



Health and Safety Policy 16-17

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Introduction

This Health and Safety Policy has been produced with reference to Wac Arts' Health and Safety Manual prepared by Ellis Whittam and with our involvement, it contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

Wac Arts College are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty, but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety; it is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

The College recognises that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and ongoing process. In moving forward, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board.

Health and Safety Policy Statement

The management of Wac Arts College recognises that:

- it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the College's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities, management will:

- provide an organisational structure that defines the responsibilities for health and safety
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- provide adequate resources to control the health and safety risks arising from our work activities
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- communicate and consult with our employees on matters affecting their health and safety
- maintain our premises and provide and maintain safe plant and equipment
- provide information, instruction and supervision for employees
- provide adequate training and ensure that all employees are competent to do their tasks
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls, or as a last resort, through systems of work and personal protection
- engage contractors able to demonstrate due regard to health and safety
- bring this Policy Statement to the attention of all employees

Organisation for Carrying Out the Policy

Responsibility of the Principal: Mr James Fornara

The Principal of the college, Mr James Fornara, recognises and accepts overall responsibility for health and safety and will ensure that arrangements are in place to satisfy the Health and Safety and Safety Regulations and Codes of Practice that are applicable.

The Principal shall delegate specific responsibilities to the college management personnel.

Responsibility of Managers/Teachers

Managers and teachers carry the responsibility for the day-to-day arrangements outlined in this policy.

In addition, their responsibility shall be to:

- be familiar with the Health and Safety Regulations and College policy applicable to their area of responsibility and insist that the prescribed standards are observed
- ensure, so far as is reasonably practicable, that safe systems of work are in place
- maintain a tidy workplace, arrange for regular clean-up periods and appoint persons responsible
- insist that all persons under their control, employees, contractors, self-employed and visitors, wear the appropriate personal protective equipment
- ensure that adequate access and egress is maintained at all times
- provide safety equipment/clothing and ensure its proper use by all personnel
- make certain that all operators who use equipment have been fully trained to use such equipment
- ensure that all equipment, including power and hand tools are maintained in good condition
- ensure that adequate fire fighting equipment is available and replace used or defective equipment
- ensure that first aid boxes are maintained properly
- ensure that all contractors comply with college safety procedures
- accompany the Health and Safety Officer on routine inspections and co-operate with them on all health and safety matters
- show a personal example by wearing the safety equipment provided

Responsibility of Health and Safety Officer:

A Health and Safety Officer has been appointed to ensure that the College complies with its obligations, under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Officer's primary function will be to advise and monitor all aspects of safety, health and welfare in the College.

In addition, the responsibility of the Health and Safety Officer shall be to advise:

- the Principal on the implementation of this policy and on any revisions required
- carry out periodic site surveys and document findings for management
- advise management on Laws, Regulations and Directives which impinge on college activities
- advise on and monitor statutory tests on plant and equipment
- monitor accidents/dangerous occurrences and provide regular reports to the Principal with advice on remedial action
- consult with the Environmental Health Officer (EHO)/Health and Safety Executive (HSE) when required
- meet with the EHO/HSE Inspector on visits to the College
- investigate any reportable accident and advise the Principal on the position regarding the injured party, potential claims, insurance or EHO/HSE implications
- prepare an annual report on the management of safety and health, and on performance in endeavouring to reduce the number of accidents and improving housekeeping and efficiency in the workplace

Responsibility of Safety Advisor

The College's Safety Advisor will ensure that the College is aware of its obligations under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (Regulation 7[8]). The Safety Advisor's primary function will be to advise and monitor all aspects of health, safety and welfare in the College.

In addition, the responsibility of the Safety Advisor shall be to:

- advise the Governors on the implementation of this policy and on any revisions required
- carry out periodic site surveys and document findings for management

- advise on and monitor statutory inspections of plant and equipment
- consult with the Environmental Health Department, Health and Safety Executive (HSE) and the Employment Medical Advisory Service (EMAS) when required
- meet with the enforcing authority inspector on visits to the College as required
- ensure management is kept informed of all changes in legislation that may affect the College Health and Safety Policy
- provide competent safety advice to all college personnel as required
- advise on the health and safety training needs of the College
- investigate all Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) reportable accidents and dangerous occurrences with a view to instigating measures to prevent recurrence
- advise on the provision, issue and maintenance of Personal Protective Equipment (PPE) and encourage the use of equipment provided

Responsibility of all Employees

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc. Act 1974. Employees must therefore:

- comply with safety rules, operating instructions and working procedures laid down in their area of work and take reasonable care, to the best of their knowledge, to avoid injury to themselves and others
- use all equipment and protective clothing in the correct manner where and when it is required. Employees must report any fault or deficiency in the equipment immediately to their line manager or supervisor
- report all accidents (however minor), injuries, near misses, spillages and any other potential safety hazard promptly to their line manager or supervisor
- not misuse anything provided in the interest of health and safety

Arrangements for Implementation of the Policy

This section provides guidance for those responsible for health and safety (**that means you!**), on how to minimise health and safety risks.

Accident/Incident Reporting, Investigation and Analysis

All accidents and incidents (including near-miss incidents) must be reported to the appropriate line manager/supervisor so that the cause can be ascertained, the control measures re-evaluated and action taken to prevent recurrence.

All accidents and incidents, no matter how minor, must be recorded in the Accident Book and the details reported to the Health and Safety Executive if classified under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

It is the responsibility of all employees to provide complete and accurate information to enable management to find out what went wrong, learn lessons and take action to prevent or reduce such accidents/incidents in the future.

Refer Accident/Incident Investigation Report

Alcohol and Drug Abuse Policy

You must not drink alcohol on the College's premises or the premises of its customers or clients.

Any employee who is found consuming alcohol on the College's premises or the premises of its customers and clients or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the College's disciplinary procedure.

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

The possession, use or distribution of drugs for non-medical purposes on the College's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

The College reserves the right to require you to undergo a medical examination or alcohol or drug test at its discretion at any time in order to check for compliance with this policy.

If you refuse to undergo a medical examination or test your refusal will normally be treated as gross misconduct.

The College reserves the right to search you or any of your property held on College premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed

or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The College reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the College's premises.

Control of Asbestos

The Building Manager will maintain a register containing the location and condition of all instances of asbestos containing materials (ACMs) on site. The Building Manager will arrange / carry out periodic inspections of all identified ACMs to ensure it continues to remain in a safe condition. A permit to work system, supervised by the Health and Safety Officer, will control any work that could involve the movement or disturbance of any asbestos material and any such work will be carried out by a competent licensed operator.

Health and Safety Compliance Audit

The Health and Safety Audit process is used to assess and improve upon health and safety management within the College.

Having made the necessary arrangements for implementing the College Health and Safety Policy and established acceptable standards, it is necessary to provide assurance that those arrangements and standards are being effectively applied.

An independent competent person nominated by The Principal will carry out a comprehensive audit of the Health and Safety Management System and its effectiveness on the College's premises and working practices at least annually.

The audit will comprise a review of the existing Health and Safety Policy and Procedures and an examination of the activities and records against the standards described in the appropriate policies and procedures.

At the conclusion of the audit, a verbal report of the findings will be given, which will be followed up by a written report, identifying any deficiencies together with recommendations for risk improvement.

Competency for Tasks

The management recognises its responsibility to ensure that persons employed by the College are competent to carry out their duties in such a manner so as not to put at risk their own health and safety or the health and safety of others who may be affected by what they do.

Only those persons who are able to demonstrate to management that they have the necessary skills, experience and training will be allowed to work without direct supervision.

In order to be satisfied that health and safety standards are being maintained, line managers will carry out inspections of work in progress, without notice, and record their findings.

Where standards fall below those required, recommendations will be made to improve performance and, if considered necessary, the person's work activities will be restricted until the required improvement has been made.

Employees will be observed by their line manager/supervisor carrying out the full range of tasks that represents their job to ensure that work is undertaken in a competent manner without compromising their own health and safety, the health and safety of their colleagues or of anyone else who may be affected by what they do. Where performance is found to be less than satisfactory additional training will be provided to achieve the required level of competence.

Refer Training and Competence Record

Consultation with Employees

The College recognise that consulting employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment.

Consultation not only involves employers giving information to employees but also listening to and taking account of what employees say before making any health and safety decisions.

Employees should therefore make their views known on matters to do with their health and safety at work to their line manager/supervisor or through their safety representative. These views will be taken into consideration and discussed at management meetings before any health and safety decisions are reached.

Selection of Contractors

The College employ, from time to time, the services of other companies (contractors) to carry out work on its behalf at the premises.

Prior to awarding work to new contractors, management will require documentary evidence that the contractor is aware of its legal obligations towards health and safety.

In cases of work of a critical nature, the contractor will be required to complete a Health and Safety Questionnaire and, where appropriate, prepare a formal Method Statement and Risk Assessment(s) for approval by the College prior to the commencement of any work.

Refer Approval of New Contractors Health and Safety Questionnaire

Use of Contractors

Anyone entering Wac Arts College's premises for the purpose of carrying out specialised work must be regarded as a "contractor".

Because of this, the same kinds of control measures must be applied to all who work on College premises.

The College will inform the contractor, in writing, of any hazards, which could put the contractor's personnel or the College's employees at risk, together with the measures necessary to reduce the risk(s) to an acceptable level.

Prior to the commencement of work, contractors will be required to provide an assessment of the risk(s) they may create, together with the measures to be taken to reduce the risk(s) to an acceptable level.

Any work being carried out on the College's premises will be overseen by a named person, appointed by the Management, who will liaise with the contractor on all Health and Safety issues.

In addition, contractors must:

- have their own health and safety policy and provide this as requested
- produce evidence when requested, showing that appropriate Employers and Public Liability Insurance is in place
- comply with the requirements of this health and safety policy and co-operate with the management of Wac Arts College in providing a safe place of work and a safe system of operation and must provide and use personal protective equipment and clothing, as necessary, for the safe execution of their work
- only use competent and suitable persons
- get the consent of the management of Wac Arts College to engage persons other than their direct employees
- ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regards to health and safety

Disabled Persons

The College will give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Managers are required to include disabled people in training programmes and make reasonable adjustment to maintain the services of an employee who becomes disabled by, for example, provision of special equipment, reduced working hours and the like.

People who have any form of disability that they feel might have particular relevance to their health and safety whilst working in the College should contact their line manager in order that systems of work and precautionary measures may be discussed and implemented as required.

Fire stewards will be instructed as to any additional duties they may have where their area of responsibility includes accommodation that is or may be occupied by a disabled person.

Reasonable adjustments will be made to the premises and/or the employment arrangements to ensure that disabled people have access to goods, provisions and services provided by the College.

Display Screen Equipment

All workstations will be assessed for the benefit of staff to evaluate their risks and all operators shall be made aware of the findings. Appropriate action shall then follow.

Ergonomic issues will be addressed in connection with all workstations, e.g. footstools, wrist rests, screen diffusers etc. will, if appropriate, be issued on request.

In addition, if requested, management will offer all employees periodic eyesight tests at the College's expense and, if needed, corrective appliances will be provided (subject to cost limitations).

The findings of Display Screen Equipment assessments will be the subject to regular review in order to identify potential problems relating to the transfer of personnel to new or different workstations, or to cater for employees with special needs.

Refer:

- **DSE Workstation Self-Assessment Form**
- **DSE Workstation Analysis Form**
- **DSE Risk Assessment Record**

The Safe Use of Electricity

Misuse and abuse of electricity is one of the most significant causes of fires in workshops, on construction sites and in offices. Remember faulty electrical equipment can kill. Report faults immediately to your line manager or supervisor.

All personnel should observe the following arrangements:

- visually check electrical equipment before each use. All electrical faults are to be reported to your line manager or supervisor. The Building Manager will arrange for the appropriate repairs to be carried out
- do not attempt to repair faulty electrical equipment. Only authorised and competent electricians may repair electrically powered equipment
- no employee is allowed to bring any item of electrical equipment onto the premises until it has been tested and a record of such test is included in the electrical equipment records file
- machines should be switched off from the mains when left unattended for long periods
- flexible cables should be so positioned that they do not constitute a tripping hazard or are subject to mechanical damage
- the fixed electrical wiring installation and the portable/transportable electrical appliances at the premises will be inspected and tested by a Competent Person at regular intervals

Refer Portable Electrical Equipment Inspection and Test Register

Environment/Ventilation/Temperature/Lighting/Waste Disposal

Effective and suitable provision is made for ventilation, temperature and lighting, so far as is reasonably practicable.

Wac Arts College is committed to ensuring the health, safety and welfare of its employees and others who may be affected by the waste materials that result from our work. It is in everyone's (and the environment's) interest to familiarise themselves with the College's waste disposal procedures for the disposal of any waste products generated as part of our normal work activities. This should, in all cases, be in accordance with statutory requirements.

The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources.

Fire Prevention and Fire Emergency

In general, employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of fire. Any act or omission that you believe may constitute a fire risk should be immediately notified to your line manager or supervisor who will take the appropriate action. All potential fire hazards will be identified and the risks assessed and reduced to an acceptable level.

Firefighting equipment will be provided and emergency lighting and fire alarm points fitted as appropriate following the Fire Risk Assessment. The fire alarm will be tested at weekly intervals by activating an alarm point in rotation, such as to test every alarm point over a set period of time.

Fire marshalling areas will be identified and located in areas beyond any danger from fire. Employees will be made aware of where they have to report in case of fire. Fire alarms will be activated periodically, without prior notice to employees, to test the efficiency of the fire evacuation procedure.

Details of the College's fire/emergency procedures, exit and assembly points, are displayed on notice boards around the College's premises. You must familiarise yourself with the College's emergency procedures to minimise the dangers caused by fire.

- You must ensure that you are aware of the nearest fire exit, and its alternative, for emergency use.
- You must ensure that you are aware of the nearest fire extinguisher to your work location, its type and know how to operate it.
- Regular fire drills will be held to ensure the College's fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

Remember:

On discovering a fire:

- Operate the nearest fire alarm;
- Alert other people within your immediate vicinity;

- Do not attempt to tackle the fire unless you have been trained or you feel competent to do so.

On hearing the fire alarm:

- Do not delay - evacuate the premises immediately;
- Do not stop to collect personal possessions;
- Remain calm and proceed in an orderly manner;
- Do not re-enter the premises or site until the Fire Brigade is satisfied that the premises and site are safe to re-enter.
- Under no circumstances must employees put anybody at risk in a fire situation.

Refer Fire Risk Assessment/Inspection Record

First Aid at Work

The management recognises its responsibilities towards its employees to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to preserve life and to minimise the consequences of illness or injury, until medical or nursing help is available. Suitably stocked first aid boxes will be provided and, as a minimum, a responsible person will be appointed to take charge of first aid arrangements (take charge when someone is injured or falls ill and maintain the contents of the first aid boxes).

One or more trained First Aider employees may be required, following on-going first aid assessment at the premises.

In the event of a major accident all employees have access to the office telephone and must dial 999 to obtain assistance from the ambulance service.

All employees will be informed of the arrangements made for the provision of first aid, including facilities available, the location of the first aid boxes and the names of the qualified First Aiders.

Harassment Policy

Harassment pollutes the working environment and can have a devastating effect on the health, confidence, morale and performance of those affected by it.

It may also have a damaging effect on other employees not themselves the object of unwanted behaviour who are witness to it or who have knowledge of the behaviour.

All employees are entitled to a working environment which respects their personal dignity and which is free from such objectionable conduct. Harassment is a disciplinary offence and it will normally be treated as gross misconduct.

What is harassment?

Harassment is either:

- Unwanted conduct (whether verbal or not) which is of a sexual or racial nature, or other conduct based on someone's race or gender or marital status or disability or sexual orientation or religious or other philosophical belief which affects the dignity of men or women at work; or
- Bullying of colleagues by intimidatory behaviour; or
- Unfavourable conduct at work, whether verbal or non-verbal, towards someone based on his/her race or gender or marital status or disability or sexual orientation or religious or other philosophical belief which could affect his/her dignity at work.

A single incident can amount to harassment if sufficiently grave. Examples of harassment include:

- Insensitive jokes and pranks.
- Lewd comments about appearance.
- Unnecessary body contact.
- Displays of sexually offensive material, e.g. Pin-ups.
- Repeated instances of minor harassment acts.
- Requests for sexual favours.
- Speculation about a person's private life and or sexual activities.
- Threatened or actual violence.
- Threat of dismissal, loss of promotion, etc. for refusal of sexual favours.
- Bullying. Bullying is defined as any form of physical or verbal attack and/or threat of such, or the abuse of position, in order to attack or undermine the confidence or ability of another, or to place another employee under unreasonable pressure or subjecting another to detrimental treatment, by either act or omission.

Anyone who believes that he or she may have been the victim of harassment should raise the matter through the College's grievance procedure.

