admin Office: 50 Watermills, Andover, SP10 2ND

46

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

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

Hazardous substances cause injury by:-

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

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

### What substances are hazardous to health?

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

### Hazardous substances often found at work:

- Bleach, oven cleaner or clinical wastes found in nursing or care homes.
- Bodily fluids such as blood and vomit.

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

Are you using any of these in your business?

### What do the Regulations require you to do?

You must **assess** all the substances that are involved with your work activity, identify those that are hazardous and then decide what actions need to be taken to prevent, or control the exposure of persons to them. This should only be done by a competent person. The person carrying out the assessment will have to consider, not just how a substance is used, but how it is stored or handled and whether substances, e.g. hazardous fumes, are given off from any process carried on in the business. The assessor will have to have all the necessary information, training and knowledge available. They can be 'in house' or where special circumstances exist, may have to be a specialist consultant.

### The assessment should identify?

- What is the known effect of the substance on a person?
- What are the known long and short term effects on that person?



## ULTRASOL CHEMICAL PRODUCTS

Suppliers of Janitorial Chemicals, Spillage Products, Aerosols, Paper Products, Skin Care, Hygiene products, Floor Care, Building Chemicals, and Winter Frost Prevention Products.

Whatever products you require in the chemical field, Please do not hesitate to contact us.

With over twenty five years experience in the supply of chemicals to industry we will be glad to try to assist you in any way that we can.

AEROSOLS



PAPER GOODS



LIQUIDS



Please Call or Email for advice or assistance

**01782 791552** Email: [info@ultrasol-chemicals.co.uk](mailto:info@ultrasol-chemicals.co.uk)

or visit our website [www.ultrasol-chemicals.co.uk](http://www.ultrasol-chemicals.co.uk)

Old Hall Road, Mill Meece, Eccleshall, Staffordshire. ST21 6QT

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

### What do I have to tell employees?

All employees must be given information, instruction and training regarding the nature and risk to health of substances that they use and the precautions that they must take to prevent them being exposed to these risks. There are further more specific requirements in the regulations, e.g. records of maintenance and health surveillance where employees are exposed to certain substances.

### Legionnaire's Disease

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

If conditions are favourable the bacteria may grow creating conditions in which the risk from legionnaire's disease is

increased. It is therefore important to control the risks by adopting methods outlined in the Approved Code of Practice and guidance document Legionnaire's disease – The Control of Legionella bacteria in Water systems (L8)

It can result from poorly maintained re-circulating hot water systems, particularly where aerosols are formed. These systems can be air conditioning, cooling towers, whirlpool spa baths, industrial sprays or even showers and fountains. Adopting simple precautions reduces the risk and they are based on temperature control, preventative maintenance, cleaning and disinfection, design of systems, alteration of operating conditions and replacement of fixtures.

There is a requirement on a person in control of premises, with certain plant (wet cooling towers and evaporative condensers) to register with the local authority. The risk of other types of occupational disease such as Hepatitis or Dermatitis should also be included in the COSHH assessment where appropriate.

Further reading:-

Control of Legionellosis including Legionnaires' Disease HSG 70 ISBN 0717604519.

Control of Substances Hazardous to Health Regulations 2002 (as amended).

Approved Code of Practice L5 ISBN 07176 1670 3.

COSHH essentials. Control of Substances Hazardous to Health Regulations HSG 193.

COSHH. A brief guide to the Regulations INDG 136(rev3).

## THE CONTROL OF NOISE REGULATIONS 2005

These regulations set out a basic framework to protect people against health risks from excessive noise at work. Exposure to high noise levels can cause incurable hearing damage involving loss of hearing ability, possibly made worse by permanent tinnitus (ringing in the ears), and other effects.

In general, employers are required to reduce the risk of hearing damage as much as is practical. It is always best to control noise at source because other solutions rely upon organisational and physical barriers, either of which can break down.

Where employers cannot adequately control noise levels (ie, workers have to raise their voice to speak at a distance of two metres at any time) and exposure reaches one of the 'Action Levels' (80 or 85 dB[A]) noise assessments must be carried out by a competent person. This will show whether further action is necessary and may involve the establishment of an effective noise reduction programme, ear protection zones, maintenance of noise control

equipment and training for those likely to be exposed.

Further information:

Noise at work – guidance for employers INDG 362 (rev1).

Controlling noise at work – guidance on regulations (L108).

<http://www.hse.gov.uk/pubns/indg362.pdf>

Check:

- reduce exposure to high levels of noise as much as possible
- assess excessive noise levels and where necessary, ensure that:
  1. you provide employees with information and training on how to use noise control equipment
  2. you establish ear protection zones and suitable ear protectors are available to employees
  3. you reduce exposure to high levels of noise as much as is practical
  4. you maintain noise control equipment and ear protectors. You must ensure that all exposed employees use them. Enforce the use of ear protection.

HAZARD	RISK	CONTROL MEASURES
 <p><b>Noise at Work</b></p>	 <p><b>Permanent Hearing Damage</b> <b>Reduced Staff Performance</b> <b>Reduced Learning</b></p>	 <p><b>Noise at Work assessments</b> <b>Sound Testing</b> <b>Material solutions for noise and vibration</b></p> <p><b>Custom Audio Designs Ltd</b></p>
<p><b>Independent Acoustics and Noise Control Specialists</b> <b>01730 269572</b>      <b>customaudio.co.uk</b></p>		

## PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

These regulations cover all aspects of the provision, maintenance and use of personal protective equipment (PPE) at work.

PPE is any equipment which protects the wearer from a health or safety risk. It includes respiratory protective equipment, eye and face protection, hearing protection, head protection (safety helmets), safety boots and gloves. Weather proof and insulated clothing and high visibility jackets are also PPE because they help protect employees from adverse weather and the risk of being struck by moving vehicles. PPE should be used only as a last resort, when

the employer cannot eliminate or adequately control the risks in other ways. If employees need PPE employers must provide it free.

For further information:

Personal protective equipment at work - Guidance on regulations (ISBN 0-11-886334-7)  
HSG53 - Respiratory Protective Equipment, a guide

Check:

- provide PPE only where you cannot eliminate the risk by engineering controls and safe systems of work
- PPE is suitable for the work and conditions and gives adequate protection
- PPE properly fits the wearer, is comfortable and if more than one item is worn it is compatible with other equipment
- equipment carries a recognised or approved standard ie CE mark
- provide employees with adequate information and training to use the PPE correctly. Check regularly that it is used. Enforce the use of PPE.
- regularly maintain PPE in accordance with manufacturers' instructions and report any defects immediately. Provide safe and hygienic storage facilities
- any changes in equipment, materials or methods may require a re-assessment.

UNIVERSITY OF  
**Southampton**  
ISVR Consulting

**Noise and Vibration Consultancy**

ISVR Consulting, at the Institute of Sound and Vibration Research, provides surveys, assessments and solutions for compliance with the *Control of Noise at Work Regulations 2005 and/or the Control of Vibration at Work Regulations 2005*.