Control of Substances Hazardous to Health

Full compliance with the Control of Substance Hazardous to Health (CoSHH) Regulations 2002 will be adopted :

- by implementing and maintaining risk assessments and the records of all hazardous substances/activities
- by providing and maintaining control measures as appropriate

- by holding, and making available to operators in their area of use, a list of the relevant hazardous substances and copies of risk assessments and material safety data sheets

Refer:

- Hazardous Substances Inventory Form
- COSHH Risk Assessment Record

Hearing Conservation

The management will ensure that adequate measures are taken to control the risk of hearing damage.

If considered necessary, a noise level survey will be carried out in all departments to establish the exposure levels and determine adequate control measures. Appropriate action will be taken to reduce the noise levels of all work equipment at source.

Hearing protection requirements will be clearly communicated to employees and appropriate PPE will be provided.

Work at Height

The College recognise that falls from height at work continue to be the biggest single cause of fatal and serious injury and will, therefore, be avoided where possible.

Many accidents involve falls from roofs, through fragile materials, from ladders, steps and from leading edges.

Work at height will relate to all heights where a person could fall a distance liable to cause personal injury if appropriate measures are not taken.

Assessment of the risk of all work at height will be undertaken and instruction and training will be given on the precautions required to those employees considered to be at risk from falling.

Adequate and secure working platforms with guardrails and toe boards will be used in preference to ladders that will be used for light, short duration work only and secured to prevent displacement.

Only scaffolds and scaffold towers that have been erected by a competent scaffold erector will be used.

Roof-lights and other fragile materials will be protected to prevent falls through the material.

Fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified and regular inspections will be undertaken of working platforms and fall arrest equipment, to check their integrity.

Housekeeping Standards

The management recognise that hazards can be created by poor housekeeping standards. It is essential that:

- passageways, exits and access to all firefighting equipment must be kept clear
- fire doors should be kept closed at all times and should not be propped open
- all spillages, however minor, should be cleaned up immediately
- employees should note that a lack of care when stacking materials and objects might create hazards for students or their fellow employees from falling objects and lifting injuries in the long term e.g. chairs, if stacked, must be less than five high.
- individual line managers/supervisors will be responsible for achieving and maintaining, high standards of housekeeping in the areas over which they have control
- formal housekeeping inspections will be undertaken at regular intervals to ensure that the above standards are being maintained.

Induction Training

All new employees receive health and safety induction training as appropriate to their individual job content.

Induction training will include, but not be restricted to, emergency procedures, the correct use of PPE and the measures to be taken to reduce risks from known hazards in their work area.

All new employees/trainees will work under the direct supervision of an appointed person until such time as their line manager/supervisor is satisfied that the individual has achieved the required level of knowledge and experience.

Refer:

- Induction Training Record
- Health and Safety Policy Acknowledgement Form
- Medical Questionnaire Form

Safety Information

Safety information is provided in the form of induction and ongoing training, as appropriate and by safety signs and notices posted around the premises.

Health and Safety Inspections

In order to ensure that health and safety standards are being maintained, regular inspections of the workplace and the working practices will be carried out.

Using their knowledge of the tasks and processes, the nominated person will compile a checklist of the critical measures in place to control hazards, incorporating the findings of any risk assessments. Alternatively they may use the standard pro-forma checklist.

Using the checklist as a guide, the Inspector will carry out the inspection and record their findings for discussion with their line manager or supervisor.

On completion, the checklist will be signed by the Inspector, counter-signed by the line manager or supervisor and routed to the Building Manager.

In the event of any serious deficiencies being found, a verbal report will be given to the Building Manager, in order that appropriate corrective action can be taken immediately.

Refer:

- Health and Safety Inspection Form

Instruction and Training

Wac Arts College recognises that, even with the best engineered work arrangements, people may still need clearly defined safety procedures and instruction. For that reason, there is a substantial commitment by the College to identify safety training needs, to carry out that training and to measure the competence of trainees. Strong emphasis will be placed on safety and health aspects during training.

Wac Arts College expects that all employees will co-operate in the training provided. Certain tasks in the College operations require strict safety procedures be followed. Where this arises the employee involved will receive special instruction. It is essential that no person should attempt a potentially hazardous task without training.

Lone Working

Lone working will only be permitted when all appropriate control measures are in place and have been validated as wholly effective. Working alone can create risks that heighten the dangers of any job so the key precaution is to be aware of this and take sensible personal measures.

In addition, staff are required to take some formal steps to protect themselves and these are listed below:

- when working alone, in an isolated area of a building, for example, with all doors closed, make certain that someone is aware of your presence
- lifts must not be used
- check that the work being done has been subject to a risk assessment and check the assessment yourself – some work may have already been identified as requiring the assistance of a second person
- if possible, and if it has been arranged beforehand, keep in regular contact with someone else, for example, by using a mobile telephone to call in to their office indicating your movements every couple of hours

- do not put yourself at risk - if you do not feel safe, discuss the situation with your immediate manager

Management Meetings

The health and safety of our employees and of others affected by our activities, is of paramount importance and the subject will therefore be on the agenda for discussion at every Management meeting.

Manual Handling of Loads

As part of the College's risk assessment process, all operations involving manual handling will be identified and the significant risks assessed. Where reasonably practical, manual handling operations will be eliminated by mechanisation but where this is not reasonably practicable, people whose duties include the manual handling of loads will receive such training as is appropriate to protect their health and safety.

It is the responsibility of Wac Arts College to ensure the safety of employees during manual handling operations.

Managers and supervisors are responsible for organising work routines and ensuring that employees follow the appropriate safe systems of work and make full and proper use of any mechanical handling equipment provided.

It is the responsibility of employees to follow the appropriate safe systems of work and to make full and proper use of any mechanical handling equipment provided.

Back strains can be avoided if lifting is carried out in the correct manner, e.g. with leg and arm muscles rather than back muscles.

Employees should also be mindful of their own capabilities and should not lift anything that they believe to be too heavy. Always seek assistance.

As part of the College's risk assessment process, the hazards arising from all manual handling operations will be identified and the significant risks assessed.

Four key criteria will be taken into consideration:

- the task
- the load
- the working environment
- the individual's capacity

What are the Hazards?

When lifting, pulling, pushing or in any other way moving or holding still any material or object, the physical effort can cause injury to the person concerned. More than 25% of the accidents reported to the HSE are the result of injuries sustained during manual handling operations.

The most common injuries arising from manual handling are basically musculoskeletal problems, “strained back”, meaning any strain to muscles, ligaments and tendons. The same then applies to shoulder, neck, arms, wrists, etc.

Reducing the Risk of Injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

The task, the load, the working environment, individual capability and the inter-relationship between these factors are all important elements in deciding optimum controls designed to fit the operation to the individual rather than the other way round. Techniques of risk reduction include:

- mechanical assistance
- improvements in the task
- reducing the risk of injury from the load
- improvements in the working environment
- individual selection

Manual handling is one of the most common causes of injury in the workplace. Listed below are some important tips on avoiding injury. Remember “**if in doubt, don’t lift**”.

Heavy items, or even lighter ones when held away from the body, may cause injury. Such items should only be moved if it is necessary to do so. Large boxes of material should be broken down and moved in sections. Wherever practicable, the load should be lightened. If objects require regular movement, consider obtaining and using a mechanical aid such as a trolley. Use the lift not the stairs. Use a trolley not brute strength.

If something has to be moved and there is potential for harm, make use of the correct techniques to minimise the problem. Injuries may be avoided by using the body carefully, taking care not to strain or cause undue pressure upon the spine or the stomach.

No specific weights that people can safely lift are laid down in general regulations as much depends on specific circumstances and the capability of the person.

The following are suggested guidelines:

Individual lifting	25 kilograms maximum (reduced by one third for females)
Team handling	the safe capacity of a two person team is two thirds of the sum of their individual capacities
	the safe capacity of a three person team is one half of their individual capacities

Only each individual can judge how much they should move. If the individual is overweight, underweight or has special medical problems, extra care must be taken.

A number of fundamental principles should be followed:

- think before acting

- examine the load for awkward shapes or moving parts
- plan the route
- is there enough space to handle the object safely
- ask for assistance if necessary
- **Assess the load / environment** – determine if it is too heavy, unstable or naturally hazardous. Will there be a secure and even footing? Is there a mechanical aid available, etc.?
- **Correct grip** – an object is less likely to be dropped if it is held firmly in the palms of the hands rather than with the fingers. This ensures a more secure grip and allows the arms to be kept straight, transferring the weight of the load to the body
- **Arms close to body** – a weight carried close to the body will enable the whole body to support the load. The body is capable of supporting tremendous weight without stress
- **Chin in** – tucking in the chin will elongate the neck and prevent injury in that region. It also enables easier breathing and facilitates correct posture
- **Straight back** – the maintenance of a straight back is the most important principle of all. By keeping the back straight, pressure on internal organs is reduced and there is no pressure on the discs of the spine. Back muscles are then unlikely to be strained
- **Foot position** – the body must be in balance when lifting or carrying, otherwise the lifter is likely to fall or cause undue strain trying to maintain balance. Putting one foot forward and to the side of the object gives better balance and control whilst lifting
- **Use of legs** – the leg muscles are the strongest in the body and should be used as much as possible when lifting heavy objects. Bending at the hips and knees whilst keeping the back straight allows these strong muscles to work well and safely

Lifting, carrying and moving objects should be limited to the extent that you are confident of doing so without risk of personal injury - **if in doubt, don't lift.**

Refer Manual Handling Risk Assessment Record

Monitoring and Review

The effectiveness of the College health and safety policy is monitored by actively inspecting and auditing the control measures in place and reacting to accidents/incidents involving college personnel or at workplaces controlled by the College, as they occur.

Any amendments to the safety policy considered necessary as a result, should be advised to the Principal for his consideration and, if approved, included in the next periodic review/revision, or sooner, if considered necessary.

New and Expectant Mothers

All female staff shall be advised on recruitment that they are required to advise their manager, in writing as soon as possible, should they become either pregnant or a 'new' mother, (that is a woman who has given birth within the last six months and who is breast-feeding).

On receipt of a formal notification of pregnancy, recent birth or breast-feeding, the manager shall review the risk assessments relevant to that person's work in accordance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999.

For any risks to which the pregnant or new mother is potentially exposed and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations made by the women's medical advisors (GP or antenatal/postnatal team).

Following action to reduce the risks, they shall be reassessed. If the risks remain significant, the pregnant or new mother shall be reassigned to other work for which the risks are assessed as not significant.

If it is not possible to reassign the worker to low risk work, she shall be placed on paid health and safety leave until either she ceases to be a pregnant or new mother or suitable alternative work may be found.

Wac Arts College will provide and maintain a suitable, smoke-free room or area where pregnant and nursing mothers may take their rest breaks in a degree of privacy and calm.

Refer New and Expectant Mothers Risk Assessment Record

Permit to Work

The management recognise their legal obligations to provide safe systems of work and where foreseeable, highly dangerous, work activities are to be undertaken, a Permit to Work System will apply.

The Permit to Work system is a formal written document used to control certain types of work that are potentially hazardous e.g. entry into vessels, hot work, pipeline breaking. It specifies the work to be done and the precautions to be taken and work will not begin until safe procedures have been defined that provide a clear record that all foreseeable hazards have been considered.

A permit is needed where, for example, maintenance work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Under no circumstances will the Permit to Work system be used to sanction unsafe practices.

Refer Permit to Work Form and Hot Work Permit Form

Personal Protective Equipment

The management recognise their responsibility to protect the health and safety of their employees by providing safe systems of work, suitable and safe work equipment and engineering controls. The provision of PPE is therefore viewed as a last resort and is the by-product of the College's risk assessment programme.

Any PPE purchased by the College will comply with the appropriate British/European/International Standard.

Prior to the issue of PPE, users will be given instruction on its correct use, where and when required to use the PPE, how to look after it properly and the arrangements for replacing worn or damaged equipment.

Employees will be required to sign for the initial issue of the equipment and to confirm that they have received information and training as to its correct use.

Their attention will be drawn to their legal duty to take care of their PPE and to wear it at all times in the designated areas.

Refer Personal Protective Equipment Issue Record

The Safe Use of Plant and Machinery

Employees of Wac Arts College have the responsibility to use any plant or work equipment provided in the correct manner. In order to fulfil this responsibility, employees should observe the following procedures:

- employees must not operate machinery that they are not trained and authorised to use
- employees should switch off machinery before carrying out any adjustments
- report all defects and damage to plant and machinery, including safety equipment should be reported to the line manager or supervisor

Risk Assessments

Risk assessments will be carried out and reviewed at regular intervals by a competent person on all hazards relating to activities, equipment and processes that carry a significant risk at the workplace, in order that the College's obligations are met under the Management of Health and Safety at Work Regulations 1999.

The following definitions are applicable:

- hazard is a condition or situation with the potential to cause harm (injury or damage)
- risk is the chance of something adverse (injury or damage) arising from the hazard
- likelihood is the chance realisation of the risk at some point in time over a defined period
- control measures are measures tailored to a particular set of risks intended to restrict and/or control the risk within tolerable limits proportionate to cost
- the assessment represents the potential severity of a hazard, combined with the likelihood of the hazard achieving its potential to do harm, after taking any control measures into consideration

Employees will be informed of the findings of risk assessments together with the control measures in place designed to reduce risks to the lowest level so far as is reasonably practical.

Refer Quantitative Risk Assessment Record

Shared Workplace

Wac Arts College will, in accordance with Regulation 11(1) of the Management of Health and Safety at Work Regulations 1999, co-operate with other employers and user groups within our shared workplace occupancy so far as is necessary to enable them to comply with their legal duties and any prohibitions imposed upon them by or under the relevant statutory provisions and by The Regulatory Reform (Fire Safety) Order 2005.

We will also co-ordinate any measures taken to comply with other health and safety laws and take “all reasonable steps” to inform other employers and user groups about risks from work and leisure activities within our premises.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure. It is the policy of the College that all of its workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and college premises with no exceptions. This includes College vehicles that are used by more than one employee. If you have a College car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the College recommends that you do not do so. This policy applies to all employees, consultants, customers and visitors.

The Building Manager shall ensure that all existing employees, user groups, consultants and contractors are aware of the policy and of their role in the implementation and monitoring of the policy. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in College vehicles that are covered by the new law.

Non-compliance

Non-compliance with policy and relevant law will be treated as a disciplinary offence.

Stress at Work

Wac Arts College accepts that some work activities have the potential to cause stress, particularly at busy times. Care is taken in recruitment policy to ensure each employee's workload is reasonable.

Managers, when performing risk assessments on the activities of their department, will pay special attention to potential risks from stress and signs of stress at work will be noted. The College (if deemed appropriate) will offer an employee assistance scheme which will offer confidential and individual counselling to employees who may need it.

Any employee with clear stress-related problems shall receive (if requested) appropriate counselling and help from the College (employee) assistance scheme but it is understood that this is not an alternative to looking at the cause of the stress and, if work-related, seeking to alter the structure and working arrangements of the job.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

If it is not possible to reassign the worker to work that the employee concerned is capable of carrying out, the procedures for long-term ill health shall be applied in accordance with both the College's policy on such matters and employment law.

Temporary Employees

Wac Arts College is committed to the protection of all employees whether temporary or full-time and will, therefore, apply identical standards towards protecting the health and safety of temporary employees as it does to those employed on a permanent basis.

Temporary workers should comply with all health and safety precautions/rules and, if in any doubt as to what these are, should clarify the position with their line manager/supervisor.

Violence and Aggression to Staff

Wac Arts College is committed to providing a safe and healthy workplace including the protection of all staff from aggression and violence as far as it is able. Staff potentially exposed to dealings with members of the public shall have their work activities and work environment subject to a risk assessment by the Health and Safety Officer.

Staff are reminded that all incidents of aggression, threat or actual violence must be reported to their manager. The College take these matters very seriously and any evidence of problems will result in a review to seek better methods of elimination and control. Records shall be kept of the actions taken to minimise and control the risk of violence and aggression.

Visitors on College Premises

All persons not directly employed by the College who visit the premises will report to the reception area front entrance and sign the visitor's book, which is kept by the receptionist/telephonist.

The receptionist/telephonist will inform the visitor's host who will come to the reception area to meet the visitor.

No unaccompanied visitor(s) will be allowed to enter beyond the reception area. Visitors are the responsibility of the known member of staff with whom they have an appointment and in the case of an emergency, it is the responsibility of that person to lead the visitor out of the building to the Assembly Point.

Visitors will be provided with, and expected to wear, any necessary PPE. When in a designated workshop area, they must keep within any marked areas and must obey the College's health and safety rules at all times.

On leaving the premises, the visitor(s) will be escorted back to the reception area where they will book/sign out.

Welfare Facilities

Adequate welfare facilities will be provided and maintained by the College. Suitable and sufficient sanitary conveniences and washing facilities will be maintained in a serviceable condition, cleaned at regular intervals and equipped with adequate lighting.

A supply of cold/warm/hot running water, soap and clean towels, or other suitable means of cleaning and drying, will be available, conveniently situated, accessible and kept in a clean and orderly condition.