We have specialist equipment for assessing noise exposures from headsets and earpieces in call centres, control rooms, and similar locations.

We also cover other aspects of acoustics, noise and vibration, and are ANC accredited for sound insulation testing under the Building Regulations.

Visit our website: [www.isvr.co.uk](http://www.isvr.co.uk)  
email: [consultancy@isvr.co.uk](mailto:consultancy@isvr.co.uk)  
telephone: 023 8059 2162  
fax: 023 8059 2728

31

**St John**  
Ambulance



# **Confused on Health and Safety or First Aid? We can help.**

**Courses to give you and your staff confidence.**

Telephone for advice or booking 08700 10 49 50

Email your local St. John Ambulance

Hampshire: [training@hampshire.sja.org.uk](mailto:training@hampshire.sja.org.uk)

Dorset: [training@dorset.sja.org.uk](mailto:training@dorset.sja.org.uk)

[www.sja.org.uk](http://www.sja.org.uk)

# THE HEALTH AND SAFETY (FIRST-AID) REGULATIONS 1981

Under these Regulations work places must have first aid provision. The form it should take depends on various factors, including the nature and degree of hazards at work, whether there is shift working, what medical services are available and the number of employees.

## First Aiders

The number of first aiders you need depends primarily on the degree of risk. If your employees work in a low risk workplace (e.g. bank or library) you should provide at least one first aider for every 50 workers. In a more hazardous work place (e.g. a factory or quarry) you will need a larger number.

You must make sure that there is always an appointed person present.

When deciding how many first aiders you need you should take into account shift work and provision during holidays and sick leave.

## What is an appointed person?

An appointed person is someone who is authorised to take charge of the situation (e.g. to call an ambulance) if there is a serious injury or illness. The person will act in the absence of a trained first aider or where a first aider is not required, i.e. a small non-hazardous work area.

Emergency first aid training should be considered for all appointed persons.

## First aid training

First aiders must have undertaken training and obtained qualifications approved by the HSE. At present, first aid certificates are valid for three years. Refresher courses must be started before certificates expire, otherwise a full course will need to be taken.

## Records

First aiders should record all the cases they treat. Each record should include at least the name of the patient, date, place, time and circumstances of the accident and details of injury suffered and treatment given. The records should be kept in a suitable place and should be readily available. Certain injuries, diseases and dangerous occurrences must be reported to the Incident Contact Centre. Please see page 51 for more details.

A written account should also be kept of first aider's certification dates and the dates of additional, specific or refresher training.

## First Aid Boxes and Kits

These should contain only the items that the first aider has been trained to use. They should not contain medication of any kind. They should always be adequately stocked. First aid kits may be provided for particular situations and should be stocked accordingly. An antidote or special equipment needed to deal with a specific hazard may be kept near the hazard area or in the first aid box.

## Suggested Numbers of First-Aid Personnel.

First-aid personnel should be available wherever people are at work, based on assessments of risk and number of workers

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

Category of risk	Numbers employed	Suggested number of first-aid personnel
LOWER RISK e.g. shops and offices, libraries	Fewer than 50 50 - 100 More than 100	At least one appointed person At least one first aider One additional first aider for every 100 employed
MEDIUM RISK e.g. light engineering and assembly work, food processing	Fewer than 20 20 - 100 More than 100	At least one appointed person At least one first aider for every 50 employed (or part thereof) One additional first aider for every 100 employed
HIGHER RISK e.g. most construction, slaughterhouses, chemical manufacture, machinery or sharp instruments	Fewer than 5 5 - 50 More than 50	At least one appointed person At least one first aider with extensive work in danger areas. One additional first aider for every 50 employed

## Guide to contents:

- A leaflet giving general guidance on first aid e.g. HSE leaflet Basic advise on first aid at work
- 20 individual sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approx. 12cm x 12cm) individually wrapped unmedicated wound dressings
- One pair of disposable gloves
- You should not keep tablets or creams in the first-aid box. This list is a suggested contents list only; equivalent but different items will be considered acceptable.

**Need First Aid training?  
We have it covered**

- 3 day First Aid at work
- 2 day refresher or 2 day Paediatric First Aid
- 1 day Emergency First Aid
- 4 hour annual refresher course

**Andover or Winchester campus**  
We are an HSE approved First Aid training provider

**SPARSHOLT**  
COLLEGE HAMPSHIRE

**ANDOVER COLLEGE**  
a prepared for life

Contact details:  
**0845 850 0916**

14

You should inform employees, as part of their initial training and through notices posted in conspicuous positions, where they can find the first aid equipment and personnel.

## Further information

More detailed practical guidance on complying with your first aid duties has been published by the Health and Safety Commission First aid at work: Approved Code of Practice and Guidance L74 1997 ISBN 0 7176 10500.

**FIRST AID and  
LIFEGUARD TRAINING**

**FOR ALL YOUR FIRST AID  
AND LIFEGUARD REQUIREMENTS.**

We can offer:

**NEW 2009 HSE Approved  
First Aid Courses**

**First Aid Courses to suit  
your needs & requirements**

HSE and RLSS Approved Training Provider  
Qualified and Experienced Trainers  
Trainer/Assessor Courses  
Competitive Prices  
Bespoke and On-going Training for Staff  
FREE Qualification Reminder Service  
Lifeguarding and Lifesaving Courses  
FREE Find a Lifeguard Service

Reuben Mason, 31 Maple Drive, Kings Worthy  
Winchester, Hampshire SO23 7NG

**Tel: 07876660407**  
**Email: falt@sky.com**  
**www.firstaidlifeguardtraining.com**

12

# REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 1995

RIDDOR sets out the responsibilities for employers, self-employed or those in control of work premises to report certain injuries, diseases and dangerous occurrences.

The following events must be reported to the relevant enforcing authority (Environmental Health or HSE) without delay (normally by telephone) via the Incident Contact Centre (ICC), Caerphilly. Report if there is an accident connected with work and:

- any person is killed
- a member of the public is taken to hospital (by any means) as a result of an accident
- a specified major injury occurs to a person at work
- any specified type of dangerous occurrence occurs, whether or not injury results.

Report the following events, to the enforcing authority within 10 days via the Incident Contact Centre (ICC) if there is an accident connected with work and:

- an injured person is absent from work or unable to do their normal work for more than three consecutive days (including non-work days)
- a doctor notifies you that your employee suffers from a reportable work-related disease.

You may be prosecuted for failing to notify the relevant authority of any of the above.

## Examples of major injuries:

- fracture other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- loss of consciousness.

## Examples of dangerous occurrences:

- failure of load-bearing parts of lifts and lifting equipment
- explosion, collapse or bursting of any closed vessel or associated pipework
- electrical short circuit or overload causing fire or explosion.

## Reporting accidents/incidents

- notify the enforcing authority within 10 days via the Incident Contact Centre (ICC) at Caerphilly.
- use the appropriate forms (F2508) for accidents and dangerous occurrences and F2580A for diseases.
- Keep a record of all reportable accidents, diseases and dangerous occurrences with details of the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

## ICC contact details

- By phone: 0845 300 9923
- Internet: [www.ridor.gov.uk](http://www.ridor.gov.uk)
- Email: [riddor@natbrit.com](mailto:riddor@natbrit.com)
- By Post: Incident Contact Centre  
Incident Contact Centre  
Caerphilly Business Park  
Caerphilly CF83 3GG

Accidents can also be reported directly online at:

[www.hse.gov.uk/riddor/online.htm](http://www.hse.gov.uk/riddor/online.htm)

F2508 and F2508A forms can be downloaded from the following websites:

[www.riddor.gov.uk](http://www.riddor.gov.uk) and [www.hse.gov.uk](http://www.hse.gov.uk)

Further information:

Everyone's guide to RIDDOR 95 HSE31

RIDDOR Reporting: Information about the new incident centre. MISC 310

<http://www.hse.gov.uk/riddor/guidance.htm>

## PROVISION & USE OF WORK EQUIPMENT REGULATIONS 1998 (PUWER)

These regulations cover almost all equipment used at work, including 'tool box tools' such as hammers, knives etc. They also cover machinery such as circular saws, photocopiers, lifting equipment, hoists, lift trucks, ladders and installations such as scaffolding. The regulations have been extended to include those people who control equipment but may not use it i.e. hire companies. If work equipment is to be used by a member of the public for instance, a garage tyre inflator or a lift in a shopping mall then PUWER is not applicable, but other legislation applies.

### Suitability of Work Equipment

Work equipment must comply with legislation implementing any relevant EC directives e.g. on CE marking etc. It must be constructed or adapted so as to be suitable for the work undertaken. It must also be used in accordance with the manufacturers specification and instructions.

Factors such as operator position, working heights and reach distances need to be assessed to protect the operator from strains or other risks to health. Electrically powered equipment is not therefore suitable for use in wet or flammable atmospheres unless designed for the purpose. There should also be sufficient space between any moving parts of the equipment and the surrounds. All forms of energy should be supplied and used in a safe manner, for example, a diesel lift truck must not be

used in a working area unless there is adequate ventilation, to ensure that there is sufficient air of good quality and employees are not put at risk.

### Maintenance

Work equipment must be maintained in efficient working order and good repair. Hand tools should be checked for damage by the employee prior to use. More complex equipment will normally be accompanied by a manufacturer's maintenance manual which will specify any special maintenance procedures to be carried out and when. Where there is a maintenance log it must be kept up to date. Whenever possible maintenance operations should be carried out when the work equipment is not in use. If this is not possible appropriate measures must be taken to reduce the risk, for example, the provision of temporary guards or limited movement, even a permit to work system.

### Information, Instruction and Training

All users of work equipment and supervisors must be adequately trained in its' safe use and have the risks and control measures brought to their attention. Workers should have easy access to such information and be able to understand it.

### Dangerous parts of Machinery

Appropriate measures need to be taken to prevent access to dangerous parts of machinery. The measures are ranked in

the following order, the most effective being fixed guards, other types of guard or protection devices e.g. interlocking guards and protection appliances such as jigs. For guards and protection devices to be effective, operators must have sufficient training, instruction and information. Any guards or devices must never be abused or overridden.

### Specific Risks

Where work equipment is likely to involve a specific risk to health or safety every employer shall ensure;

- the use of that work equipment is restricted to those persons given the task of using it and
- repairs, modifications, maintenance or servicing of that work equipment is restricted to those persons who have been specifically designated to perform these operations.
- the persons designated to the above tasks have received adequate training relating to the operation

### Controls

Controls must be provided to start work equipment and to change its speed, pressure or other operating condition. The stop control does not have to be immediate, unless there is a clear risk of injury if it is not. In this instance a clearly marked emergency stop button would need to be provided.

### Stability

Suitable precautions must be taken to

secure work equipment, for example with bolts or clamps. A ladder could be either footed, tied or clamped.

### Lighting

Lighting must be adequate for the task involved and for the use of the equipment in order to reduce visual fatigue.

### Markings and Warnings

Work equipment must be marked in a clearly visible manner with any appropriate health and safety markings, for example stop and start controls, maximum rotation speeds of abrasive wheels, safe working loads for lifting



**LOXAM**  
ACCESS

**Reaching new heights - The single source for all your powered access needs**

Loxam Access is one of the UK's leading specialists in the hire of access equipment for a diverse range of construction, industrial and media applications.

- Flexible hire periods and competitive rates
- A complete solution to all access requirements, anywhere in the UK.
- 11 branches at your disposal

*We are the only access rental company in the UK capable of supplying a 'total' package of powered access equipment.*

**T: 0115 900 8855**  
**[www.loxam-access.co.uk](http://www.loxam-access.co.uk)**



38

equipment. A warning device must be provided where a risk to safety or health remains after other measures have been taken. Warnings are usually in the form of a notice or devices giving a signal, typically a visual reversing light or audible reversing alarm. Warnings must be clear and understood.

### **Employees carried on Mobile Work Equipment**

If mobile work equipment is to be used to carry people it must be suitable with proper seats where appropriate. Employees should be protected from falling out of the equipment and from unexpected movement. There should also be protection from items falling on them where there is a risk.

### **Rolling over of Mobile Work Equipment**

Employees must be protected if there is a risk of rollover. This could be provided by stabilising the equipment or ensuring the equipment is prevented from rolling over by more than 90 degrees e.g. tractors and mobile work equipment. If equipment can turn over completely, suitable roll over protective structures (ROPS) should be fitted unless it could increase the overall risk of injury when used in buildings with low roofs or where the mounting points are of insufficient strength. In such cases other methods should be used to address roll over.

Where a risk is identified of a crush injury from mobile work equipment or the

protective structure in the event of roll over, a restraining system or seat belt should be fitted.

### **Self Propelled Work Equipment**

Self propelled work equipment must be prevented from unauthorised use and have brakes to slow down or stop it in a safe distance. Where the driver's field of vision is inadequate then visibility aids should be provided like mirrors or close circuit television.

### **Drive Shafts**

Measures must be taken to protect from the risks associated with the seizure of drive shafts or power take-off shafts e.g. ejection. When not in use shafts should be supported to protect against damage.

Further Information:

[Safe Use of Work Equipment Provision and Use of Work Equipment Regulations 1998 L22 ISBN 07176126.](#)

[Safe Use of Wood Working Machinery, Provision and Use of Work Equipment Regulations 1998 as applied to woodworking machinery L114 ISBN 0717616304.](#)

[Provision and Use of Work Equipment Regulations 1998 As applied to power presses L112 ISBN 07176 16274](#)

[Safety in the Use of Abrasive Wheels HSG17 ISBN 071756 04667.](#)

[Safety in Working with Lift Trucks HSG6 ISBN 07176 14409.](#)

[Rider Operated Lift Trucks/Operator Training L117 ISBN 07176 24552.](#)

## LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998 (LOLER)

All types of lifting equipment, including lifting gear and lifting operations must comply with LOLER (and PUWER 1998). Lifting equipment includes such equipment as cranes, lift trucks, goods lifts, vehicle inspection hoists, ropes, bell hoists and vehicle tail lifts.