An adequate supply of wholesome drinking water will be available, and suitable rest and eating facilities will be provided at readily accessible places.

Work Equipment and the Guarding of Dangerous Machinery

Wac Arts College will give full consideration to the Provision and Use of Work Equipment Regulations 1998 in making all employees aware of the relevant health and safety risk with regards to work equipment in their working environment.

All work equipment will be suitable and safe, maintained in efficient working order and in a good state of repair.

Appropriate measures will be taken to prevent access to dangerous parts of machinery or to stop the movement of dangerous machinery before any part of a person enters a danger zone.

In addition, the College, acting on conclusions of risk assessments carried out, will implement an inspection regime in order that the work equipment can be monitored and continue to be fit for its service duty.

A competent person will carry out all such inspections of the work equipment and records of these inspections will be kept for a minimum period of 5 years.

Refer:

- **Work Equipment Risk Assessment Check List**
- **Work Equipment Maintenance Record**
- **Ladder/Steps Inspection Record**

Young Persons at Work

In accordance with Wac Arts College's obligation under the Management of Health and Safety at Work Regulations 1999, where the College employs a young person i.e. one who is below the age of 18), an individual risk assessment will be carried out in accordance with Regulation 19 to ensure that young

person is protected at work from any risks to their health and safety which is a consequence of their lack of experience or the absence of awareness of existing or potential risks or the fact that the young person has not yet fully matured.

The Building Manager will be responsible for ensuring that this risk assessment is carried out.

The results of the risk assessment will be communicated to the young person and his/her immediate line manager/supervisor.

Young workers will be trained in the tasks they are to undertake and informed of existing hazards. They will work under the close supervision of a competent person until such time as they are deemed safe in the workplace.

Refer Children and Young Persons Training Record

Information and Enforcement

*Health and Safety Executive London Borough of
Camden*

Environmental Health Officer (EHO) London Borough of Camden

Employment Medical Advisory Service (EMAS) London Borough of Camden

Contact information to be obtained at: <http://www.camden.gov.uk/>

**IF YOU ARE UNSURE ABOUT ANYTHING IN THIS
HEALTH AND SAFETY POLICY, PLEASE ASK!**

Risk Assessment

Introduction

You are legally required, under the Management of Health and Safety at Work Act 1992, to assess the health and safety risks in your workplace.

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

The aim is to make sure that no-one gets hurt or becomes ill. Accidents and ill health can ruin lives and affect your business if output is lost, machinery is damaged. Insurance costs increase or you may even be required to go to court.

The important things you need to decide are whether a hazard is significant and whether you have it covered by satisfactory precautions so that the risk is small.

Definitions

Hazard means anything with the potential to cause harm.

Risk is the chance, high or low, that someone will be harmed by the hazard.

Preparation

Take time to prepare, adopt a systematic approach and make clear what sort of information you are going to have to collect and what decisions you are going to have to make to complete the assessment.

Prepare a preliminary list identifying likely potential hazards and issues to consider, when deciding upon control measures.

Tour the College

Risk assessment is not meant to be a theoretical exercise. Tour the workplace to confirm, amend and add detail to your preliminary list – identify what is actually taking place on the 'shop floor'.

Talk to the employees, listen to their concerns and tap into their experiences.

Completing the risk assessment – the 5 steps:

- look for the hazards
- decide who might be harmed and how
- evaluate the risks and decide whether the existing precautions are adequate or whether more should be done

- record your findings
- review your assessment and revise it if necessary

In taking action, ask:

Can **the hazard be removed** altogether?

If not, how can **the risks be controlled** so that harm is unlikely?

Some Key / Significant Areas of Risk:

Asbestos Chemicals Confined Spaces

Display Screen Equipment Electricity

Excavation

Falling Objects / Collapsing Structures Fire and Explosion

Machinery (including guarding) Manual Handling

Noise

Pressure Systems Radiation

Slips, Trips and Falls Stress

Substances Hazardous to Health (including dust, fumes, etc) Temperatures

Transport (including carrying dangerous substances, pedestrians in workplace, etc) Vibration

Violence to Staff Work Equipment

Work-Related Upper Limb Disorders Working Alone

Working at Heights Working Environment

Risk assessment is a 'means' and not an 'end' - if your assessment shows that you have more to do to control risk, then do it!

		Risk Assessment Record (Quantitative)					Ref N° Generic	
Activity/task	Persons at risk	Named hazard	Risk Rating*			Controls in place	Additional controls required	
			S	x	L			=
Access and egress	Employees and visitors	Slips, trips and falls. Fractures, abrasions and cuts. Trapping in fire.	2		1	2	Walkways kept clear and well maintained. Ample lighting installed. Exists clearly identified.	Complete the fire risk assessment
Fire	Employees and visitors	Burns, smoke inhalation and damage to property	3		1	3	Compliance with Fire Policy. Fire alarms checked, risk assessment and fire drills carried out. Fire (firefighting equipment) extinguishers provided. Staff training and fire exits clearly identified. Fire equipment serviced annually.	
Electricity	Employees and visitors	Shock, burns, electrocution, fire, damage to property, explosion	3		1	3	Installation conforms to current legislation. Maintained in good condition. Routine inspection carried out. Additional work carried out annually by authorised electrician only.	
Chemicals	Employees and visitors	Absorption, ingestion, inhalation, dermatitis, damage to specific organs. Eye injuries from splashes. Burns from corrosives	2		1	2	Controlled transport, correct storage, safe systems of work. Adequate waste disposal. Emergency procedures. Personal Protective Equipment provided (as appropriate). Conform to CoSHH Regulations. Refer to specific risk assessment.	
Carried out by: _____		Department: _____		Date: _____		Review date: _____		
* Risk Estimation Factors	Hazard Severity Rating (S)		Likelihood of Occurrence Rating (L)			Risk Rating (R)		
	1. = Slight (e.g. – off work for up to 3 days)		1. = Low (e.g. – seldom)			1. = no action/low priority action		
	2. = Serious (e.g. – off work for over 3 days)		2. = Medium (e.g. – frequently)			2. = low priority action		
	3. = Major (e.g. death/major harm)		3. = High (e.g. – certain or near certain)			3/4. = medium priority action		
						6. = high priority action		
						9. = urgent action		
Severity x Likelihood = Risk Rating								

Risk Assessment Record (Quantitative)

Ref N° Generic

Activity/task	Persons at risk	Named hazard	Risk Rating*			Controls in place	Additional controls required
			S	x L	= R		
Electric Heater	Employees and visitors	Burns, electrocution	2	1	1	Self-discipline. User checks where appropriate. Formal (in-house) visual inspection at regular intervals. Combined inspection and testing as appropriate by external competent electrical engineer.	
Noise	Employees and visitors	Noise-induced hearing loss. Tinnitus	2	1	2	No significant risk. Safe systems of work. Hearing protection provided (as appropriate). Staff training and relevant information provided. Pre-periodic audiometric testing (if required/ appropriate).	Check if entertainment noise presents any significant risk.
VDU Equipment	DSE users/ operators	Repetitive strain injury. Eye and eyesight defects. Fatigue and stress. Work related upper limb disorders.	1	2	2	Staff training and information. Works break and activity changes. Workstation / ergonomic issues considered. Eye and eyesight tests (if required), corrective appliance provided (if necessary). Also refer to individual risk assessments.	Complete DSE assessments
Facsimile Machine	Employees	Electrocution	1	1	1	Staff training and information. User checks where appropriate. Formal (in-house) visual inspection at regular intervals. Combined inspection and testing as appropriate by external competent electrical contractor.	

Carried out by: _____

Department: _____

Date: _____

Review date: _____

*** Risk Estimation Factors**

Hazard Severity Rating (S)

- 1. = Slight (e.g. – off work for up to 3 days)
- 2. = Serious (e.g. – off work for over 3 days)
- 3. = Major (e.g. death/major harm)

Likelihood of Occurrence Rating (L)

- 1. = Low (e.g. – seldom)
- 2. = Medium (e.g. – frequently)
- 3. = High (e.g. – certain or near certain)

Risk Rating (R)

- 1. = no action/low priority action
- 2. = low priority action
- 3/4. = medium priority action
- 6. = high priority action
- 9. = urgent action

Severity x Likelihood = Risk Rating

Risk Assessment Record (Quantitative)

Ref N° Generic

Activity / Task	Persons at Risk	Named Hazard	Risk Rating			Controls in Place	Additional Controls Required
			S	x	L = R		
Portable Equipment (Electrical)	Employees / Visitors	Shock, burn, electrocution	3	1	3	User checks where appropriate. Formal (in-house) visual inspection at regular intervals. Combined inspection and testing annually by external competent electrical contractor.	
Hand Tools	Employees	Cuts and abrasions	1	1	1	Operator training and information. Used by experienced personnel only. Maintained in good condition. Provision of first-aid facilities. Personal protective equipment available.	
Photocopier	Employees	Electrocution, Dermatitis (toner). Respiratory tract injury (ozone).	1	1	1	User checks where appropriate. Formal (in-house) visual inspection at regular intervals. Combined inspection and testing annually by external competent electrical contractor. Correct handling of toner. Equipment sited in well-ventilated area. Regular service and maintenance.	

Carried out by: _____

Department: _____

Date: _____

Review Date: _____

* Risk Estimation Factors	Hazard Severity Rating (S)	Likelihood of Occurrence Rating (L)	Risk Rating (R)
	1. = Slight (e.g. – off work for up to 3 days)	1. = Low (e.g. – seldom)	1. = no action/low priority action
	2. = Serious (e.g. – off work for over 3 days)	2. = Medium (e.g. – frequently)	2. = low priority action
	3. = Major (e.g. death/major harm)	3. = High (e.g. – certain or near certain)	3/4. = medium priority action
			6. = high priority action
			1. = urgent action

Severity x Likelihood = Risk Rating

Health and Safety Training

Occupational accidents kill over 300 people and injure over one million every year. Over two million people suffer illnesses caused by, or made worse by, their work. Preventing accidents and ill health caused at work is a key priority for everyone at work.

The Health and Safety at Work Act 1974 requires employers to provide whatever information, instruction, **training** and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety of employees at work.

Providing health and safety information and training will help to:

- ensure that employees are not injured or made ill by the work that they do
- develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone
- find out how to manage health and safety better
- meet the legal duty to protect the health and safety of employees

Effective training will contribute towards making employees competent in health and safety and help to avoid the distress that accidents and ill health cause.

Suitable training will be given to all employees, including managers and supervisors, to ensure that work is carried out in a competent manner.

It is acknowledged that some employees will have particular training needs, for example:

- new recruits who require induction training into how to work safely, including the arrangements for first aid, fire and evacuation
- people changing jobs or taking on extra responsibilities who need to know about any new health and safety implications
- young employees, who are particularly vulnerable to accidents, where training and adequate supervision is a priority
- where refresher training is required to update existing skills

Records

Training records will be kept to show the health and safety training that employees have received. Good training records are essential where evidence of competence may be crucial in the investigation of an accident.

Training means helping people to learn how to do something, telling people what they should or should not do or simply giving them information.

Monitoring, Audit and Review

The College believes that the monitoring of health and safety performance, combined with periodic compliance auditing and regular reviews of the effectiveness of our health and safety policy are essential to ensuring a safe and healthy working environment.

Performance **Monitoring** will be carried out in two ways:

- **active monitoring** of preventive plans and controls – regular inspection and checking to ensure that our standards are being implemented and management controls are working – encourages the development of the safety management system and reduces the probability of accidents happening in the first place
- **reactive monitoring** to events – investigating accidents, incidents, cases of illness, property damage – and taking appropriate corrective action to ensure that it will not happen again

Information obtained from performance monitoring will be used to identify situations that create risks and appropriate remedial action will be taken.

Annual, complementary, **Compliance Audits** will be carried out on our health and safety policy, organisation, and procedures/systems, by our external safety advisor, to ensure that the policy is being put into practice.

The results from our performance monitoring activities, combined with the information obtained from external audits, will enable us to **review** the effectiveness of our health and safety policy and improve our approach to health and safety management.

This **review** will be carried out at least once per annum with particular attention to:

- the degree of compliance with legislation and health and safety performance standards
- areas where standards are absent or inadequate
- achievement of stated objectives within given time-scales
- injury, illness and incident data – analyses of immediate and underlying causes, trends and common features

The above indicators will highlight those areas in need of improvement.

Health and Safety Legislation

Contents:

Health and Safety at Work etc. Act 1974

Consultation with Employees Regulations 1996

Control of Asbestos at Work Regulations 2002

Control of Noise at Work Regulations 2005

Control of Substances Hazardous To Health Regulations 2002

Display Screen Equipment Regulations 1992

Electricity at Work Regulations 1989

First Aid Regulations 1981

Food Hygiene (England) Regulations 2006

Lifting Operations and Lifting Equipment Regulations 1998

Management of Health and Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Pressure Equipment Regulations 1999

Pressure Systems Safety Regulations 2000

Provision and Use of Work Equipment Regulations 1998

Regulatory Reform (Fire Safety) Order 2005

Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Safety Representatives and Safety Committees Regulations 1997

Safety Signs and Signals Regulations 1996

Work at Height Regulations 2005

Workplace (Health, Safety and Welfare) Regulations 1992

Health and Safety at Work etc. Act 1974

Introduction

The Health and Safety at Work etc. Act 1974 is the major piece of health and safety legislation in Great Britain. It provides the legal framework to promote, stimulate and encourage high standards.

Previous Acts had concentrated upon prescription of solutions within the law; a series of Factories Acts in particular had raised standards progressively since 1833 by stipulating what measures needed to be taken in factories and, although the legislative base was gradually widened to include other kinds of premises, modern work practices and businesses were no longer fully covered by legislation by the end of the third quarter of the last century.

Consultations carried out by the Robens Committee between 1970 and 1972 produced the basis of a new type of law – one that placed responsibility on employers and employees together to produce their own solutions to health and safety problems, subject to the test of reasonable practicability.

The Act introduced for the first time a comprehensive and integrated system dealing with workplace health and safety and the protection of the public from work activities. By placing duties of a general character upon employers, employees, the self-employed, manufacturers, designers and importers of work equipment and materials, the protection of the law, rights and responsibilities are available and given to all at work.

An “enabling” act, much of the text is devoted to the legal machinery for creating administrative bodies, combining others and detailing new powers of inspection and enforcement. The Health and Safety Commission carries responsibility for policymaking and enforcement, answerable to the Secretary of State for the Environment. Its executive arm is the Health and Safety Executive (HSE), whose functions range from enforcement to research and European liaison on standards.

General Duties of Employers

Employers must, so far as is reasonably practicable, safeguard the health, safety and welfare of employees (Section 2). In particular, this extends to the provision and maintaining of:

- safe plant and safe systems of work
- safe handling, storage, maintenance and transport of (work) articles and substances
- necessary information, instruction, training and supervision
- a safe place of work, with safe access and egress
- a safe working environment with adequate welfare facilities

General Duties of Employees

Employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions (Section 7). They must also co-operate with their employer so far as is necessary to enable the employer to comply with his duties under the Act. It is an offence for

anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare (Section 8).

The Consultation with Employees Regulations 1996

Why is consultation important?

By law, employers must consult all of their employees on health and safety matters. Consulting employees on health and safety issues can be very important in creating and maintaining a safe and healthy working environment. By consulting employees, an employer should motivate staff, make them aware of health and safety issues, and help reduce the number of accidents and work-related illnesses.

Consultation involves employers not only giving information to employees but also listening to, and taking account of, what employees say before they make any health and safety decisions.

What should consultation be about?

Consultation with employees must be carried out on matters to do with their health and safety at work, including:

- changes in procedures, equipment or ways of working
- the arrangements for getting competent people to help satisfy health and safety laws
- information on the dangers and risks arising from their work activities, the measures taken to eliminate or reduce them and what action to take if they have to deal with them
- the planning of health and safety training
- the health and safety consequences of introducing new technology

How should consultation take place?

The Safety Representatives and Safety Committees Regulations 1997

If an employer recognises a trade union and that trade union has appointed, or is about to appoint, safety representatives, then the employer must consult those safety representatives on matters affecting the group, or groups, of employees they represent. Members of these groups of employees may include people who are not members of that trade union.

The Health and Safety (Consultation with Employees) Regulations 1996

Employees who are not in groups covered by trade union safety representatives must be consulted either directly, or through elected representatives.

If consulting direct, the employer can choose whichever method suits everyone best. If consulting through an elected representative, then employees have to elect one or more people to represent them.

What help, information and training should representatives receive?

The employer must make sure that elected representatives receive the training they need to carry out their roles, give them the necessary time off with pay, pay any reasonable costs to do with that training and provide appropriate help and facilities.

Employees, or their representatives, must be given enough information to allow them to take a full and effective part in the consultation process.

How are the Regulations enforced?

Health and safety inspectors enforce the Regulations and employers deemed not to be satisfying the Regulations will be committing an offence.

The Control of Asbestos at Work Regulations 2006

Introduction

The Control of Asbestos at Work Regulations 2006 requires employers to prevent the exposure of employees, and others, to asbestos. If it is not reasonably practical, then any exposure should be controlled to the lowest possible level.

Before any work on asbestos is carried out, employers are required to carry out an assessment of the likely exposure of employees to asbestos dust. The assessment should include a description of the precautions to be taken to control dust release and to protect workers and others who may be affected by that work.

If employing a contractor to work on your premises, you must ensure that either the work will not lead to asbestos exposure or that the contractor has carried out this assessment and carried out work practices to reduce exposures.

Duty to manage asbestos

A new duty to manage asbestos applies where “duty holders” have maintenance and repair responsibilities for non-domestic premises either through a contract or tenancy agreement or because of ownership of the premises.

The duty to manage the risk from asbestos extends to include:

- finding out if there is asbestos in the premises, its amount and what condition it is in
- presuming materials contain asbestos, unless you have strong evidence that they do not
- making, and keeping up to date, a record of the location and condition of asbestos containing materials or presumed asbestos containing materials in the premises
- assessing the risk from the material

- preparing a plan that sets out in detail how you are going to manage the risk from this material
- taking the steps needed to put your plan into action
- reviewing and monitoring your plan and the arrangements made to put it in place
- providing information on the location and condition of the material to anyone who is liable to work on or disturb it

Anyone who has information on the whereabouts of asbestos in your premises is required to make this available to those responsible for managing the risks.

The Control of Noise at Work Regulations 2005

Introduction

The Control of Noise at Work Regulations 2005 came into effect on the 6th April 2006.

They replace the Noise at Work Regulations 1989 and identify the responsibilities of both employers and employees with respect to noise hazards in the workplace.

In essence, the Regulations now require a risk assessment based approach and require the following important actions:

- A noise risk assessment must be carried out and recorded if there is reasonable evidence that employees are exposed to significant levels of noise. The assessment must contain a reliable indication of the level of employee noise exposure and include a plan of what needs to be done to protect employees from noise.
- Reduce noise exposure by reducing noise levels. This involves the use of technical, engineering and working methods. Personal protective equipment is to be issued to tackle the immediate risks and when control measures have not reduced exposure below the specified Action Levels.
- Provide suitable personal protective equipment and ensure that it is properly maintained and is worn correctly, all the time they should be worn.
- Ensure the new noise Exposure Limit of 87dB(A) LepD or 140dB(C) peak are not exceeded. This includes the noise level at the ear and includes the wearing of ear protection.
- Ensure that any employee who is at risk from noise exposure is included in a health surveillance programme which would include measuring and monitoring hearing ability, ie audiometric testing.
- Inform, advise and instruct employees to ensure they are aware of the risks they face from noise exposure, the level of exposure, the control measures to be implemented and the details of the health surveillance programme.

Scope of the Regulations

The Regulations will not come into force for the music and entertainment industry until 6th April 2008

The Regulations apply to all workers in Great Britain governed by the Health and Safety at Work etc. Act 1974, except the crews of seagoing ships and aircraft moving under their own work power.

Assessing and Recording Noise Exposure

Employers are required to assess noise exposure if it is likely that employees will be exposed above the first or peak action levels:

- to ensure that everyone likely to be exposed is identified
- to obtain enough information to guide the action required by the Regulations

The Control of Noise at Work Regulations 2005 Require:

- adequate assessment and records
- reduction of the risk of hearing damage
- reduction of noise exposure, starting with engineering controls
- provision and maintenance of hearing protection
- provision of information and training for employees
- manufacturers and others to provide noise data
- health surveillance for all employees who may be at risk from noise exposure

Action and Exposure Limits:

The **Lower Exposure Action Level** is a daily or weekly exposure of 80dB(A) and a peak sound pressure of 135dB(C weighted).

The **Upper Exposure Action Level** is a daily or weekly exposure of 85dB(A) and a peak sound pressure of 137dB(C weighted).

The Exposure Limit Value is a daily or weekly personal noise exposure of 87dB(A) and a peak sound pressure level of 140dB(C weighted). This level is at the employee's ear while wearing ear protection.

The regulations require that employers ensure that the risk of noise exposure to employees is either eliminated at source or at least reduced to as low as is reasonably practicable.

Where daily noise exposure exceeds the Upper Action Level of 85dB(A) and 137dB(C) peak then the work area must be designated a Noise Hazard Area where everyone must wear ear protection, even those just visiting the area. Appropriate signage must be displayed at all entrances and within the area.

The employer shall ensure that employees are not exposed to noise above the Exposure Limit Value of 87dB(A) and 140dB(C) peak. If this does occur then employers must reduce exposure to below the limit, identify the reason for the limit being exceeded and modify the control measures to ensure it does not get exceeded again.

The Control of Substances Hazardous to Health Regulations 2002

Introduction

The Control of Substances Hazardous to Health Regulations (CoSHH) 2002 are intended to protect the health of those at work who may be exposed to substances that may cause them harm. The Regulations require employers to:

- assess risks from work that creates exposure to substances defined as hazardous to health
- prevent exposure where reasonably practicable
- introduce measures to control exposure

Definition of a Substance Hazardous to Health

As given in Regulation 2, it is:

- (i) a substance which is listed in part 1 of the approved supply list as dangerous for supply within the meaning of the Chemicals (Hazardous Information and Packaging for Supply) Regulations 1994 and for which an indication of danger specified in Part V of that list is very toxic, toxic, harmful, corrosive or irritant
- (ii) a substance for which the Health and Safety Commission has approved a maximum exposure limit or an occupational exposure standard
- (iii) a biological agent
- (iv) a dust of any kind, except dust which is a substance within paragraph (i) or (ii) above, when present at a concentration in air equal to or greater than:
 - (a) $10\text{mg}/\text{m}^3$, as a time-weighted average over an 8-hour period, of total inhalable dust, or
 - (b) $4\text{mg}/\text{m}^3$, as a time-weighted average over an 8-hour period, of respirable dust
- (v) a substance not being a substance mentioned in sub-paragraphs (i) to (iv) above, which creates a hazard to the health of any person which is comparable with the hazards created by substances mentioned in those sub- paragraphs

The CoSHH Regulations require:

- assessment of health risks and selection of suitable control measures
- practical control of the risks
- maintenance of control measures
- monitoring of exposure of employees, including health surveillance
- monitoring of effectiveness of controls
- information, instruction and training of the workforce

The Health and Safety (Display Screen Equipment) Regulations 1992

Introduction

The Health and Safety (Display Screen Equipment) Regulations 1992 embrace the minimum health and safety requirements of EU Directive (90/270/EEC) for work screen equipment (DSE).

The Regulations do not replace general obligations under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Provision and Use at Work Regulations 1998.

Objectives of the Regulations

The objectives of the Regulations are to improve working conditions at DSE by providing ergonomic solutions, to enable certain regular users of the equipment to obtain eye and eyesight tests and information about hazards, risks and control measures associated with their workstations.

Analysis of Workstation

Regulation 2 requires every employer to perform a suitable and sufficient analysis of those workstations that are used by users or operators, to assess the health and safety risks to which they are exposed as a consequence.

Requirements of Workstations

Regulation 3 requires that all workstations used by users or operators must meet the requirements of the Schedule to the Regulations.

The Schedule to the Regulations lists minimum requirements for the workstation.
The matters dealt with are:

- display screen
- keyboard
- work desk/surface
- work chair
- space requirements
- lighting
- reflection and glare
- noise
- heat
- radiation (but no action is necessary)
- humidity
- computer / user-operator interface

Requirements of the Regulations

There are 5 requirements of the Health and Safety (Display Screen Equipment) Regulations 1992:

- risk assessment
- schedule compliance

- work break/activity changes
- eye and eyesight tests, corrective appliances
- training and information

The Electricity at Work Regulations 1989

Introduction

The ratio of fatalities to injuries is higher for electrical accidents than for most other categories of injury.

If an electrical accident occurs, the chances of a fatality are about one in 30 to 40. Despite the beliefs of some, the human body does not develop tolerance to electric shock.

The consequences of contact with electricity are:

- electric shock, where the injury results from the flow of electricity through the body's nerves, muscles and organs and causes abnormal functions to occur (the heart stops, for example)
- electrical burns resulting from the heating effect of the current which burns body tissue
- electrical fires caused by overheating or arcing apparatus in contact with a fuel

Objective of the Regulations

The Regulations introduce a control framework incorporating fundamental principles of electrical safety, applying to a wide range of plant, systems and work activities. They apply to all places of work and electrical systems at all voltages.

Causes of Electrical Failures

Failures and interruptions of electrical supply are most commonly caused by:

- damaged insulation
- inadequate systems of work
- inadequate over-current protection (fuses, circuit breakers)
- inadequate earthing
- carelessness and complacency
- overheated apparatus
- earth leakage currents
- loose contacts and connectors
- inadequate ratings of circuit components
- unprotected connectors
- poor maintenance and testing

How the Objectives are met by the Regulations

The Regulations generally consist of requirements, which have a regard to principles of use and practice, rather than identifying particular circumstances and conditions. Action is required to prevent danger and injury from electricity in all its forms.

The Electricity at Work Regulations refer to:

- construction and maintenance of electrical equipment
- provision of protective equipment
- carrying out work activities near electrical systems
- putting electrical equipment into use
- precautions required in relation to conductors
- protection of electrical equipment
- restrictions on personnel to carry out electrical work
- protection from excess current
- switching off and effective isolation of current
- restriction of work on 'live' conductors
- provision of adequate space, access and lighting
- suitability of connections

The Health and Safety (First Aid) Regulations 1981

Introduction

The correct response of giving first aid to injured persons once an accident has occurred is of vital importance. It can mean the prevention of further injury or even death.

First aid has two functions:

- First, it provides treatment for the purpose of preserving life and minimising the consequences of injury or illness until medical help can be obtained
- Second, it provides treatment of minor injuries which would otherwise receive no treatment or which do not require the help of a medical practitioner

Objectives of the Regulations

The Regulations are supported by an Approved Code of Practice, which provides a framework for first aid arrangements which incorporates flexibility by setting objective standards to be achieved.

Different types of premises, processes and industries can, therefore, be covered by the same set of Regulations, requiring them to develop effective first aid arrangements after making an assessment of the risks involved and the likely use of the facilities.

The Requirements of the Regulations

The Regulations require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

What is adequate and appropriate will depend on the circumstances in your workplace and an assessment should be made to determine what the first aid needs are.

The minimum first aid provision on any work site is:

- a suitably stocked first aid box/container
- a person appointed to take charge of first aid arrangements
- information for employees on the first aid arrangements

An appointed person is someone chosen to look after the first aid equipment and to take charge when someone is injured or falls ill, including calling for an ambulance if required.

A first aider is someone who has undergone a training course in administering first aid at work and holds a current first aid certificate awarded by a training organisation approved by the Health and Safety Executive.

How many appointed persons or first aiders?

The number of appointed persons and/or first aiders will depend on the circumstances of each particular organisation or worksite, the categories of risk and the number of people employed.

There are no fixed rules as to how many first aiders will be required.

The Food Hygiene (England) Regulations 2006

Introduction

The Regulations came into force on the 1st January 2006 and included equivalent regulations for Scotland, Wales and Northern Ireland. They aim to ensure common food hygiene rules across the European Community, by complying with the requirements of a number of new European Regulations which include Regulation (EC) No 852/2004, on the hygiene of foodstuffs, (EC) 853/2004, on the hygiene rules for food of animal origin and (EC) 854/2004 on the organisation of official controls on products of animal origin intended for human consumption.

The Food Hygiene (England) Regulations 2006 replace the Food Safety (General Food Hygiene) Regulations 1995 and also the Food Safety (Temperature Control) Regulations 1995.

Who is Affected

Anyone who owns, manages or works in a food business, including most types of farming is affected by these Regulations. They are intended to cover the whole food chain from “farm to fork”. They apply to anything from a hot dog van to a five-star restaurant, from a village hall where food is prepared to a large supermarket or to a vending machine.

This is true whether food is sold publicly or privately, in a hotel or in a marquee, for profit or for fund-raising. The Regulations do not apply to food cooked at home for private consumption. Every process which deals with preparing or selling food can be classed as a food business activity, including:

- preparation
- handling
- processing
- packaging

- manufacturing
- storage
- transportation
- selling
- distribution
- supplying

Generally, anyone who handles food, or whose actions affect its safety, must follow the Regulations. This includes people who sell food (whether to retailers or to the public) and anyone who cleans articles or equipment which come into contact with food.

The Main Amendments to the Regulations

The new regulations contain virtually all of the main elements of the old 1995 regulations. The main new requirement is that you must be able to show what you do to make or sell food that is safe to eat and have this written down.

You must put in place food safety management procedures based on the principles of HACCP (hazard analysis critical control point). You must keep these in place permanently, keep up to date records relating to your procedures and review your procedures if you change what you produce or how you work. All employees who handle food or work within food preparation areas must receive appropriate training in food hygiene and in line with your HACCP procedures.

Basic Hygiene Requirements

The Regulations aim to set out basic hygiene principles which are generally not new. But their emphasis is different from previous Regulations. They focus more strongly on how to identify and control food safety risks at each stage of the process of preparing and selling food.

Basic Requirements for Food Businesses

Food premises should:

- be clean and maintained in good repair
- be designed and constructed to permit good hygiene practices
- have an adequate supply of potable (drinking) water
- have suitable controls in place to protect against pests
- have adequate natural and / or artificial lighting
- have sufficient natural and / or mechanical ventilation
- provide clean lavatories which do not lead directly into food rooms
- have adequate hand washing facilities
- be provided with adequate drainage
- document their working procedures
- keep records of checks
- ensure all staff are appropriately trained and supervised

NOTE: The Food Standards Agency will provide a food safety management pack developed to help small catering businesses such as restaurants and cafes. At this time it is free of charge and can be obtained by calling 0845 606 0667 or email foodstandards@ecgroup.uk.com.

The Lifting Operations and Lifting Equipment Regulations 1998

Introduction

These Regulations (LOLER) apply to all lifting equipment, whether it is existing, second-hand, leased or new and to all premises and work situations covered by the Health and Safety at Work etc Act 1974. The LOLER strategy is based on the requirement within the Management of Health and Safety at Work Regulations 1999 for a risk assessment to identify the nature and level of risks associated with a proposed lifting operation.

The factors to be considered in the LOLER assessment process are:

- type of load being lifted – its nature, weight and shape
- risk of the load falling or striking something and its consequences
- risk of the lifting equipment striking something or someone and its consequences
- risk of the lifting equipment failing or falling over while in use and its consequences

Objective of the Regulations

LOLER sets out a coherent strategy for the control of lifting operations and the equipment associated with them.

Definitions

Lifting Equipment - work equipment for lifting or lowering loads, including attachments used for anchoring, fixing or supporting them.

Lifting Accessory - work equipment for attaching loads to machinery for lifting.

Lifting Operation - an operation concerned with the lifting or lowering of a load.

Load - includes a person, material or animal as well as lifting accessories and hook block.

Examination Scheme - a suitable scheme drawn up by a competent person for such thorough examination of lifting equipment at such intervals as may be appropriate for the purpose of Regulation 9.

Thorough Examination - means a thorough examination by a competent person and includes any appropriate testing.

Work Equipment - includes any machinery, appliance, apparatus, tool or installation for use (whether exclusively or not) at work.

LOLER requires:

- lifting equipment to be suitable, strong, stable and marked with the safe working load
- load and lifting attachments to be strong and stable

- lifting operations to be supervised and safely conducted
- inspection
- test
- thorough examinations to be completed periodically and/or devised by a competent person and documents / evidence of record-keeping

The Management of Health and Safety at Work Regulations 1999

Introduction

The duties of the Management of Health and Safety at Work Regulations, because of their wide-ranging general nature, overlap with many existing Regulations. Where duties overlap, compliance with the duty in the more specific Regulation will normally be sufficient to comply with the corresponding duty in the Management of Health and Safety at Work Regulations. For example, the Control of Substances Hazardous to Health Regulations (CoSHH) requires employers and the self-employed to assess the risks arising from exposure to substances hazardous to health. An assessment made for the purposes of the CoSHH Regulations will not need to be repeated for the purposes of the Management of Health at Work Regulations.

The theme running through these Regulations is essentially that of **risk assessment**. This sets out broad general duties which apply to all kinds of work and workplaces. Employers must:

- assess the risks to the health and safety of their employees and to anyone else who may be affected by their activity so that the necessary preventative and protective measures can be identified
- make arrangements for putting into practice the health and safety measures that follow the risk assessment

The 12 requirements of the Management of Health and Safety at Work Regulations 1999 are:

- formal risk assessments
- formal management control systems
- specific protective and preventative measures on the part of employers
- health surveillance
- competent person appointments
- arrangement of 'necessary contacts' with external services
- procedures for serious and imminent danger
- information for workers
- inter-employer co-operation
- job-specific training
- capability assessment
- further and detailed employee duties

The Manual Handling Operations Regulations 1992

Introduction

The manual handling of loads is governed by the Manual Handling Operations Regulations 1992. The Regulations embrace the minimum health and safety requirements for the manual handling of loads where there is a risk, particularly of back injury to workers. The Regulations supplement the general duties placed upon employers and others by the Health and Safety at Work etc. Act 1974.