### Strength and Stability

A competent person should ensure that lifting equipment has adequate strength and capability, particularly mounting and fixing points. This includes considering the strength of the ground where the equipment is to be positioned for use. Pneumatic tyres should be inflated to correct pressures and checked on a regular basis. Loads should not normally be lifted by straps or banding unless it has been designed for the purpose.

### Lifting Equipment for Lifting Persons

Lifting machinery must be fitted with a suitably designed carrier which includes, edge protection, working platform and overhead protection where appropriate. People should never be lifted on the fork arms or pallets balanced on the fork arms of a lift truck as there is an obvious risk of falls. In the event of failure of any carrier, a method of rescue should be available. Where there is a significant risk of overturning or overload the equipment should be provided with devices to provide audible or visual warning when lifting limits are being approached.

### Marking

Lifting equipment should be clearly marked to indicate safe working loads and the maximum people to be carried. It must not be used for lifting people if it is not designed for that purpose.

### Positioning of Lifting Equipment & Organisation of the Lifting Operation

Lifting equipment should be positioned or installed to minimise the need to lift loads over people to prevent risks of crushing them. The equipment should only be used when there is sufficient headroom and appropriate measures are in place to prevent overturning. Lifting operations must be planned by a competent person. For routine lifting operations the initial plan may only be required and reviewed to ensure that nothing has changed, for example a lift truck in a warehouse or a patient hoist. If the operator of lifting equipment is unable to see the full path of the load, there must be a safe system of work to ensure that the load is prevented from colliding, for example a signal or a banksman.

### Thorough Examination and Inspections

Lifting equipment must be thoroughly examined by a competent person on initial use after installation and periodically during its life or, following exceptional circumstances. The examination should take into account the condition of the lifting equipment, the



# Zenith

## Driver Training

- Category BE (Car/Van & Trailer)
- Category C1 (LGV up to 7.5 Ton)
- Category C (LGV Rigid Vehicles)
- Category CE (LGV Articulated Vehicles)
- CPC Training from September 2009
- Category D1 (Minibus up to 16 Seats)
- Category D (Bus/Coach) – CPC Training

**The following are On Site or Your Own Premises:**

- Fork Lift Truck (Counterbalance & Reach, ITSSAR Accredited)
- Lorry Mounted Loader (ITSSAR Accredited)
- Shunter Training (Category C & CE)

Refresher Training in any vehicle

**Driving Assessments carried out on site or at our customers premises, in any vehicle including own**

**Our Business is Your Success**

A. JERRIM COMMERCIALS LTD  
 t/a ZENITH DRIVER TRAINING  
 Hangar D Building 289, HMS Daedalus  
 Broom Way, Lee on Solent, Gosport,  
 Hampshire, PO13 9YA.  
 T: 02392 556234 M: 07595 023953  
 F: 02392 556710  
 Email: info@zenithdriver.co.uk  
 www.zenithdriver.co.uk



**Pallet Trucks**  
 DIRECT

Materials handling & Warehouse equipment

**SALES • RENTALS • SERVICE**

**New and Used Equipment**

- Hand Pallet Trucks
- Powered Pallet Trucks
- Manual & Electric Stackers
- Electric, Gas & Diesel Forklifts
- Thorough Examinations
- Driver Training

[www.pallet-trucksdirect.com](http://www.pallet-trucksdirect.com)

Email: [admin@pallet-trucksdirect.com](mailto:admin@pallet-trucksdirect.com)

**T: 01252 617028**

**F: 01252 615096**



Pallet Trucks Direct  
 61 Greenways, Fleet  
 Hampshire GU52 7XF

32

# PFEIFER

## ROPE & TACKLE



**Suppliers of steel wire rope, fibre rope and lifting equipment to the marine, commercial and construction industries**

Thorough examination of loose and fixed lifting equipment in accordance with LOLER regulations either on or off-site.



**24 hour on site installation service**

Pfeifer Rope & Tackle Ltd.,  
 North Road, Marchwood Industrial Park  
 Marchwood, Southampton SO40 4BL

Tel: 023 8066 5470 Fax: 023 8066 5471

Email: [sales@ropeandtackle.com](mailto:sales@ropeandtackle.com) [www.pfeifer.de](http://www.pfeifer.de)



environment in which it is used and the number of lifting operations and loads lifted. Different parts of the equipment may be examined at different intervals as decided by the competent person, who could draw up the examination scheme and carry out the inspection. This person is often an insurance company engineer but could be anyone sufficiently knowledgeable and trained for the purpose. For a passenger lift the intervals should be at least every 6 months, any other lifting equipment at least every 12 months i.e. a lift truck. All defects found during use should be reported to the employer as soon as possible, for example cracks in a lift truck chain or damage to textile slings. Certain situations involving lifting equipment may need to be notified to the enforcing authority for the premises concerned. Where your risk assessment has identified significant risks in the use of lifting equipment a suitable inspection should be carried out, for example daily checks on forklift trucks. Reports of thorough examinations and other documents such as the current record of inspection should be kept and readily available.

## Young Persons

Young persons i.e. those under 18 years of age must not use high risk lifting equipment, wood working machinery or power presses unless they have sufficient maturity and competence, or they are undergoing training with adequate supervision.

### Further Information

[Safe Use of Lifting Equipment, Lifting Operations and Lifting Equipment Regulations 1998 L113 ISBN.](#)



**ParCar Ltd**  
Electrical Engineers



- ◆ New Installations
- ◆ Refurbishment
- ◆ Fuse Board Changes
- ◆ Offices & Industrial Units Maintenance
- ◆ Fault Finding
- ◆ Home Buyer/Seller Inspections & Testing
- ◆ Periodic Inspection Reports
- ◆ Portable Appliance Testing



**Telephone: 01329 825290**  
**Email: info@parcar.co.uk**  
**www.parcar.co.uk**

Sales and Enquiries - Unit 12 Fareham Enterprise Centre, Hackett Way, Newgate Lane, Fareham. PO14 1TH

26



**R & B Electrical (Andover) Ltd**

INDUSTRIAL, AGRICULTURAL & COMMERCIAL INSTALLATION AND MAINTENANCE

3 Phase & Single Phase Installations

Complete, Industrial and Office Refits

3 Phase Single Phase Motor Control




Tel: 01264 710255 Fax: 01264 710749  
Email: randbelectrical@btinternet.com  
www.randbelectricalandover.co.uk  
Unit 8, Eastover Farm, Abbots Ann Down, Andover SP11 7BT