They also supplement the broad requirements of the Management of Health and Safety at Work Regulations 1999. The Regulations do not apply to or in relation to the master or crew of a sea-going ship or to the employer of such persons in respect of the normal shipboard activities of a ships' crew under the direction of the master.

Objectives of the Regulations

The objectives of the Regulations are to implement the EU Directive (90/269/EEC) and apply an ergonomic approach to the prevention of injury while carrying out manual handling tasks.

Duties of Employers

Each employer shall (Regulation 4) so far as is reasonably practicable, avoid the need for his employees to undertake any manual handling operations at work which involves a risk of their being injured. Regulation 4 places duties on employers to make evaluations and then assessments of certain manual handling operations.

Duty of Employees

Each employee while at work shall make full and proper use of any system of work provided for his use by his employer in compliance with Regulation 4(1)(b)(ii) of these Regulations.

Requirements of the Regulations

There are 5 requirements of the Manual Handling Operations Regulations 1992:

- avoidance of manual handling
- mechanise or automate process
- assessment
- risk reduction
- information

The Personal Protective Equipment at Work Regulations 1992

Objective

To formalise the provision of Personal Protective Equipment following the assessment of risk required in companion Regulations.

What are the Hazards?

When staff are engaged in tasks which include their exposure to hazards, it is not always possible to remove the hazards at source or fully to control the risks arising by modifying the working arrangements.

In such circumstances personal protective equipment (PPE) may be required in order to provide protection for each individual worker from the hazards concerned and so adequately control the risks.

This may range from the use of hearing protection in noisy plant rooms during examination and testing activities to the wearing of anchored harnesses when working on tower cranes.

Hazards from Personal Protective Equipment

Whenever PPE is used it is important to remember that there are three ways in which it can represent a hazard in itself:

- PPE can be inadequate, unsuitable or poorly maintained and therefore not provide the protection required
- PPE can give workers a false sense of invulnerability, encouraging them to take greater risks than the PPE itself is capable of protecting them from
- PPE can itself create new risks, such as facemasks obscuring good vision leading to collisions with objects no longer in the clear field of view.

Safe System of Work

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that it is effective, it is necessary to follow manufacturer's and employer's instructions on its correct use. The following procedures should be observed when using PPE:

- ensure that protective clothing fits properly and adjust PPE so that it is comfortable when working
- make sure that the PPE is functioning correctly. If not, report the defect
- when using two (or more) types of PPE together, ensure that items are compatible when used together and that combined use does not reduce their effectiveness
- report symptoms of discomfort or ill health immediately
- inform the employer of any training needs

Summary

PPE is only effective in protecting the wearer or user where the following steps are taken:

- only use PPE in accordance with the employer's and manufacturer's instruction
- only use PPE if fully trained in its use

- store, clean, repair and maintain PPE correctly, replacing any items which have been damaged and are no longer serviceable

The Pressure Equipment Regulations 1999

Introduction

The Pressure Equipment Regulations 1999 entered into force on 29th November 1999 and from the 30th May 2002, most pressure equipment and assemblies placed on the market in the United Kingdom must comply with the Regulations.

Under the Regulations, pressure equipment and assemblies above specified pressure/volume thresholds must:

- be safe
- meet essential safety requirements covering design, manufacture and testing
- satisfy appropriate conformity assessment procedures
- carry the CE marking and other information

Pressure equipment and assemblies below the specified pressure/volume thresholds must:

- be safe
- be designed and manufactured according to sound engineering practice
- bear specified markings (but not the CE marking)

The same rules apply everywhere in the European Economic Area (EEA - the 15 Member States of the EC, plus Norway, Iceland and Liechtenstein) so that pressure equipment complying with the Regulations may be placed on the market or put into service anywhere in the EEA.

The Pressure Systems Safety Regulations 2000

Introduction

The Pressure Systems Safety Regulations 2000, which came into force on the 21st February 2000, revoked, re-enacted and amended the Pressure Systems and Transportable Gas Containers Regulations 1989.

Designers, manufacturers, importers, suppliers, users and owners of pressure systems must ensure that they comply with the Regulations.

The Regulations govern the way pressure systems must be managed. A pressure system is defined by Regulation 2 as:

- a system comprising one or more pressure vessels of rigid construction, any associated pipe-work and protective devices
- the pipe-work with its protective devices to which a transportable gas container (gas cylinder) is connected but not including the transportable gas container

- a pipeline and its protective devices which contains or is liable to contain steam or any fluid at a pressure greater than 0.5 bar above atmospheric

Examination

No pressure system to be used at work can be operated unless there is a written scheme for the periodic examination of the following system parts:

- protective devices and pressure vessels
- pipe-work parts and pipelines in which a defect may give rise to danger

The written scheme of examination must state the nature and frequency of the examinations, specify any extra measures necessary to prepare the system for safe examination and, where appropriate, must provide for the examination to be carried out before the system is first used.

The written scheme should be drawn up by a competent person or, if drawn up by someone other than a competent person, someone certified as suitable by a competent person.

The Provision and Use of Work Equipment Regulations 1998

Introduction

These Regulations (PUWER 98) replace an earlier 1992 set of the same name, which implemented the first EC directive on work equipment. The European Council of Ministers agreed a further directive, the Amending Directive to the Use of Work Equipment in 1995, and PUWER 98 implements that directive in the UK.

Objectives of the Regulations

The Regulations set objectives to be achieved, rather than establish prescriptive requirements. They simplify and clarify previous legislation using a clear set of requirements to ensure the provision of safe work equipment and its safe use.

Definitions

Work Equipment - any machinery, appliance, tool or installation for use at work, whether exclusively or not.

Inspection - such visual or more rigorous inspection by a competent person as is appropriate for the purpose.

Thorough Examination - a thorough examination by a competent person, including testing, the nature and extent of which are appropriate for the purpose described in Regulation 32.

Use - any activity involving work equipment. This includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

Danger Zone - means any zone in or around machinery in which a person is exposed to a risk to health and safety from contact with a dangerous part of machinery or a rotating stock-bar.

The ten requirements of the Provision and Use of Work Equipment Regulations 1998 are:

- suitability
- maintenance
- use by persons given the task
- information
- training
- CE conformity
- risk reduction
- control improvements
- isolation arrangements
- warning

With 4 new applications, to:

- woodworking machines
- power presses
- forklift trucks and other mobile work equipment
- drive shafts

The Regulatory Reform (Fire Safety) Order 2005

On the 1st October 2006 the Regulatory Reform (Fire Safety) Order (RRFSO) 2005, came into effect.

This order revokes all previous workplace fire safety legislation and imposes a duty on the “responsible person” to carry out a fire risk assessment of his premises, and to determine any necessary control measures.

The RRFSO applies to the majority of premises and workplaces in the UK, with very few exceptions. Generally it does not apply to dwellings, the underground parts of mines, offshore installations, and anything that floats, flies or runs on wheels.

The RRFSO introduces a number of new terms:

Responsible Person:

This is the person who more than likely owns the premises or business, or the person with control (i.e. local managers) over the premises, business or activity.

The Responsible Person must ensure the safety from fire of all employees (including disabled persons, sub-contractors, self-employed, any person who may legally come onto the premises [such as visitors, the public etc], or any person who is not on the premises but may be affected). Where two or more responsible persons share responsibility (such as landlord/tenant, multiple occupied businesses [such as office blocks etc], or adjacent premises [where a fire in one building could easily lead to spread of fire to an adjacent building]), the responsible persons must co-operate, share information and collaborate to provide fire safety measures.

Relevant Person:

This is anyone who is legally on the premises or anyone who is not on the premises but who may be affected by a fire or your fire precautions, such as those in nearby property.

The RRFSO specifically excludes fire fighters from this group of people.

Employee:

This has a broad definition and may include sub-contractors, self-employed and casual or temporary workers.

Competent Person:

This is anyone appointed by the Responsible Person and could be a college employee, a Fire Safety Manager, a Fire Warden or an external consultant.

They must, however, be someone who has had enough training and experience or knowledge and other qualities to enable them to undertake their role.

Inspector:

This is a person appointed by the Enforcing Authority. The inspector is normally a fire officer from the local Fire and Rescue Service. The Enforcing Authority is normally the local Fire and Rescue Service, but may be HSE, MOD or Local Authority.

Enforcement:

Failure to comply with regulations 8-21 and regulation 38 may result in the serving of a variety of Notices, or on successful prosecution, a fine or up to two years in jail. Regulations 8-21 cover all the main provisions of the RRFSO, from carrying out risk assessments to maintenance and training.

Fire Risk Assessment:

All responsible persons must carry out (or arrange to have carried out) a Fire Risk Assessment of the workplace considering the risks to all employees and others who use the premises (including any disabled persons).

This must be reviewed regularly and amended as necessary. It must be formally recorded where the responsible person employs 5 or more people, the premises are licensed, or an inspector issues a notice.

Enforcement Notices:

An inspector can issue three type of enforcement notice:

Alterations Notice – if the premises constitute a serious risk or if a change of use may increase the level of risk significantly.

Enforcement Notice – the RRFSO or certain other conditions have not been complied with (such as the provision of adequate fire fighting equipment, or the provision of emergency lighting). A remedy must be in place no later than 28 days.

Prohibition Notice – if the premises constitute a serious risk, or a serious threat to life, its use will be prohibited.

What does the RRFSO require?

The order firmly places a responsibility on the Responsible Person and outlines all the measures that must be taken to ensure the safety of all whom he is directly or indirectly responsible. It requires the Responsible Person to:

- Carry out a Fire Risk Assessment of the workplace considering the risks to all employees and others who use the premises (including any disabled persons);
- Develop and produce a Fire Safety Policy which must be coherent and minimise the risk, reduce the outbreak of fire, reduce the risk of fire spread, provide means of escape, demonstrate preventive action;
- Develop procedures that ensure means of escape are available at all times, provide adequate numbers of fire extinguishers, and ensure people from outside organisations (eg contractors) are properly controlled and informed;
- Develop and maintain a system that includes measures for planning, organisation, control and monitoring of your fire preventive and protective measures;
- Provide staff with information and training about the fire precautions in the workplace;
- Carry out fire drills;
- Identify and record the significant findings of the risk assessment including those employees most affected;
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace, including means of escape, signs, notices, emergency lighting, supported by fire detection & alarm systems, and fire fighting equipment.
- The fire risk assessment should be suitable and sufficient and should determine sources of fuel, sources of ignition and should contain an action plan and emergency action procedure. It must record the significant findings and the measures that are already in place and also the measures that are required.

Maintenance and Testing:

You should arrange, or continue your existing arrangements, for the testing of the following items:

- The fire alarm system should be tested weekly, by rotation of the call points, and the results recorded.
- Any smoke detectors should be tested weekly, by rotation of the units, and the results recorded.

- Any emergency lighting should be tested monthly, by simulating a power failure, and the results recorded.
- You should carry out a fire drill every 6 months, and record the results and carry out any actions raised.
- The alarm system, panel and emergency lighting system should be checked and inspected by a competent engineer annually.
- The fire extinguishers should be inspected annually by a competent engineer.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Introduction

The foremost purpose of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) is to provide enforcing authorities with information on specific injuries, diseases and dangerous occurrences arising from work activities covered by the Health and Safety at Work etc Act 1974.

Information about the types of accidents that happen is a very useful tool to work with in the prevention of future events of a similar kind.

The information gained can be used to indicate how and where problems occur and demonstrate trends of time. It is important to distinguish between accidents, incidents and injuries – they are not the same. Injury can occur as a result of an incident; the injury and the incident together amount to an accident (the common term).

The Regulations cover employees, self-employed people and those who receive training for employment (as defined by the Health and Safety at Work etc. Act 1974) and also members of the public, pupils and students, hotel residents and other people who die or suffer injuries or conditions specified, as a result of work activity.

Enforcing Authority

The enforcing authority can be defined as the body responsible for the enforcement of health and safety legislation relating to premises where the injury occurred. Usually, this will be the HSE or local authority's environmental health department.

Major Injury

The following injuries are classified as major:

- any fracture, except to fingers, thumbs or toes
- any amputation
- dislocation of shoulder, hip, knee or spine
- loss of sight (temporary or permanent)

- eye injury from chemical or hot metal burn and any penetrating eye injury
- injury from electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- acute illness requiring medical treatment where there is reason to believe it has resulted from exposure to a biological agent or infected materials

Reporting

When reporting injuries and dangerous occurrences, the approved form must be used (F.2508). The reporting of diseases (on form F.2508a) which are specified in Schedule 3 is required only when the employer receives a written statement or other confirmation from a registered medical practitioner that the affected person is not only suffering from a listed disease but also that it has arisen in the manner also specified in the Schedule (Regulation 5).

The Health and Safety (Safety Signs and Signals) Regulations 1996

Introduction

A safety sign is one that gives a message about health and safety by means of a combination of geometric form, colour and symbol or text, or both. The Regulations implement the EU Directive, which gives minimum requirements for provision of safety signs at work and standardises signs throughout the Member States of the European Union.

They apply to all places of work and activities where people are employed but do not apply to transport operations or the marking and supply of dangerous goods.

There are 4 kinds of safety signs which are now in general use and each is distinguished by colour and shape:

Prohibition certain behaviour is prohibited, evacuate, stop

Warning gives warning of a hazard

Mandatory indicates a specific course of action is to be taken

Safe Condition gives information about safe conditions, doors and escape routes

Safety Sign Colour	Warning Purpose	Examples of Use	Contrasting Colour	Symbol Colour	Description
RED	Stop Prohibition Fire-fighting	Stop signs Identification and colour of emergency shut down devices Showing fire hose, ladder, emergency	White	Black	Circular red band and cross bar Red to be at least 35% of sign area Red rectangle or oblong, red to be at least 50% of sign area
YELLOW	Warning Caution Risk of danger	Identification of hazards (fire, explosion, chemical, radiation, etc) Risk of Collision	Black	Black	Triangle with black band Yellow to be at least 50% of sign area
BLUE	Mandatory action	Obligation to wear PPE Mandatory signs	White	White	Circular blue disc Blue to be at least 50% of sign area
GREEN	Safe condition	Identification of safety showers, first aid points etc	White	White	Green square or oblong Green to be at least 50% of sign area

The Work at Height Regulations 2005

The Work at height Regulations came into force on 6th April 2005, and apply to all industries where work at height poses a risk of a fall leading to an injury. The regulations are “non-prescriptive” and impose a duty to manage any risk by adequate risk assessment. This means that you must determine if there is a risk or not from working at height, and then you must introduce suitable controls to manage any risk.

Objectives of the Regulations

The Regulations have been made to prevent deaths and injuries caused each year by falls at work. They replace all earlier regulations about working at height.

They consolidate previous legislation on working at height and implement the EC Directive concerning the minimum health and safety requirements for the use of equipment for work at height.

Definitions

A place of work is defined as “**at height**” if a person could be injured falling from it, even if that place of work is at or below ground level.

The term “**work**” is defined to include moving around at a place of work (except by staircase in a permanent workplace), but not travel to and from a place of work. For example, an employee on a stepladder would be working at height, but this definition would not apply to a mounted police officer on patrol.

Duties under the Regulations

Employers have an overriding duty to do all that is reasonably practicable to prevent anyone from falling. Duty holders must use a simple hierarchy of controls for managing and selecting work equipment for work at height.

Duty holders must:

- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where work at height cannot be avoided
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences should a fall occur

Duty holders must also ensure:

- They avoid work at height where possible, if it is safe and reasonably practicable to do the work other than at height;
- All work is properly planned and organised (including adequate supervision), and a plan is in place for emergencies and rescue;
- The work takes account of weather conditions (including postponement of the work if necessary);
- Those involved in work at height should be trained and competent (including organisation, planning, supervision, and the supply and maintenance of any equipment);
- The place where work at height is done is safe (including means of access and egress);
- Equipment for work at height is appropriately inspected by such visual or more rigorous inspection by a competent person (including ladders, scaffolding, towers, staging etc);
- The risks from fragile surfaces are properly controlled by providing platforms, coverings, guard rails etc (e.g. fragile roofs, other fragile surfaces);
- They carry out a risk assessment for all work at height as required by regulation 3 of The Management of Health and Safety at Work Regulations. If there is a risk, appropriate control measures need to be employed.

Employees and others (non-employees) must report any safety hazards, and must use any equipment supplied in the proper manner, and follow any training and instruction given.

The Work Area

Employers must ensure that the place where work is done at height is safe, and has features to prevent a fall, unless this is not reasonably practicable.