23



**I. S. Simpson Electrical Installations Ltd**

**Tel: 01962 868254**

**Mob: 07771597309**

**Email: ivorework@tiscali.co.uk**

**8 Manor Close, Winnall, Winchester Hants SO23 0PH**



24



**Approved Electrical Contractor**  
and  
**Intruder Alarm specialist**

For  
**Domestic & Commercial premises**  
For Services & Special Offers

Visit our website:

**www.padleysecurity.co.uk**

E-mail: sales@padleysecurity.co.uk

**Tele: (02380) 462052**  
**Mobile: 07712656873**



27

**Taylor's Embroidery**

**Andover's largest embroiderer**  
For Promotional goods, leisure, corporate & workwear

**HIGH VISIBILITY WORKWEAR AVAILABLE**

No order too small 1 - 10,000 pieces

Unit 115 The Commercial Centre  
Picket Piece, Andover SP11 6RU  
**Tel: 01264 324383**

**E-mail: taylorsemb@aol.com**

F

# ELECTRICITY AT WORK REGULATIONS 1989

These regulations apply to all workplaces and the electrical equipment used in them. They require precautions to be taken against the risk of death or personal injury from the use of electricity in work activities and commercial premises.

They impose duties in respect of:

- Systems, electrical equipment and conductors
- Competence of persons working on or near electrical equipment.

Put simply, employers and self-employed people must make sure that everything that uses or carries electricity in the workplace is safe, that employees do not interfere with or abuse anything electrical that has been supplied for their use or bring into the workplace anything electrical that is unsafe. Employees must be instructed to report any damaged electrical equipment to their supervisor immediately and not to carry out any electrical work themselves, unless competent and authorised by the employer.

One of the most important elements of electrical safety is the need for regular routine visual inspections of electrical equipment. The visual checking of electrical leads to appliances, for example, should be made a part of every employee's work habits. To achieve compliance with the regulations you need to make arrangements to ensure that any portable electrical appliances are safe to use. The items may already be

high risk, i.e., electric drills, or the danger may be increased by using them in a high risk environment such as wet conditions, like a steam pressure cleaner or electric mower. These items particularly, must be inspected by a competent person on a regular basis. It is recommended that records of all the maintenance including test results are kept for each appliance. You may find it helpful to attach, to each piece of equipment, a small sticker noting the date of inspection. The use of multi-way adaptors is not recommended. There should always be sufficient socket outlets provided to supply any portable appliances used. A wall socket is only designed to have sufficient strength to cater for a single plug. When an adaptor is used with a number of plugs, the combined output and its associated leverage increase the mechanical stress on the socket contact. There is the danger of an electrical overload, as electrical appliances in combination may exceed the rating of the socket outlet.

## Installation

The electrical installation must be maintained in a safe condition. This is best ensured by regular inspection by a competent electrician at an interval recommended by them and the provision of a procedure for reporting damage.

Further Information :-

Electricity at Work: Safe Working Practices  
HSG85 ISBN 071760442X

Maintaining Portable & Transportable  
Electrical Equipment HSG107 ISBN  
0717607151

# LIQUEFIED PETROLEUM GAS (LPG)

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

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

The main factors that must be taken into consideration are separation distances,

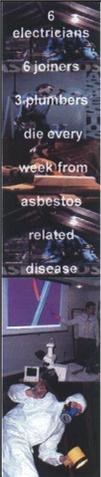
ventilation, security, warning signs and the control of ignition sources. Empty cylinders are considered to be the same as full, because of their residual content.

Further reading :-

**COP1 Park 1: Bulk Storage at Fixed Installations:** installation and operation of vessels localted above ground.

**COP7: Storage of full and empty LPG Cylinders and Cartridges** (obtain copies from LP Gas Association Tel: 01425 4616122).

**The Storage of LPG at Fixed Installations HSG 34** ISBN 07176 05949.



**The burden is becoming greater and greater!**

**Let us take some of the load**

**Asbestos Surveying  
EPC Surveys  
Asbestos Awareness  
Training**

Want to know more?  
contact us  
**023 9272 8040**





**GULLY HOWARD  
TECHNICAL LIMITED**

[www.gullyhowardtechnical.com](http://www.gullyhowardtechnical.com)




30



**ABP Associates  
Limited**

- ASBESTOS PROJECT MANAGEMENT
- UKAS ACCREDITED ASBESTOS SURVEYS
- ASBESTOS AWARENESS TRAINING
- BOHS PROFICIENCY ASBESTOS MODULES
- ABP TASK - removal of non-licensed asbestos material
- ASBESTOS SITE AUDITS





Unit 3, 64 High Street, Totton, Hampshire SO40 9HN  
T: 02380 866 888 F: 02380 668 549  
E: [info@abp.uk.com](mailto:info@abp.uk.com) [www.abp.uk.com](http://www.abp.uk.com)

17

## ASBESTOS

Thousands of tons of asbestos were used in buildings in the past and most of it is still in place. Asbestos is particularly likely to be present if the building was constructed or refurbished between 1950 and 1980 and if it also has a steel frame and/or has boilers with thermal insulation. Asbestos will only pose a risk to health if asbestos fibres have been released into the air. They form a very fine dust which is often invisible to the naked eye. The scientific evidence on exactly what levels of exposure cause disease is unclear, but what we do know is the more asbestos dust breathed in, the greater risk to health. There is no cure for asbestos related diseases and that is why it is important that everyone who works with asbestos should take the strictest precautions.

If you own, manage or have responsibilities for a workplace building which may contain asbestos, you need to think about the risk of exposure to workers and others who may use the building. It is your job to manage that risk. A sound management strategy will help you to ensure that you do not put others at risk, by properly identifying, assessing and managing asbestos materials on your premises. Current advice for asbestos in good condition, which is unlikely to be damaged or worked on, is to leave it in place and introduce a management system. If the asbestos is in poor condition or is likely to be damaged or disturbed, you will need

to decide whether it should be repaired, sealed, enclosed or removed. If you are unsure of the condition of the asbestos and cannot decide what action to take, you should seek specialist advice.

Asbestos which is damaged can often be made safe by repairing it and either sealing or even enclosing it, to prevent further damage. If you can do this safely, mark the area after you have repaired it and make sure that it is on your list of asbestos locations. (Asbestos Register)

If asbestos is likely to release dust and cannot be easily repaired and protected and is likely to be disturbed during routine maintenance work, remove it. Work on asbestos insulation and lagging, including sealing and removal, asbestos coating and asbestos insulating board (AIB), must only be carried out by a contractor licensed by the Health and Safety Executive.

There is specific legislation which prevents the exposure of employees to asbestos and also controls contractors working with asbestos lagging or asbestos coating. Further information is available from the Health & Safety Team.

## THE CONTROL OF ASBESTOS REGULATIONS 2006

These regulations apply to all work with asbestos, including asbestos cement and other products which may contain asbestos.

A new duty has been added requiring persons in control of buildings to effectively manage any asbestos present. This means identifying any asbestos present or assuming that it is present where it cannot be readily identified. Determine the risk it poses. Decide on the best way to manage it for the future. It can be removed or if in good condition left where it is and potential exposure by maintenance work strictly controlled.

You must carry out an assessment of the likely exposure of employees and others to asbestos dust before starting any work where asbestos is present. The assessment needs to be in writing and should include a description of the precautions which are taken to control dust release and to protect workers and others who may be affected by that work.

Only licensed contractors may work on asbestos insulation, coatings or asbestos insulation board (AIB).

Further information:

Working with materials containing asbestos - Approved code of practice (ISBN 0-7176-2063).

INDG223(rev3) - Managing Asbestos in Workplace Buildings (free).

INDG289 - Working with asbestos in buildings.

HSG189/2 - Working with Asbestos cement.

HSG189/1 - Asbestos stripping techniques.

HSG227 - Managing Asbestos in Premises.

HSG210 - Asbestos Essentials Task Manual.

Manage Buildings? You must manage asbestos

<http://www.hse.gov.uk/pubns/manageasbestos.pdf>



## ALARM FORCE



**Install, Upgrade and Service  
Fire Alarms, CCTV, Emergency Lighting, Portable Appliance Testing**

**Clientele range from Commercial Premises to Residential Care**

**Telephone: 023 8040 2312 E-Mail [info@alarmforce.co.uk](mailto:info@alarmforce.co.uk) Website: [www.alarmforce.co.uk](http://www.alarmforce.co.uk)**

36

# FIRE SAFETY

## Regulatory Reform (Fire Safety) Order 2005

This Order came into force in October 2006, under the Regulatory Reform Act 2001. The order replaced most previous Fire Safety legislation with one simple order. What the order means, is that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. The order applies to virtually all premises and covers nearly every type of building, structure and open space.

Examples:

- Offices and shops.
- Premises that provide care, including care homes and hospitals.
- Community halls, places of worship and other community premises.
- The shared areas of properties several households live in (housing laws may apply).
- Pubs, clubs and restaurants.
- Schools and sports centres.
- Tents and marquees.
- Hotels and hostels.
- Factories and warehouses.

It does not apply to:-

- People's private homes, including individual flats in a block or house.

What the main rules under the order say you must do:

- Carry out a fire-risk assessment

identifying any possible dangers and risks.

- Consider who may be especially at risk.
- Get rid of or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left.
- Take other measures to make sure there is protection if flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and, in most cases, keep a record of your findings.
- Review your findings when necessary.

### Who is responsible for meeting the order?

Under the order, anyone who has control of premises or anyone who has a degree of control over certain areas or systems may be a 'responsible person'. For example, it could be:-

- The employer for those parts of premises staff may go to.
- The managing agent or owner for shared parts of premises or shared fire safety equipment such as fire-warning systems or sprinklers.
- The occupier, such as self-employed people or voluntary organisations if they have any control, or
- Any other person who has some control over a part of the premises.

Although in many premises the responsible person will be obvious, there

may be times when a number of people have some responsibility.

### How do I meet the order?

If you are the responsible person, you must make sure you carry out a fire-risk assessment although you can pass this task to some other competent person. However, you will still be responsible, in law, for meeting the order. The responsible person, either on their own or with any other responsible person, must as far as is reasonably practical make sure that everyone on the premises, or nearby, can escape safely if there is a fire.

### Five steps to Fire Risk Assessment:

#### 1. Identify fire hazards. Identify:

Sources of ignition;  
Sources of fuel; and  
Sources of oxygen.

#### 2. Identify people at risk. Identify:

People in and around the premises;  
and People who are especially at risk.

#### 3. Evaluate, remove or reduce and protect from risk

Evaluate the risk of a fire starting.  
Evaluate the risk to people from a fire.  
Remove or reduce fire hazards.  
Remove or reduce the risks to people from a fire.  
Protect people by providing fire precautions.

#### 4. Record, plan, inform, instruct and train

Record any major findings and action

you have taken.

Discuss and work with other responsible people.

Prepare an emergency plan.

Inform and instruct relevant people.

Provide training.

#### 5. Review

Review your fire-risk assessment regularly.

Make changes where necessary.

If you need more practical advice and information after you have carried out your fire-risk assessment, contact your local Fire Station or:

Hampshire Fire & Rescue Service  
Headquarters, Leigh Road, Eastleigh,  
Hants, SO50 9SJ

Tel: 023 8064 4000 Fax: 023 8064 3178  
[www.hantsfire.gov.uk](http://www.hantsfire.gov.uk)

You can obtain guides, suitable for your type of premises from good book shops and by downloading them from the internet at

[www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)

**H&K**  
Hall & Kay Fire Engineering

We are the first choice in  
Fire Protection and  
Detection Systems  
also  
Building Services Engineering  
**[www.hkfire.co.uk](http://www.hkfire.co.uk)**  
**023 9224 1393**  
**[brian.julian@hkfire.co.uk](mailto:brian.julian@hkfire.co.uk)**  
Unit 1, The Spinney, Parklands Business Park  
Forest Rd, Denmead, Waterlooville, Hants PO7 6AR

11

## WORKING TIME REGULATIONS 1999

On the 17th December 1999 new rights and duties relating to work and rest came into force. The main provisions are as follows:-

- A limit on the average weekly working time to 48 hours
- A limit on the night workers normal daily working time to 8 hours
- A requirement to offer health assessment to night workers
- Minimum daily and weekly rest periods
- Rest breaks at work
- Paid annual leave

Specific rights also exist for young persons i.e. those over the minimum school leaving age, but under 18 years. Employees or workers can agree to work longer and employers need to keep suitable records. Enforcement is split between Local Authorities and Industrial Tribunals.

Further reading:-

A Guide To Working Time Regulations  
Department of Trade & Industry (0845 6000 925)

### CHILD EMPLOYMENT AGED 13 – 15 YEARS

Employment of Children of Compulsory School age. Children under the age of 13 years are not allowed to be employed.

Some jobs are not considered suitable for young people. However, children between 13 and the minimum school leaving age are prohibited from being employed in industrial undertakings, such

as factories, construction sites etc, except when on work experience schemes approved by the Local Planning Authority.

### Work Experience

The Health and Safety (Training for Employment) Regulations 1990 treat children on work experience as employees for the purposes of Health and Safety legislation.

Employers offering work experience placements to children must provide them with at least the same health, safety and welfare protection that they give their own employees.