Training

Employers must ensure that everyone involved in the work at height is competent, or if they are being trained, they are supervised by a competent person. This includes involvement in the organisation, planning and supervision of the work, and in the selection, supply and maintenance of any equipment.

Where precautions do not entirely eliminate the risk of a fall, employers must train those working at height in how to avoid falling and how to minimise injury to themselves should they fall.

Selection of Work Equipment

When selecting work equipment for work at height employers must:

- Use the most suitable equipment;
- Give priority to collective protection measures (such as guard rails), over personal protective measures (such as safety harnesses);
- Take account of the working conditions;
- Take account of the risks to the safety of all those at the place of work where the equipment is being used;
- Ensure that all the equipment complies with the detailed requirements of Schedules 2 to 6, which acknowledge the regulations Equipment Inspection
- This is defined as such visual or more rigorous inspection by a competent person as is appropriate for safety purposes, including any testing as is appropriate for those purposes.

Employers must ensure:

- That each individual place at which work is done at height is checked on every occasion before that place is used;
- That any item mentioned in Schedules 2 to 6, is inspected after it is assembled or installed if its safety depends on how it is assembled or installed;
- That any item mentioned in Schedules 2 to 6, is inspected as often as is necessary to ensure safety, and in particular to ensure that any deterioration can be detected and remedied in good time;
- That before any equipment is used which has come from another business, and before any equipment leaves his business, it is accompanied by an indication that the last inspection, required by the regulations, has been carried out;

- That any platform used for construction work and from which a person could fall more than 2 metres, is inspected in place before use. Where the platform is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved;
- That the person inspecting a platform prepares a report before going off duty, giving details listed in Schedule 7, and gives the report (or a copy), to the person for whom the inspection was done, within 24 hours of completing the inspection;
- That a record of a platform inspection is kept at the construction site until the work is completed, and then keep the record at his offices for a further 3 months.

Fragile Surfaces

Employers must ensure that no one working under his control goes onto or near a fragile surface, unless that is the only way for the worker to carry out the work safely.

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

- Ensure, so far as is reasonably practicable, that suitable platforms, coverings, guard rails and the like are provided and used to minimise the risk;
- Do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of the fall;
- Ensure all persons working near fragile surfaces are aware of the dangers, preferably by prominent warning notices fixed at approaches to the danger area.

Falling Objects

Where it is necessary to prevent injury, employers must do all that is reasonably practicable to prevent anything falling. If this is not reasonably practicable, employers must ensure that no-one is injured by anything falling.

In addition, employers must ensure that nothing is thrown or tipped from height if it is likely to injure someone, and that nothing is stored in such a way that its movement is likely to injure someone.

The Schedules

The Regulations contain a number of schedules which detail certain safety requirements.

Schedule 1	Requirements for existing places of work and means of access and egress at height
Schedule 2	Requirement for guard-rails, toe-boards, barriers and similar collective means of protection
Schedule 3	Requirements for working platforms:

Part 1 Requirements for all working platforms

	Part 2 Additional requirements for scaffolding
Schedule 4	Requirements for collective safeguards for arresting falls
Schedule 5	Requirements for personal fall protection systems <ul style="list-style-type: none"> Part 1 Requirements for all personal fall protection systems Part 2 Additional requirements for work positioning systems Part 3 Additional requirements for rope access and positioning techniques Part 4 Additional requirements for fall arrest systems Part 5 Additional requirements for work restraint systems
Schedule 6	Requirements for ladders
Schedule 7	Particulars to be included in a report of inspection

The Workplace (Health, Safety and Welfare) Regulations 1992

Introduction

The Regulations implement most of the requirements of the Workplace Directive (89/654/ECC) concerning minimum standards for workplace health and safety.

They have applied in full to all workplaces since 1st January 1996 when the transitional provisions ended. Some workplaces not previously subject to specific requirements are within their scope, including schools and hospitals.

Objectives of the Regulations

The objective of the Regulations is to place obligations on employers and others in control of workplaces to reduce risks associated with work in or near buildings.

Requirements of the Regulations

The application of these Regulations is very general, in contrast to the Factories Act and other legislation, which they largely replace.

They do not apply to a workplace inside a means of transport, workplaces where the only activities are construction activities as defined, mineral resource extraction or ancillary activities. Fishing boats are also excluded.

There are 14 major topics in the Workplace Regulations:

- maintenance of workplace and equipment servicing it
- ventilation, temperature and lighting
- cleanliness
- workspace allocation
- workstation design and arrangement
- traffic routes and floors

- fall protection
- glazing
- doors and gates
- travelators and escalators
- sanitary and washing facilities
- drinking water supply
- accommodation for clothing
- facilities for changing, rest and meals

Policy Review

Wac Arts College Principal and Board of Governors will review this policy on an annual basis and ensure that practice across the college is in line with this policy. Any review will take into account the most up-to-date legislation and will ensure compliance.

Further information on matters within this policy area	
Legislation	The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4
	*The Management of Health and Safety at Work Regulations 1999: SI 1999/3242
Websites	http://www.legislation.gov.uk/ukpga/1974/37/section/3
	http://www.legislation.gov.uk/uksi/1999/3242/contents/made4
	www.education.gov.uk
Guidance	Health and Safety: advice on legal duties and powers (2012)

Reports and Forms

Accident/Incident Report and Investigation Form

Personal Details	Surname	Forenames	Pay Number	DOB	Age	Occupation	Dept/Employer
	Home address						
Injury Details and Treatment	Date and time of accident		Date and time reported		Time started work		Time finished work
	Nature of Injury		Other Health/Injury Observations		Has the casualty consumed alcohol or medication?		
	First Aid	Sent Home	Referred to G.P.		Referred to Co. M.O		
	Sent to hospital	Health Centre	Work with Restrictions		Other		
	Fatal	Major Injury	Disabling Injury		Occupational Illness		
	Minor Injury	Lost Time	Damage Only		If damage, state what below		
	Head	Eye	Trunk		Back		
	Arm	Hand	Finger		Leg		
	Foot	Internal	Multiple		Hearing		
	Struck by	Struck against	Trip		Fall from height		
Machine	Vehicle	Substance		Burns/scald			
Electrocution	Hand tool	Respiratory		Other			
Account of the accident	Explain clearly how the accident occurred						
Witnesses	First aider's signature			Injured person's signature			
	Name and address of witness			Name and address of witness			
Controls	Was there a safe system of work for this job/task?		Was the person trained in the system of work?		Was the safe system followed?		
	Was there a permit necessary for this job/task?		Was the relevant permit issued?		Was the person authorised to do the work?		
	Was the person		Was the		Was the job/task		

	experienced in the job?		person wearing the prescribed P.P.E.?		authorised/supervised?	
Unsafe Acts and Unsafe Conditions						
	Unsafe use of tools/equipment Failure to wear P.P.E Unsafe position/posture Safe system of work not followed Operating without authority Operating at unsafe speed Using unsafe tools/equipment	Rendering guards/safety devices unoperable Horseplay Tampering Defective tools/equipment/substances Inadequate guards/safety devices Poor housekeeping/stacking Unsafe design/construction	P.P.E not provided Inadequate lighting Unsafe access/egress Poor environment/temperature extremes Poor job/task design Distractions			
Contributory Factors						
	Poor personnel selection Inadequate training/information Inadequate tools and equipment Inadequate purchasing standards Inadequate job/task design Inadequate safe system of work Improper modifications/substitution Mechanical/electrical failure	Inadequate engineering standards Inadequate maintenance/repairs Inadequate safety inspections Poor college culture Poor housekeeping/congestion Excessive noise/vibration Poor workstation design/layout Inadequate spare parts	Wear and tear Poor weather conditions Substandard materials/substances Production pressures/costs Inadequate contractor controls Inadequate supervision/leadership Inadequate emergency measures Low safety profile			
Personal Factors						
	Lack of knowledge/skill Poor motivation/attitude Avoiding discomfort Wilful deviation from instructions/SSOW	Fatigued/incapacitated Peer group pressure/approval Illness/stress/physical problem Attempt to gain of save time	Alcohol of medication use Failure to appreciate risks Failure to plan Carelessness/boredom			
Recommendations						
	Review personnel selection Review job/task training Conduct risk assessment Revise/develop SSOW Implement permit to work Improve job/task design Retrain/instruct	Improve communication Post warnings/signs Install guards/safety devices Implement worker/job observation Implement maintenance/repairs Revise safety inspections/monitoring Review materials/substances	Retrain others Improve tools and equipment Improve selection of contractors Improve work attitudes Review issue of PPE and wear rate Improve housekeeping/work environment			
Summary of recommendations						
	Detail the recommendations to prevent a recurrence					
Manager Comments and Approval						
	Manger's signature				Date	
Implementation of Recommendations						
	Action	By When			Frequency Date	

Review of Action Taken	Action	By Whom	Frequency Date
Safety Chairman	Reviewed by safety committee	Chairman's signature	Date
RIDDOR F2508	Is this incident notifiable to the HSE under R.I.D.D.O.R on form F2508?		Yes No
	Has form F2508 been sent?	Yes No When?	By whom?
Costs	Approximately what has this accident cost? £		
	Signature of investigated manager		Signature of Exec. (safety)

Questionnaire for Contractors

Approval of Contractors

<p>1.0 NOTES TO PROPOSED CONTRACTORS</p> <p>1.1 Statutory legislation places responsibilities on employers, self employed persons and employees to undertake their work activities in such a manner as to minimise the risk of injury to themselves or any person who may be affected by such work activities.</p> <p>1.2 Prior to placing contracts or tenders, we require being satisfied of the prospective contractor's ability and commitment to comply with the statutory legislation and all associated approved codes of practice.</p> <p>1.3 Completing this questionnaire does not relieve the Contractor of his duties and responsibilities under the UK Health and Safety Legislation.</p>
<p>2.0 DETAILS OF CONTRACTOR</p> <p>Name of College.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Telephone No Fax No</p> <p>.....</p> <p>Name and status of person completing this document (please print below)</p> <p>.....</p>
<p>3.0 HEALTH AND SAFETY AT WORK ACT – POLICY STATEMENT</p> <p>3.1 Please attach a copy of your Health and Safety policy and organisational arrangements, as required under the Health and Safety at Work Act 1974. If you employ four (4) or less people a policy statement will suffice.</p>

4.0	CO-ORDINATION OF HEALTH AND SAFETY ISSUES		
4.1	What is the name and title of the individual in your college responsible for coordinating health and safety matters and reporting these to your Board of Governors or senior management.		
	Name:		Job Title:
	Telephone No.:		
5.0	SAFETY MONITORING AND ADVICE		
5.1	Name below the competent person or organisation you use to advise on all matters relating to health and safety in different to 4.1.		
	Name:		
	Address:		
	Telephone No:		
6.0	HEALTH AND SAFETY TRAINING		
	Please provide details of any health and safety training provided to your supervisors and others who carry out work on your behalf.		
7.0	ACCIDENT INVESTIGATION AND RECORDS		
7.1	What is your procedure for investigating and reporting accidents, dangerous occurrences or occupation illness?		

8.0	PLANT, EQUIPMENT, VEHICLE MAINTENANCE AND INSPECTIONS			
8.1	How do you ensure that plant, equipment and vehicles for use at the workplace are issued and kept in a safe condition?			
9.0	SAFE SYSTEMS OF WORK			
9.1	Please give details of any such systems you have developed (e.g. Permit to Work Systems, laid down safety procedures, etc.).			
10.0	SUBCONTRACTORS			
10.1	Have you assessed the health and safety record and competence of companies and contractors with whom you place contracts?			
	YES		NO	(please tick)

11.0	ASSESSMENTS			
11.1	If your college were awarded a contract, would you provide us with formal written assessments pertaining to specific and general risks relevant to the contract works?			
	YES		NO	(please tick)
	(If not please comment below).			
12.0	OTHER RELEVANT INFORMATION			
12.1	Is there any other information we should have to assist us in the assessment of your capabilities to work effectively on health and safety?			

Questionnaire completed by:	
Name:	Position:
Signature:	Date:

Children and Young Persons Training Record

Name of child*/young person:			
Date this assessment was completed:		Date of birth:	

* If the employee is under school leaving age, you must forward a copy of this assessment to their parental guardian together with a covering letter (see draft attached).

1. List below the tasks they will be expected to perform as part of their daily routine.
2. Provide suitable induction training for each of these tasks.
3. Record the details below and ask the employee to countersign next to your record below.

PART A: TASKS <i>(List the main duties below)</i>	Date of Induction Training
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Employee's Statement I confirm that I have received adequate induction training to safely conduct the tasks I will be expected to perform. Employee's Signature: _____ Date: _____	

PART B: PROHIBITIONS <i>(List all prohibited work activities below)</i>
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
Employee's Statement I understand that during my employment I am not permitted to carry out any of the tasks listed above (Part B: Prohibitions). Employee's Signature: _____ Date: _____

Employer's signature: _____	Position: _____	Date: _____
------------------------------------	-----------------	-------------

CoSHH Assessment Record

Activity / product identification:		_____		Ref N°	_____	
Do we need to use this product?		Yes	No	Is there a safer alternative?		
		Yes	No			
Hazardous Contents of Product (from safety data sheet)				Form of Product		
Explosive		Irritant		Dust		
Oxidising		Sensitizer		Fumes		
Flammable		Carcinogenic		Mists		
Poisonous		Mutagenic		Gases		
Toxic		Affect Reproduction		Vapours		
Harmful		Dangerous to Environment		Solid		
Corrosive				Liquid		
Location of Use		How the Substance gets in to the Body		Who may be Harmed		
Outside		Breathing in		Employees		
Inside		Swallowing/eating		Sub-contractors		
Confined space		Contact with skin		Official visitor		
Well ventilated area		Eyes		General public		
		Cuts or broken skin				
Is this product authorised for use on this site / premises considering the answers provided above:					Yes	No
Standard Control Measures to be Adopted						
Safe Place		Safe Person		Safe Personal Protective Equipment (PPE)		
Change form of product		Permit to work		Goggles / visor		
Reduce concentration		Supervision		Overalls		
Reduced amount used		Monitor exposure		Gloves		
Increase ventilation		Health surveillance		Respiratory protection		
Local exhaust ventilation		Written instruction				
Barrier working area		Tool box talks				
Control access to area		Specific training				
Additional Control Measures to be Adopted						
First Aid				Waste Disposal		
Move to fresh air		Wash affected area		Special waste carrier		
Induce vomiting		Irrigate eye with water		Sealed container/bag		
Give water to drink		Remove contaminated clothes		Return to supplier		
Seek medical advice				Dispose of in skips		
Completed by:		_____		Date:		

as appropriate				Review Date:		

COSHH: Inventory of Hazardous Substances

Name of Product	H R	Supplier	Approval Date	Where used	Purpose	Assessment Ref. No.

H R = hazard rating H = high M = medium L = low

Display Screen Equipment – Assessment of Workstation

DIVISION / DEPT:
WORKSTATION USER:

MANAGER:
DATE:

CHAIR

	YES	NO	ACTION
1. Is the seat height adjustable?			
2. Does the seat back tilt or adjust for support?			
3. Is the seat height adjusted correctly?			
4. Does the chair fit under the workstation?			
5. Is the chair in good condition?			
6. If a footstool would be of benefit, is it supplied?			

DESK

	YES	NO	ACTION
1. Is the desk of sufficient depth?			
2. Is the desk of sufficient width?			
3. Is the desk of suitable height?			
4. Is the knee space of sufficient width?			
5. Is the knee space of sufficient depth?			
6. Is the desk surface low reflective?			
7. Is there sufficient space for documents used?			

DISPLAY SCREEN

	YES	NO	ACTION
1. Is the screen set at the right height?			
2. Is the screen image stable and flicker free?			
3. Can the user adjust the brightness/contrast?			
4. Is the screen free from glare or reflection?			
5. Is it possible to easily tilt and swivel the screen?			
6. Are characters well defined and clear?			
7. Are suitable cleaning materials available?			

KEYBOARD

	YES	NO	ACTION
1. Is the keyboard separate from the screen?			
2. Can the keyboard be tilted?			
3. Are the keys clean and legible?			
4. Is there enough rest space for the users hands?			
5. Is the keyboard correctly aligned with screen?			

ENVIRONMENT

	YES	NO	ACTION
1. Is the general lighting adequate?			
2. If desk/task lights would help are they supplied?			
3. Is the work area temperature monitored?			
4. Are all wires and cables safely routed?			
5. Is there a bright light behind the screen?			
6. Is there an adequate level of humidity?			

DOCUMENT HOLDER (D.H.)

	YES	NO	ACTION
1. If a D.H. would be of benefit, is it supplied?			
2. If a D.H. is supplied is it stable and adjustable?			

WORK PRACTICES

	YES	NO	ACTION
1. Does the user plan daily work patterns?			
2. Do patterns allow screen breaks (5-10 min / hr)?			
3. Does the user take screen breaks?			
4. Is supervisor aware of need for breaks?			
5. Does the user adjust shared workstation?			
6. Does the user report faulty equipment?			
7. Is the software user friendly?			