There are some age related restrictions, which prohibit young workers, including children on work experience, from working with machinery or undertaking particular tasks. For example, any person under 18 is prohibited from operating certain wood working machines, including circular saws (not portable), planing machines used for surfacing and vertical spindle moulding machines (including high speed routers) unless they have at first successfully completed an approved course of training

N.B. A full list may be found in the publication "Young People at Work: A guide for employers" ISBN 0 7176 1 2856

The Health and Safety (Young Persons) Regulations 1997 introduced new requirements to the Management of Health and Safety at Work Regulations 1992. As a result employers are required

to: Assess the risks to young people, under 18 years of age, before they start work:

- take into account their inexperience, lack of awareness of existing or potential risks and immaturity
- address specific factors in the risk assessment
- provide information to parents of school age children about risk and the control measures introduced
- take account of the risk assessment in determining whether the young persons should be prohibited from certain work activities, except where they are over the minimum school leaving age and it is necessary for their training.

These requirements do not apply to occasional work, or short-term work involving:

- domestic service in a private household

**Further information:**

Young People at Work – A Guide for Employers (HS[G]165)

The Juvenile Employment Officer  
Hampshire County Council Education  
Winchester local office  
Clarendon House, Romsey Road  
Winchester, Hampshire, SO22 5PW  
Tel: 01962 869611/876220

# SELF AUDIT ASSESSMENT

## YOUR POLICIES

- Has your business produced a written company safety policy?  
Yes  No  No, there are less than five employees
- Have you carried out a risk assessment at the premises? Yes  No
- If so, have you produced a record of all the significant findings?  
Yes  No  No, there are less than five employees
- Is the Health and Safety Law "What You Should Know" Poster displayed at the premises?  
Yes  No

See Safety Policy & Risk Assessment Section

## THE WORK PLACE

- Are you satisfied that all workrooms are adequately ventilated? Yes  No
- Are you satisfied that the temperature in all the workrooms is at least 16°C and not unreasonably hot? Yes  No
- Are you satisfied that there is sufficient lighting to enable people to work and move about safely? Yes  No
- Are you satisfied that the workplace is kept clean? Yes  No
- Are you satisfied that all waste is stored in suitable bins, which are emptied regularly? Yes  No
- Are you satisfied that all workrooms have enough free space to allow people to move about with ease? Yes  No
- Are you satisfied that all workstations (i.e. desks, benches, counters) and seating are suitable for the people using them and for the work?  
Yes  No
- Are you satisfied that pedestrians and vehicular traffic can use your site safely? Yes  No
- Are you satisfied that the building and its services such as mechanical ventilation systems are in a good state of repair and are regularly maintained?  
Yes  No
- Are you satisfied that all the flooring is in good condition, free from holes, is even and not slippery? Yes  No
- Are you satisfied that staircases, walkways and fire exits are always kept free of obstructions, which could cause a person to trip or fall?  
Yes  No
- Are you satisfied that all staircases to the premises are well constructed with a handrail provided on at least one side?  
Yes  No
- Are you satisfied that all shelving and racking units are well made and strong enough for the loads placed on them?  
Yes  No

Are you satisfied that your premises are provided with safe means of reaching heights such as a stepladder or Kick-stool?

Yes

No

No, there are no high shelves

Does the premises have a mezzanine floor or high level storage area which people must access?

Yes

No

If YES, are your mezzanine floor(s) or high-level storage area(s) fitted with two guardrails, with one at waist height?

Yes

No

Are there kickboards?

Yes

No

Are you satisfied that windows higher than the ground floor can be opened without danger? (fitted with restrictions)?

Yes

No

Do you have a safe system of work for window cleaning?

Yes

No

See Workplace Health, Safety and Welfare Section

#### WORK RELATED STRESS

Work related stress may be reduced if identified and controlled

Do you monitor potential causes of work related stress?

Yes

No

#### VISUAL DISPLAY UNITS

Do any staff regularly use a computer?

Yes

No

If YES, have computer workstations been formally assessed?

Yes

No

If YES, do you provide:

Suitable desks with enough room for all the equipment?

Yes

No

Modern, fully adjustable 5-point chairs?

Yes

No

Enough room around each desk?

Yes

No

Monitors with adjustable controls

Yes

No

Suitable keyboards or mouse controls?

Yes

No

Computer equipment which is adjustable in height, tilt & layout?

Yes

No

Free eye-tests with an optician?

Yes

No

Regular breaks for staff away from the screen?

Yes

No

Adequate lighting, free from glare or distracting reflections?

Yes

No

Information to staff about problems of poor posture & fatigue?

Yes

No

See Display Screen Equipment Section

## MANUAL HANDLING

Are there any people who must carry heavy goods or awkward items such as stationery or stock deliveries, packs of brochures, mail room packages, water bottles or items of work equipment.

Yes  No

If YES, have these manual handling tasks been adequately assessed, taking into consideration the task, the load, the environment and the person(s) doing the work?

Yes  No

See Manual Handling Section

## WELFARE

Do you have sufficient toilets for male, female and disabled members of staff?

Yes  No

Do you have sufficient hand washing facilities?

Yes  No

Do you provide drinking water?

Yes  No

Do you provide a staff room or rest area with seating?

Yes  No

Is it possible for staff to make a hot drink?

Yes  No

Are there any restrictions on smoking at work?

Yes  No

See Workplace Health, Safety & Welfare Section

## ACCIDENTS

Do you know which accidents are legally required to be reported to the Environmental Health department on form F2508?

Yes  No

Do you have an accident book or similar accident record system?

Yes  No

See Reporting of Accidents Section

Do you have a first aid kit at the premises?

Yes  No

Is there one or more trained first-aiders?

Yes  No

Is there one or more appointed persons trained to seek medical help in an emergency situation?

Yes  No

See First Aid Section

## ELECTRICITY

Is your portable electrical equipment (any appliance fitted with a plug) regularly maintained & tested?

Yes  No

Has the electrical installation been inspected within the last five years?

Yes  No

See Electricity at Work Section

## FIRE PRECAUTIONS

Have staff been trained about the action to be taken on discovering a fire or when a warning of a fire is given?

Yes  No

Do you provide portable fire extinguisher(s) at the premises?

Yes  No

Have you carried out your fire risk assessment?

Yes  No

## HARMFUL SUBSTANCES

Do you use or store harmful substances such as those labelled as toxic, harmful, irritant or corrosive?

Yes  No

If yes, have you completed a suitable and sufficient assessment?

Yes  No

Do you have showers; water features etc

Yes  No

If yes are you satisfied that you are taking steps to control legionella bacteria?

Yes  No  See COSHH Section

## WORK EQUIPMENT

Are you satisfied that all dangerous parts of work equipment are adequately guarded?

Yes  No

Are you satisfied that people who use work equipment have received adequate safety training?

Yes  No

Is your passenger lift subject to a thorough examination every 6 months?

Yes  No  N/A

Are your goods lift/fork lift trucks subject to a thorough examination every 12 months?

Yes  No  N/A

## LADDERS & ACCESS

Have you ensured that ladders etc are suitable for the tasks intended?

Yes  No

Have you ensured that ladders etc. are the correct height for areas to be reached, and have suitable handrails where necessary?

Yes  No

Do ladders undergo regular checks for wear and damage etc?

Yes  No

## GAS AND LPG APPLIANCES

Do you have equipment powered by bottled gas (LPG cylinders)?