EYESIGHT AND EYE EXAMINATIONS

	YES	NO	ACTION
1. Has the user had a suitable eye test?			
2. Has the user been prescribed lenses?			
3. Does the user wear the prescribed lenses?			
4. Has the user complained of eye problems?			

PROVISION OF TRAINING

	YES	NO	ACTION
1. Has the user been made aware of HSE guidelines?			
2. Can the user set up a workstation?			

PREVENTION OF UPPER LIMB DISORDERS

	YES	NO	ACTION
1. Has the user any pains in wrists			
2. Has the user any pains in arms			
3. Has the user any pains in shoulders			
4. Has the user any pains in neck			
5. Does the user know where to report problems			

Any other problems noted below that should be included on this or any future assessments should be written in the table below.

QUESTION	YES	NO	ACTION

ACTION LIST

Please list any actions that are required below with an indication of a priority and timescale

	Priority	Time Scale

If any actions are necessary, this assessment must be redone in 6 months; if no action is necessary, 12 months. If any change is made to the workstation or the screen replaced another assessment is necessary.

Principal's signature:

Date:

User's signature:

Date:

DSE Workstation Analysis

Initial
Other

Review

Office

Move

Date:

Department:

Job:

Title:		Name of User:			
DSE USE (Where available, copy information from Initial Survey Questionnaire):					
Hours used each day (average):	Up to 1 hour	1-2 hours	2-4 hours	4-8 hours	
CONTINUOUS use (average):	Up to 30 min	30-60 min	60-90 min	>90 min	
MAXIMUM time continuous use:		hours	minutes	Other duties not DES related:	
Non Standard Equipment on your workstation	Footrest	Wrist support	Document holder	Anti-glare screen	Other
DESCRIPTION		Yes	No	N/A	COMMENTS
1	Display Screen				
1.1	Height is at comfortable level for head				
1.2	Positioned at comfortable distance				
1.3	Free from reflection/glare				
2	Keyboard				
2.1	Separate from screen				
2.2	Space in front of keyboard provides support for your hands and wrist				
3	Work Desk or Surface				
3.1	Single level, non-reflective				
3.2	Stable and adequate in strength				
3.3	Large enough for all equipment, allowing you to alter the layout				
3.4	Equipment is stable and well positioned				
3.5	Work (papers, etc) can be positioned at a comfortable level for head/eyes				
4	Work Chair				
4.1	Stable and allows you to move freely				
4.2	Allows you to sit comfortably				
4.3	Seat height adjustable				
4.4	You can adjust height and angle back of seat				
4.5	You can place your feet flat on the floor/footrest				
5	Environment				
5.1	Space around your workstation is sufficient for you to change position and vary your movements				
5.2	Lighting is adequate and gives glare free illumination				
5.3	Temperature and humidity levels are adequate				
5.4	Noise levels are reasonable				
5.5	Ventilation is adequate				
5.6	Environment is free from draughts				
5.7	Free from electrical hazards (worn cables etc.)				
5.8	Free from trip hazards (trailing cables etc.)				

DSE Workstation Analysis		Initial	Review	Office Move	Other	Date:
Department:		Job Title:		Name of User:		

	DESCRIPTION	Yes	No	N/A	COMMENTS
6	Operator And Software				
6.1	Screen information is easy to work with				
6.2	The system shows you what you are typing/keying in				
6.3	You alter way information is displayed				
6.4	Level of concentration required is acceptable				
7	Other Items				
7.1	Do you have problems with:- vision headaches sore eyes focussing etc?				
7.2	Do you suffer from work induced:- fatigue stress anxiety?				
7.3	Do you get aches, pains, pins & needles etc:- neck back shoulders arms hands legs?				
7.4	Do you suffer from restricted joint movements? If yes, please describe				

If you suffer discomfort in any of the following:					USER GUIDANCE	If you suffer discomfort in the eyes such as:			
Shoulders	Thigh	Upper back	Calves	Hands		Redness	Difficulty focussing	Headaches	Fatigue
Elbows	Neck	Lower back	Wrists	Feet		Soreness	Blurred vision	Stress	Anxiety
Try						Try			
<ul style="list-style-type: none"> Adjusting your chair Adjusting your posture Getting up from your seat at regular intervals; walk around 		<ul style="list-style-type: none"> the desk in front of your keyboard Using less force on the keys 				<ul style="list-style-type: none"> Repositioning your screen away from glare Adjusting the contrast / brightness on your screen 		<ul style="list-style-type: none"> Adjusting local lighting / tilt screen / clean screen Managing your tasks to facilitate regular breaks from screen work 	

Ref No	Summary/Actions Required	Date Completed

Employee's signature and date		Assessor's signature and date		Principal's signature and date	

Display Screen Equipment Workstation Self Assessment Checklist

Name:	Department:	Date:
-------	-------------	-------

Cross-reference workstation assessment record no.s

The completion of this checklist will enable you to carry out a self-assessment of your own workstation. Your views are essential in order to enable us to achieve our objective of ensuring your comfort and safety at work. Please circle the answer that best describes your opinion for each of the questions listed. The form should be returned to _____ as soon as it has been completed.

<p>Environment</p> <p>1. Lighting Describe the lighting at your usual workstation:</p> <p style="text-align: center;">About right Too bright Too dark</p> <p>Do you get distracting reflections on your screen?</p> <p style="text-align: center;">Never Sometimes Constantly</p> <p>What control do you have over local lighting?</p> <p style="text-align: center;">Full control Some control No control</p>
<p>2. Temperature and humidity At your workstation, is it usually?:</p> <p style="text-align: center;">Comfortable Too warm Too cold</p> <p>Is the air around your workstation?:</p> <p style="text-align: center;">Comfortable Too damp Too dry</p>
<p>3. Noise Are you distracted by noise from work equipment?</p> <p style="text-align: center;">Never Occasionally Constantly</p>
<p>4. Space Describe the amount of space around your workstation</p> <p style="text-align: center;">Adequate Inadequate</p>
<p>Furniture</p> <p>5. Chair Can you adjust the height of your seat?</p> <p style="text-align: center;">Yes No</p>

Can you adjust the height and angle of the backrest?

Yes No

Is the chair stable?

Yes No

Does it allow movement?

Yes No

Is the chair in a good state of repair?

Yes No

Has your chair got arms?

Yes No

Do they get in the way?

Yes No

6. Desk

Is the desk surface large enough to allow you to place all your equipment where you want it?

Yes No

Is the height of the desk suitable?

Yes No

Does the desk have a matt surface (non-reflective)?

Yes No

7. Footrest

If you cannot place your feet flat on the floor whilst keying, has a footrest been supplied?

Yes No

8. Document Holder

If it would be of benefit to use a document holder, has one been supplied?

Yes No

If you have a document holder, is it adjustable to suit your needs?

Yes No

Display Screen Equipment

9. Display Screen

Can you easily adjust the brightness and the contrast between the characters on the screen and the background?

Yes No

Does the screen tilt and swivel freely?

Yes No

Is the screen image stable and free from flicker?

Yes No

Is the screen at a height which is comfortable for you?

Yes No

10. Keyboard

Is the keyboard separate from the screen?

Yes No

Can you raise and lower the keyboard height?

Yes No

Can you easily see the symbols on the keys?

Yes No

Is there enough space to rest your hands in front of the keyboard?

Yes No

11. Software

Do you understand how to use the software?

Yes No

12. Training

Have you been trained in the use of your workstation?

Yes No

Have you been trained in the use of software?

Yes No

If you were to have a problem relating to display screen work, would you know the correct

procedures to follow?

Yes

No

Do you understand the arrangements for eye and eyesight tests?

Yes

No

Any other comments?

Employee Induction Checklist

Employee Surname:		Department:	
Forename(s):		Start Date:	

The object of induction is to help a new employee settle down into the job as soon as possible. It is important that information given in a planned and systematic way to maximise the benefit to both the employee and the college. Induction should commence on the first day of employment and be completed as soon as possible. Complete the form by putting a tick and the date alongside each item as the information or documents are given to the employee.

General		Date	Rules and Discipline		Date
Examination of induction procedure			Employer's rules and procedures		
Introduction to manager/supervisor/colleagues			Disciplinary, grievance and appeal procedures		
Location of department/work area			Periods of notice		
Personnel		Date	Health and Safety		Date
Employee details for personnel records			Employer's health and safety policy statement		
Contract of employment handbook or other necessary written information			Fire procedures, fire drills and escape routes		
			First aid and accident reporting procedures		
Pay and Benefits		Date	Good housekeeping and tidiness		
Basic pay, overtime rate etc.			Security arrangements		
When and how paid			Use/availability of personal protective equipment		
Obtain P45, NI number, bank details			Emergency procedures and escape routes		
Pension schemes			Smoking rules/restrictions		
			Reporting of health hazards		
Hours of Work		Date	Health and safety risks and protective/preventative measures		
Normal hours, lunch and other breaks			Safety officer/representatives		
Overtime/flexible working arrangements			Health and safety training		
Timekeeping and recording procedures					
48hr Directive letter			Job Organisation		Date
			Job description and departmental information		
			Canteen/refreshment facilities		
			Transport and parking arrangements		
			Use of college telephone		
			College structure, history, products, services		
			Performance appraisal, educations, training and prospect of promotion		
Holidays		Date			
Arrangements/qualification					
Application form & pay entitlement					
Current commitments of employee					

Sickness			Trade Union membership/recognition		
Absence notification procedure					
College sick pay arrangement					
SSP entitlement and qualifying days					
Quality Management		Date			
Quality policy					
Mandatory procedures					
Operational instructions					
Records/non-compliance reports					
			Contact Names	Date	
			Manager/Supervisor		
			Safety Officer/Representative		
			First Aider/Appointed Person		

Tour of Premises
Make clear/explain/show the location of toilets and washing facilities, cloakrooms, exits and entrances, emergency and fire exits, fire alarm points and extinguishers, first aid points, canteen, prohibited areas, hazards, notice boards and any areas to which the employee will need to go in the course of his/her job. Introduce staff in other departments with whom the employee will have personal or telephone contact.

Signature		Employee Signature		Date
		I have received the above induction training		

Fire Risk Assessment/Inspection Record

Department: _____ **Section:** _____
Manager: _____ **Ref N^o** _____

		Yes	No	Comments
1.	Has a fire safety co-ordinator been appointed?			
2.	Has a Fire Risk Assessment been carried out?			
3.	Has a Site Fire Safety Plan/Procedure been produced?			
4.	Are "Fire Action" notices displayed prominently throughout the workplace?			
5.	Have personnel on site been provided with information on procedures?			
6.	Has a fire assembly point been designated?			
7.	Is there a fire warning system?			
8.	Are alarm systems tested?			
9.	Are fire extinguishers provided?			
10.	Are fire extinguishers inspected annually?			
11.	Are fire extinguishers the correct type?			
12.	Are fire extinguishers correctly positioned?			
13.	Has staff been trained in their use?			
14.	Are there adequate means of escape?			
15.	Are means of escape routes marked?			
16.	Are exits clearly marked?			
17.	Is there adequate lighting for means of escape?			
18.	Are you responsible for any disabled people?			
19.	Are fire drills held?			
20.	Is access for the Fire Brigade maintained?			
21.	Are emergency exits provided and maintained?			
22.	Is all fire extinguishing equipment visible and not obstructed?			
23.	Is the site enclosed to deter trespassers?			
24.	Is the site illuminated to deter trespassers?			
25.	If the site is high risk is CCTV provided?			
26.	Are fire checks undertaken at the end of each working day?			
27.	Are fire checks undertaken at weekends and holiday periods?			
28.	Is there LPG or flammables on site?			
29.	Is LPG and flammables stored safely?			
30.	Is the quantity of the LPG and flammables kept to a minimum?			

		Yes	No	Comments
31.	Are there quantities of combustible waste?			
32.	Are there any sources of heat?			
33.	Is a 'hot work' permit required?			
34.	Is the hot work regime monitored?			
35.	Is smoking permitted on site?			
36.	Are 'no smoking' signs displayed?			
37.	Is there provision for disposal of cigarettes?			
38.	Is there gas/oil/fuel/electric, etc on site?			
39.	Is the above equipment in good condition?			
40.	Is electrical equipment or wiring faulty / damaged?			
41.	Is the correct fuse fitted to the electrical equipment?			
42.	Are there portable heaters / dryers on site?			
43.	Are there any other sources of heat?			
44.	Is burning of rubbish on site banned?			
45.	Are bunds provided for diesel storage?			
46.	Are drip trays provided to absorb fuel / lubricants?			
47.	Is fuel powered equipment positioned in open air?			
48.	Are fuel tanks filled with the engines switched off?			
49.	Is plant/equipment protected from damage/impact?			
50.	Are metal bins with lids provided for oily rags?			
52.	Is all waste kept away from building?			

Remedial Action Required:-

- 1)
- 2)
- 3)
- 4)
- 5)

Carried out by:

Date:

Qualification:

Review Date:

Health and Safety Inspection Form

Location: _____

Date of check: _____ Checked by: _____

Unsafe act or condition	Tick if checked	Remarks
1. Floors: <i>Slippery surfaces</i> <i>Spillages</i> <i>Frayed or uneven carpets</i> <i>Obstructions</i> <i>Tripping hazards</i> <i>Receptacles</i>	<input type="checkbox"/>	
2. Stairs: <i>Covering in good condition</i> <i>Slippery</i> <i>Defective handrails</i> <i>Obstructions</i> <i>Well-lit</i> <i>Handrails</i>	<input type="checkbox"/>	
3. Passages and doors: <i>Obstructions</i> <i>Stiff doors</i> <i>Defective handles</i> <i>Door wedges</i> <i>Sighting panels</i>	<input type="checkbox"/>	
4. Windows: <i>Stiff, worn or broken fastenings</i> <i>Cracked or broken glazing</i> <i>Clean</i>	<input type="checkbox"/>	
5. Lighting: <i>Adequate</i> <i>Well positioned</i> <i>Faulty lamps or switches</i>	<input type="checkbox"/>	
6. Furniture: <i>Unsafe position</i> <i>Open drawers</i> <i>Protruding chairs</i> <i>Sharp or rough edges</i> <i>Loose, worn or broken parts</i>	<input type="checkbox"/>	

<p>7. Ventilation: Is the atmosphere free from: <i>Exhaust/ solvent fumes</i> <i>Unpleasant odours</i> <i>Draughts</i></p>		
<p>8. Fire precautions: <i>Appliances checked</i> <i>Access to appliances</i> <i>Restricted access to exits</i> <i>Alarms tested</i> <i>Sufficient fire drills</i></p>		
<p>9. Storage: <i>Untidy</i> <i>Causing obstruction</i> <i>Unstable (top of lockers etc.)</i> <i>Steps available for high storage</i> <i>Fire hazard</i></p>		
<p>10. Electrical: are regular checks carried out on: <i>Trailing leads</i> <i>Appliances in good condition</i> <i>Condition of plugs, sockets and leads</i></p>		
<p>11. First Aid: <i>Box fully stocked</i> <i>First aiders listed</i></p>		
<p>12. VDU's: <i>Are they free from glare and reflection</i> <i>Adjustable chairs</i> <i>Work position 90 degrees to screen</i> <i>Screen clean</i></p>		
<p>13. Cleanliness: <i>Clear of accumulated trade waste</i> <i>Floors clean</i> <i>Paint / solvent container lids secure</i></p>		
<p>14. Tools and equipment: <i>Left lying around</i> <i>Good condition</i> <i>Stored correctly</i> <i>Test and inspection up to date</i> <i>PPE in good condition</i></p>		
<p>15. Health: <i>Health checks up to date.</i></p>		

<p>16. Accidents: <i>All investigated</i> <i>Findings acted upon</i> <i>RIDDOR reported</i></p>		
<p>17. Welfare: <i>Toilets/washing facilities clean</i> <i>Rest area clean and tidy</i></p>		
<p>18. Outside: <i>Paths and steps in good condition and well lit</i></p>		
<p>19. Other Hazards: <i>Projections Tripping hazards</i> <i>Gas or fumes</i> <i>Faulty heating or ventilation</i> <i>Storage of flammable liquids</i></p>		
<p>20. Training: <i>Staff training up to date and suitable</i> <i>Contractors given information and supervision</i></p>		
<p>21. Procedures: <i>Are they adequate and followed</i> <i>Do they need updating</i></p>		
<p>22. Unsafe acts: <i>Running in corridors or stairs</i> <i>Unsafe handling, lifting or carrying</i> <i>Unsafe methods of work</i> <i>Unsuitable shoes and clothing</i> <i>Not using protective equipment</i></p>		
<p>23. Other observations: <i>Use this section to record any unsafe acts or conditions not listed above and any inadequacies in procedures etc.</i></p>		

Hot Work Permit

Are all gaps in walls and floors through which sparks could pass covered with sheets or non-combustible material?

When work is above floor level, will non-combustible curtains or sheets be suspended beneath the work to collect sparks?