Yes  No

If YES, are the full and empty gas bottles or LPG containers stored correctly?

Yes  No

Do you have gas appliances such as boilers at the premises?

Yes  No

IF YES, are your gas appliances maintained and tested by a Gas Safe registered gas fitter at least yearly?

Yes  No  See LPG Section

## TRAINING AND CONSULTATION

Do you consult employees about matters which affect their health and safety?

Yes  No

Do all new employees receive health and safety induction training?

Yes  No

Do all existing staff receive refresher health and safety or job safety training?

Yes  No

Are all staff trained in emergency evacuation procedures?

Yes  No

Date by which action should be taken:

Date for audit reassessment:

Assessor's name:

Signature:

## USEFUL ADDRESSES

Winchester City Council  
Environment Division  
City Offices, Colebrook Street  
Winchester SO23 9LJ  
Tel: 01962 840222  
Fax: 01962 840586  
Email: [environment@winchester.gov.uk](mailto:environment@winchester.gov.uk)

Health and Safety Executive (including  
Employment Medical Advisory Service)  
Priestley House  
Priestley Road,  
Basingstoke RG24 9NW  
Tel: 01256 404000

Chartered Institute of  
Environmental Health  
Chadwick Court  
15 Hatfields  
London SE1 8DJ  
Tel: 0207 928 6006

Institution of Occupational Safety and  
Health (IOSH)  
The Grange Highfield Drive  
Wigston, Leicestershire LE18 1NN  
Tel: 0116 257 3100 Fax: 0116 257 3101  
Email: [enquiries@iosh.co.uk](mailto:enquiries@iosh.co.uk)  
Website: [www.iosh.co.uk](http://www.iosh.co.uk)

Hampshire Fire and Rescue Service  
Divisional Commander  
"A" Division Headquarters  
West Ham Close  
Basingstoke RG22 6PH  
Tel: 01256 818881  
Fax: 01256 818889

The Stationery Office  
49 High Holborn  
London, WC11 6HB  
Tel: 0870 600 5533

HSE Books  
PO Box 1999  
Sudbury  
Suffolk CO10 2WA  
Tel: 01787 881165  
Fax: 01787 313995

Institute of Occupational  
Hygienists (IOH)  
Suite 2, Georgian House  
Great Northern Road  
Derby DE1 1LT  
Tel: 01332 298101  
Fax: 01332 298099

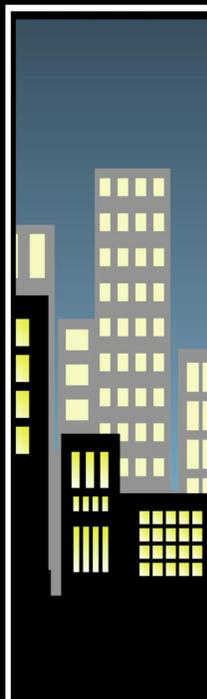
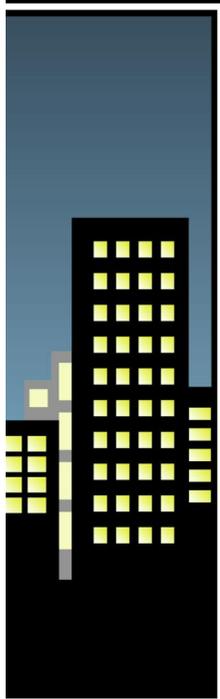
National Examination Board in  
Occupational Safety & Health (NEBOSH)  
The Grange, Highfield Drive  
Wigston, Leicestershire LE18 1PP  
Tel: 0116 263 4700

Royal Society for the Prevention of  
Accidents (ROSPA)  
Edgbaston Park  
353 Bristol Road  
Edgbaston  
Birmingham B5 7ST  
Tel: 0121 248 2000  
Fax: 0121 248 2222

Health and Safety Executive (HSE) Infoline  
Broad Lane, Sheffield S3 7HQ  
Tel: 08701 545500  
Fax: 02920 859260

# TRAVELLING ON BUSINESS?

Visit our website today for the most comprehensive  
business accommodation in the UK  
hotels, guesthouses, apart-hotels, bed & breakfast



**[www.TouristNetUK.co.uk](http://www.TouristNetUK.co.uk)**

We also offer an extensive guide to attractions  
and activities for all areas of the UK



email: [info@touristnetuk.com](mailto:info@touristnetuk.com)

phone: 01782 719900

Hassell Street, Newcastle-under-Lyme, Staffordshire ST5 1AX



# aztec

The Ultimate Flooring Co.

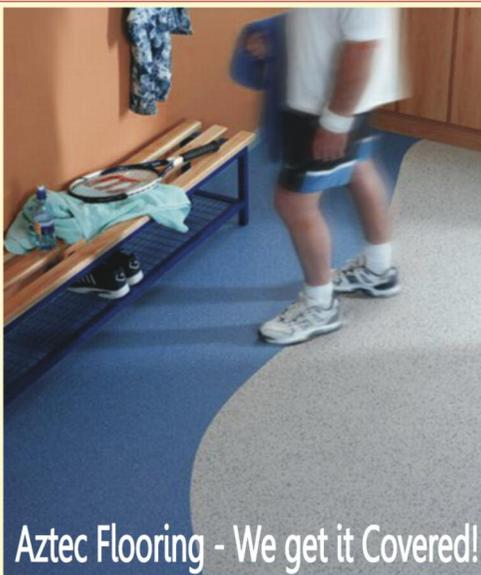
Aztec Flooring Services undertakes all sizes of commercial installations where ease of maintenance and long life under heavy traffic are required e.g. hospitals, schools, offices, pubs and restaurants. Aztec Flooring specialise in all types of safety flooring including cap and coving, seamless flooring, industrial quality carpets and carpet tiles. We also specialise in the full preparation of sub floors prior to installations.



All our fitters are fully qualified with National Vocational Qualifications (NVQ's) at Levels 2 or 3 and hold all the relevant CSCS Cards and Public Liability Insurance which are now a legal requirement when working on commercial installations.

[www.aztecflooringservices.co.uk](http://www.aztecflooringservices.co.uk)

We will carry out a full onsite survey and inspection at no obligation for further information please contact us at Aztec Flooring on **0845 500 2 600** to provide a complete flooring solution whatever your needs.



## Aztec Flooring - We get it Covered!

Get LAID SAFELY with our HUGE range of safety flooring

Aztec Flooring Services Ltd. Units 1-3 Focus Way Walworth Ind. Est. Andover SP10 5NY Tel: 01264 848071 Fax: 01264 848072



The



## finest oils to the catering trade, regular & reliable deliveries.



Also registered to collect your used cooking oils.



In fact, we take the toil out of oil.



Call, local rate:

**0845 390 0 399**



**Holland UK Limited**, 12 Conway Units,  
Stephenson Road, Clacton-on-Sea, Essex CO15 4XA