Work on walls or ceilings:

Are combustible constructions protected by non-combustible curtains or sheets?

Are combustibles moved away from any metal likely to heat (where metal beams/pipes are being worked on and extended through walls, precautions must be taken on the far side of such a wall or partition)?

Work on enclosed equipment (tanks, containers, ducts, dust collectors etc.):

Is equipment cleaned of all combustibles?

Are containers free of flammable vapours?

Fire-watch:

Is there provision for the attendance of an employee of the contractor during and for one hour after completion of work (such employee being supplied with extinguishers or small bore hose and trained in the use of such equipment and in sounding an alarm)?

Have the operatives had the nearest fire alarm/telephone pointed out to them and have been told what to do in the event of a fire?

Are warning notices displayed?

3. AUTHORISATION BY EMPLOYER

I have personally checked the aforementioned precautions and considered it safe to carry out this work.

Date _____ between _____ am/pm and _____ am/pm

Permission is granted to _____ to use _____

in the _____ (exact location).

College representative (print name) _____

Signature: _____ Date: _____ Time: _____

Hot Work Permit

4. ACKNOWLEDGEMENT BY CONTRACTOR

I fully understand the hazards of this work and the precautions to be taken. These have also been fully explained to the operatives carrying out this work and I consider them competent to do it safely. I will return my copy of this permit to the nominated official when the work has been safely completed.

Contractor's supervisor (print name): _____

Signature: _____ Date: _____ Time: _____

5. CANCELLATION

Work areas and all adjacent areas to which sparks and heat might have spread were thoroughly inspected on completion of the operation and one hour later no smouldering fires were discovered.

Contractor's supervisor (print name): _____

Signature: _____ Date: _____ Time: _____

Contractor's representative (print name): _____

Signature: _____ Date: _____ Time: _____

Ladder/Steps Inspection Record

	Ladder No:
--	-------------------

MONTH	FAULTS	CHECKED BY	DATE
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
JUL			
AUG			
SEP			
OCT			
NOV			
DEC			

Manual Handling Assessment

Assessment Ref: _____

1.0	THE TASK		
1.1	<i>When carrying the load, is it necessary to carry it</i>		
	a) away from the trunk?	Yes	No
	b) to one side of the body?	Yes	No
	c) with one hand?	Yes	No
1.2	<i>Do any movements while carrying the load involve</i>		
	a) bending?	Yes	No
	b) twisting?	Yes	No
	c) stooping?	Yes	No
	d) stretching?	Yes	No
	e) reaching?	Yes	No
	f) pushing/pulling?	Yes	No
	g) lifting?	Yes	No
1.3	<i>Is the load lifted from</i>		
	a) the floor?	Yes	No
	b) above waist height?	Yes	No
	c) above chest height?	Yes	No
	d) above shoulder height?	Yes	No
1.4	<i>Is the load to be placed</i>		
	a) on the floor?	Yes	No
	b) above waist height?	Yes	No
	c) above chest height?	Yes	No
	d) above shoulder height?	Yes	No
1.5	<i>How long must the individual support the weight of the load?</i>		
	a) less than 10 seconds?	Yes	No
	b) 10 – 20 seconds?	Yes	No
	c) 20 – 40 seconds?	Yes	No
	d) greater than 40 seconds?	Yes	No
1.6	<i>Is the task repetitive? If so, is the task carried out at</i>		
	a) 2 or more cycles per minute?	Yes	No
	b) Is the job structured to allow regular variations in physical movements?	Yes	No
1.7	<i>If the task is carried out while the operative is seated, has consideration been given to the suitability of the chair?</i>	Yes	No

Manual Handling Assessment

Assessment Ref: _____

2.0	THE LOAD		
2.1	<i>Is the load suitable for individual handling?</i>	Yes	No
2.2	<i>Is the load unwieldy because of</i>		
	a) bulk?	Yes	No
	b) irregular shape?	Yes	No
	c) both?	Yes	No
2.3	<i>Is any dimension of the load greater than 75cm?</i>	Yes	No
2.4	<i>Is the height of the load such that the forward view is significantly restricted?</i>	Yes	No
2.5	<i>Is the length of the load greater than the arm length of the individuals involved?</i>	Yes	No
2.6	<i>Are there other concerns regarding the dimensions of the load?</i>	Yes	No
2.7	<i>Is the load difficult to grasp or hold for 15 seconds?</i>	Yes	No
2.8	<i>Is the load</i>		
	a) hot?	Yes	No
	b) cold?	Yes	No
	c) slippery?	Yes	No
	d) sharp?	Yes	No
2.9	<i>Are the contents of the load stable?</i>	Yes	No
2.10	<i>Are the contents of the load known?</i>	Yes	No
2.11	<i>Are the contents of the load hazardous?</i>	Yes	No
2.12	<i>What are the dimensions of the load?</i>	Size:	
		Estimated Weight:	

3.0	THE WORKING ENVIRONMENT		
3.1	<i>Is the site where handling takes place free from obstruction?</i>	Yes	No
3.2	<i>Is there sufficient unobstructed space along the route which the load is to be moved?</i>	Yes	No
3.3	<i>Is lighting adequate for purpose?</i>	Yes	No
3.4	<i>Is the floor even, in good condition and dry?</i>	Yes	No
3.5	<i>Is the air temperature:</i>		
	a) hot?	Yes	No
	b) cold?	Yes	No
	c) dry?	Yes	No
	d) damp?	Yes	No
3.6	<i>Is the noise level loud enough to interfere with verbal communications?</i>	Yes	No
3.7	<i>Are there any other matters or conditions which could increase risk during manual handling operations?</i>	Yes	No
	<i>If yes please specify:</i>		
4.0	THE INDIVIDUAL		
4.1	<i>Is the individual under 18 years or over 55 years old?</i>	Yes	No
4.2	<i>Is the height of the individual</i>		
	a) greater than 6 feet?	Yes	No
	b) less than 5 feet?	Yes	No
4.3	<i>Does the individual have any known medical history that may influence their handling ability?</i>	Yes	No
4.4	<i>If women of child bearing age are involved:</i>		
	a) are they known to be pregnant?	Yes	No
	b) have they been pregnant within the last six months?	Yes	No
4.5	<i>If the answer to 4.4a) or 4.4b) is yes:</i>		
	<i>Has the individual been cleared for manual handling?</i>	Yes	No

Manual Handling AssessmentAssessment Ref:

4.6	<i>Have all individuals received college approved manual handling training?</i>	Yes	No
4.7	<i>Is it necessary for individuals to wear special clothing due to the nature of the load?</i>	Yes	No
4.8	<i>Does the clothing allow free movement?</i>	Yes	No
4.9	<i>Are individual's hands likely to be wet or greasy?</i>	Yes	No
5.0 Remedial Action Required:			
Assessment carried out by:		Date:	
Assessment approved by:		Date:	

PRIVATE AND CONFIDENTIAL

Medical Questionnaire

Name and Address

1	Please state whether you have ever suffered from or had any symptoms of the following complaints:		If yes, please give full details of dates and level of treatment
A	Bronchitis Asthma Persistent cough TB Pleurisy Infection of the lungs or throat?	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No	
B	Rheumatism Arthritis Gout Rheumatic fever?	Yes / No Yes / No Yes / No Yes / No	
C	Blood Pressure Palpitations Shortness of breath Chest pains Infection of the heart?	Yes / No Yes / No Yes / No Yes / No Yes / No	
D	Fits Fainting Blackouts Any disease of the nervous system?	Yes / No Yes / No Yes / No Yes / No	
E	Chronic or persistent indigestion Gastric or duodenal ulcer Any other infection of the abdominal organs?	Yes / No Yes / No Yes / No	
F	Any infection of the liver Prostrate Kidneys Urinary system Reproductive system?	Yes / No Yes / No Yes / No Yes / No Yes / No	
H	Enlarged glands Tumours?	Yes / No Yes / No	
I	Mental breakdown Anxiety Depression?	Yes / No Yes / No Yes / No	
J	Diabetes Thyroid disease Any other glandular disturbance?	Yes / No Yes / No Yes / No	
K	Any accident Physical defect Disc or back trouble Hernia?	Yes / No Yes / No Yes / No Yes / No	

L	Have you ever suffered from AIDS An AIDS related virus?	Yes / No Yes / No	
M	Any illness or condition not already mentioned?	Yes / No	
2	Do you or have you suffered from dermatitis Skin allergies	Yes / No	
3	Have you ever had a surgical operation Any other medical	Yes / No Yes / No	
4	Are you allergic to any drugs Specific substances?	Yes / No	
5	Approximately how many days absence have you had from work,	Day	
	Please give details of periods of absence due to sickness of five days		
6	Are you currently receiving any medical treatment or taking any	Yes / No	
7	Have you ever been refused employment because of your health?	Yes / No	
8	Have you ever sustained an industrial injury? If yes please give details	Yes / No	
9	Have you ever claimed against your employer? If yes please give details	Yes / No	

Are you disabled? Please give details and let us know if you require any special arrangements should you be invited to attend for an interview? For example, wheelchair access.

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

Please read carefully before signing:

I declare the above answers to be true and correct in every respect.

I give the college permission to contact my doctor or specialist for further and better particulars of my medical records should the college so decide. I understand that the report will be treated in confidence.

I am prepared to undergo a medical examination at the College's request if this is required. I understand and accept that if any information given by me in this application is incorrect or untrue, then the College reserves the right to immediately terminate my employment with them.

Signed: Date: / /

Doctor's Name and Address
.....

New and Expectant Mothers – Notification and Risk Assessment Record

The Management of Health and Safety at Work Regulations 1999 requires the College to carry out a risk assessment of women or child-bearing age. In order to protect your interests, we (the College) are obliged to assess your working environment so that you and your unborn baby / newly born baby are not placed at risk.

Your co-operation in completing this form will be appreciated. The form is for health and safety reasons only. The information will be treated as confidential and used solely to trigger a review / assessment of your work to ensure that any potential hazard to you or your baby are evaluated and managed.

Notification in writing of pregnancy, recent birth or breast-feeding

Name:

Department:

** This is to confirm that I am pregnant and expecting a baby on (approximately)_____*

** This is to confirm that I am a new mother, having given birth on_____ (this applies to new staff who have given birth within the last 6 months)*

** This is to confirm that I am a new mother and am breast-feeding my baby.*

** Please note that I formerly advised that I was breast-feeding my baby. This is no longer applicable*

** Please delete inapplicable line(s)*

Signed: _____

Date: _____

Record of new and expectant mothers at risk assessment

Notification (date)	Baby due / baby born	Breast-feeding	Notification feeding stopped	Risk assessment done?

Risk assessment for new and expectant mothers		
Does the work program involve and of the following?	Action taken – risk elimination or reduction	
	Risk identified?	Action taken
a) shift patterns, especially if they involve night work		
b) manual handling		
c) working in hot atmospheres		
d) any work liable to cause fatigue, physical or mental		
e) work on slippery or wet surfaces		
f) any work in which the taking of rest breaks and / or distance to the rest room or toilets may be a problem		
g) any other work which could pose a hazard to a pregnant or new mother		
Signed: _____	Date: _____	

Notes:

Under Section 55 of the Employment Rights Act 1996 provision is made that a woman employee who is pregnant has the statutory right, if, on the advice of a registered general practitioner, midwife or health visitor to attend by appointment, an ante-natal clinic. You have the right not to be unreasonably refused time of work to attend (you must produce documentary evidence of such an appointment [not for the first appointment] and you will be entitled to be paid for such appointments – Section 55)

Under the Management of Health and Safety at Work Regulations 1999 (Regulation 17) employers can suspend new and expectant mothers from work 'for as long as is necessary' for their health and safety when a medical certificate indicates that this should be done. The employee's rights to alternative work and remuneration are protected by the Employment Rights Act 1996

Permit to Work

Plant/equipment/area:

Permit No.

PART 1

_____ is hereby authorised to conduct the task(s) specified below on the plant/equipment/system(s) identified below.

Only the task(s) specified below are to be carried out and no other plant/equipment/system is to be worked upon.

The safety precautions detailed below are to be strictly observed and the safety equipment and Personal Protective Equipment (PPE) specified must be in good condition and within its specified test period where applicable.

Work/tasks to be completed:

Safety equipment and PPE to be used:

Other Precautions:

Signature _____ Date _____ Time _____
_____ (Duty holder)

Permit to Work

Plant/equipment/area:

Permit No.

PART 2

I am satisfied that the safety measures are adequate and accept responsibility for undertaking the work specified in a safe manner and I hereby acknowledge receipt of this permit to work

I understand the above safety precautions.

I am in possession of the safety equipment and PPE specified. The PPE provided is in good condition, within its specified certification period and will be used as prescribed.

I declare that neither myself nor those persons within my control will attempt any other task than is specified above.

Signature: _____ Date: _____ Time: _____

(TASK SUPERVISOR)

PART 3

I certify that the work specified above has been completed/stopped; all safety covers replaced and that all personnel, tools and safety equipment within my control have been removed from the work area.

Signature: _____ Date: _____ Time: _____

(TASK SUPERVISOR)

PART 4

I certify that the above measures have been removed, that all safety guards have been replaced and that the plant/equipment/system is safe to operate and is hereby returned to normal service. The operation of this permit is hereby cancelled and this completed form is filed for record purposes

Signature: _____ Date: _____ Time: _____

(DUTY HOLDER)

COMMENTS:

Personal Protective Equipment Issue Record

Job Position: _____

Description of equipment issued:

1. _____
2. _____
3. _____
4. _____
5. _____

I confirm that I have received the equipment listed and have been instructed as to its purpose, correct use and the arrangements in place for worn or damaged equipment to be replaced.

I understand that as part of my legal duty of care towards protecting my own health and safety and co-operating with my employer's efforts to protect my health and safety, I must use the personal protective equipment as instructed.

Name: _____ Signature: _____ Date: _____

RE-ISSUE RECORDS:

Issue no.: _____	Date: _____	Initials: _____
Issue no.: _____	Date: _____	Initials: _____
Issue no.: _____	Date: _____	Initials: _____
Issue no.: _____	Date: _____	Initials: _____
Issue no.: _____	Date: _____	Initials: _____
Issue no.: _____	Date: _____	Initials: _____
Issue no.: _____	Date: _____	Initials: _____

Risk Assessment Record (Quantitative)

Ref N^o

Activity/task	Persons at risk	Named hazard	Risk rating*			Controls in place	Additional controls required
			S	x	L		

Carried out by: _____

Department: _____

Date: _____

Review Date: _____

*** Severity x Likelihood
= Risk Rating**

Hazard **Severity Rating (S)**

Likelihood of Occurrence Rating (L)

Risk Rating (R)

- 1. = Slight (e.g. – off work for up to 3 days)
- 2. = Serious (e.g. – off work for over 3 days)
- 3. = Major (e.g. death/major harm)

- 1. = Low (e.g. – seldom)
- 2. = Medium (e.g. – frequently)
- 3. = High (e.g. – certain or near certain)

- 1. = no action/low priority action
- 2. = low priority action
- 3/4. = medium priority action
- 3. = high priority action
- 9. = urgent action

Training and Competence Record

Ref: _____

Name	Task/activity	Assessed by	Date	Comments	Signature

Form TCR-1

Work Equipment – Risk Assessment Checklist

1. Location:		2. Description of equipment:				
3. Approved use:		4. Employees approved to use equipment:				
Is equipment suitable for use?		Yes	No	*		
Are records kept for electrical equipment?		Yes	No	*		
Is electrical equipment subject to inspection and testing?		Yes	No	*		
Is equipment subject to regular maintenance to ensure it does not become a danger?		Yes	No	*		
Is an inspection, testing and maintenance log available?		Yes	No	*		
Is it kept up to date?		Yes	No	*		
Is there a specific hazard associated with the equipment?		Yes	No	*		
hot	cold	trapping	substances	noise	sharp edges	*
other (specify):						
Have employees using the equipment have been trained, including arrangements for protection against identified specific risks?		Yes	No	*		
Have employees maintaining the equipment been trained, including arrangements for protection against identified specific risks?		Yes	No	*		
Have dangerous parts of the machinery been suitably guarded?		Yes	No	*		
Is the equipment designed to minimise the risks associated with the specific hazards identified above?		Yes	No	*		
Does equipment have controls and control systems, including emergency stops, as necessary for safety?		Yes	No	*		
Can the equipment be positively isolated from energy for the purposes of maintenance etc. (including lock-off systems for electrical supply)?		Yes	No	*		
Is the equipment properly installed in a stable condition?		Yes	No	*		
Is the environment suitable, well lit and ventilated as necessary?		Yes	No	*		
Is the equipment marked with appropriate information and warnings for safe use?		Yes	No	*		
* as appropriate/ strike out if not applicable						
I certify that I inspected the equipment specified above and the results of my inspection are shown.						
Signature:		Date:		Review date:		

Work Equipment (Maintenance) Record

Equipment description:	Maintenance frequency:	Defects noted:	Corrective actions:	Inspected by:	Date of inspection: