A GUIDE TO HEALTH AND SAFETY FOR YOUR LOCAL CHURCH

PROVIDED FOR

Presbyterian
CHURCH IN IRELAND

BY

PENINSULA

Preface

The book is designed to give advice and guidance on the likely health and safety matters you will come across in the normal operation of the church. These matters are listed in the contents page for your easy reference.

You are advised to read through the headings that have relevance to your particular church, and follow the advice and recommendations within.

The relevant blank sections of the book e.g. Congregational Employees, Environmental Health Office and Local Authority details, Electricity Isolation information etc. should be completed, whilst the book should be kept where it can be accessed by congregational employees.

The Congregational Employees page at the front of the book should be completed so that these persons can be identified for health & safety reasons. On the next page is contained an introduction to the general principals involved in successful health and safety management. The health and safety general policy statement on the following page is a sample copy. The signed document should be displayed where it can be seen by congregational employees.

The individual sections after this deal in more detail with the health and safety subjects annotated within the index page. These are specific to the subject, and contain a number of sections:

- Introduction – A brief description of the subject, and the matters to be considered around this.
- Associated Hazards – The type of harm that can be caused to persons by matters related to the subject.
- Legal Duties – A general description of the duties imposed by the relevant legislation relating to the subject.
- Recognized control measures – These are examples of the measures that can be taken to either eliminate the hazards altogether, or reduce them to a lower level.

Within some of the sections, there are blank forms of records and assessments that should be kept relating to the subject of the guidance note. These are provided for demonstration purposes, though can be photocopied or masters obtained from Peninsula Business Services, as below.

Should you have any questions regarding this Health & Safety Guidance, or should you wish to discuss a certain aspect further with a Health and Safety Consultant, please do not hesitate to contact Peninsula's Health and Safety Advice Service. This service is available 24 hours a day, 365 days a year as part of your agreement with us. The telephone number is 0844 892 2772 and the Service can be reached via option two.

The Presbyterian Taking Care Manual should be consulted when working with children, young people and vulnerable adults. References to the relevant sections of the Taking Care Manual are made throughout this manual. Congregations must provide regular Taking Care Training and should contact the Taking Care Office on 0289041729 or email takingcare@presbyterianireland.org. Also visit: - http://www.presbyterianireland.org/takingcare/

CONTENTS

CONGREGATIONAL EMPLOYEES

Please list below any employees paid by your congregation including associate and assistant ministers, deaconesses etc., any self-employed workers and also your regular volunteers.

Location:	
Employee Name	**Tasks Undertaken**
Name of self-employed person	**Tasks Undertaken**
Volunteer Name	**Tasks Undertaken**

INTRODUCTION

Health and safety law requires that all undertakings with five or more employees have a written Health and Safety Policy (draft attached). These guidance notes are provided to assist you in dealing with specific areas of health and safety.

DEFINITION OF A HEALTH AND SAFETY POLICY

Your health and safety policy statement is the starting point to managing health and safety in the workplace and sets out how you manage health and safety in your organisation. It is a unique document to your organisation. Best practice controls have been established by several professional organisations, for example, the Health and Safety Executive Northern Ireland (HSENI), Fire Prevention Authority (FPA) and Institute of Electrical Engineers (IEE).

Health and safety legislation requires that you make arrangements to reduce the risk of injury or harm. In the event of a prosecution or claim against you, you would need to provide evidence of this in the form of records relating to:

- Accident / incident reporting.
- Electrical safety.
- Fire safety.
- Hazard reporting.
- Maintenance and testing of equipment.
- Risk assessment.
- Training.

Accident and Incident Reporting

It is mandatory for certain categories of accidents, incidents, diseases or dangerous occurrences to be reported to the relevant Enforcing Authority. The section dealing with this subject covers all the aspects involved.

Electrical Safety

You are required by health and safety legislation to ensure that all hard wiring, fixed electrical installation and portable electrical appliances are properly maintained to ensure the health and safety of all persons who may be affected. The section dealing with electrical safety provides all the necessary information.

Fire

As well as the legal duty to provide safe access and egress, you should provide emergency and control systems on your premises. Certain records are deemed necessary, relating to the nature of the undertaking on your premises, physical aspects of the design and construction and the types of fire fighting appliances installed. The section dealing with fire provides all the necessary information and forms.

Hazard Reporting

The definition of a hazard is quite simply, anything that has the potential to cause harm to anyone.

The section dealing with this subject contains information and forms to assist you with this subject.

Maintenance and Testing of Equipment

All equipment should be maintained in efficient working order. Certain items of equipment e.g. any pieces of lifting equipment, items of portable electrical equipment should have a routine and planned maintenance programme. In the case of equipment which is subject to statutory testing, inspection or maintenance appropriate records must be maintained.

Risk Assessment

Various aspects of health and safety legislation impose a statutory duty upon employers to make suitable and sufficient assessments of the risks associated with their premises and undertaking. **Whilst all employers must carry out risk assessments there is a legal requirement for those with five or more employees to record their assessments and the significant findings in writing.**

Training

Health and safety legislation requires that all employees / volunteers are trained in the health and safety aspects of their role within any organisation. Evidence of such training should be maintained to demonstrate that you have complied with this requirement.

A record is also useful for ascertaining when refresher training is due and where updates are applicable. More information and the relevant forms can be found in the Training section of this manual.

Should you require any further information or have a subject that is not covered in this guidance contact the Peninsula Health and Safety 24 hour Advice Service on 0844 892 2772.

HEALTH AND SAFETY GENERAL POLICY

We at ……. recognise our duties under the Health and Safety at Work (Northern Ireland) Order 1978 and the other relevant legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy environment. Our employees and volunteers have been informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the conduct of our undertaking.

…… recognises the duty to ensure the following:

- The provision and maintenance of a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- Ensuring that hazards are identified and regular assessments of risks are undertaken.
- The provision of such information, instruction and training as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- The promotion of awareness of health and safety and encouraging health and safety best practice throughout our organisation.
- Ensuring that we are taking the appropriate protective and preventative measures.
- Ensuring that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our employees recognise their duties under health and safety legislation whilst at work, we will ensure that we inform them of their duty to take reasonable care of themselves and others who may be affected by their activities.

Signature .....…… Date.....

Position .....……..

EXAMPLE

Health and Safety Law in Northern Ireland – the new poster.

As an employer, you are required by law to either display the HSENI – approved poster or to provide each of your workers with the equivalent leaflet (now replaced with a pocket card).

You can continue to display existing copies of the 2000 poster until 14th June 2014, as long as they are readable and contain up-to-date details. After this date you must display the new 2009 poster or provide personal copies of the 2009 pocket card.

You can order the poster and pocket card from HSE Books (address below), from most good booksellers or from the TSO in Arthur Street, Belfast (formerly the Government Stationery Office - HMSO).

HSE Books
PO Box 1999
Sudbury
Suffolk
CO10 2WA
Tel: 01787 881165
www.hsebooks.co.uk

An online version of the pocket card can be found at www.hseni.gov.uk

Hseni

CONTROLLING RISK TOGETHER

Health and Safety Law in Northern Ireland

What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

1. Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
2. In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
3. Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
4. Free of charge, give you the health and safety training you need to do your job.
5. Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
6. Provide toilets, washing facilities and drinking water.
7. Provide adequate first-aid facilities.
8. Report injuries, diseases and dangerous incidents at work to HSENI at: **028 9024 3249.**
9. Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where
you can easily read it.
10. Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

1. Follow the training you have received when using any work items your employer has given you.
2. Take reasonable care of your own and other people's health and safety.
3. Co-operate with your employer on health and safety.
4. Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

1. If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
2. You can also look at our website for general information about health and safety at work.
3. If, after talking with your employer, you are still worried, phone our Helpline. We can put you in touch with the local enforcing authority for health and safety and the Employment Medical Advisory Service. You don't have to give your name .

HSENI Helpline: **0800 0320 121**
HSENI website: **www.hseni.gov.uk**

Fire safety

You can get advice on fire safety from the Fire and Rescue Service or your workplace fire officer.

Employment rights

Find out more about your employment rights at: **www.nidirect.gov.ukwww.nidirect.gov.uk**

1. ACCESS AUDIT (DISABLED)

Service providers and employers are legally obliged to make 'reasonable adjustments' to the physical features of their premises to overcome the barriers to access faced by disabled people.

This can be achieved by:

- Altering practices, policies or procedures that make it impossible or unreasonably difficult for a disabled person to use your services.

- Providing alternative methods of making services available where physical features of your premises make it impossible or unreasonably difficult for a disabled person to access your services.

- Providing auxiliary aid or services to assist a disabled person to access your services.

Further information can be obtained from the Disability Rights Commission on www.drc-gb.org or telephone 08457 622 633.

2. ACCESS EQUIPMENT

Introduction

Access equipment comes in many shapes and forms and is generally used to permit safe working at height. The following would be considered as access equipment:

- Ladders (fixed and mobile).
- Step-ladders / kick stools.
- Scaffolding trestles.
- Scaffold tower.
- Mobile elevated working platform (MEWP).

Legal Duties

Current legislative requirements require equipment owners to control the use of such equipment and supply the necessary information, instruction and training so that the equipment can be used in a safe manner. There is also a legal duty to ensure that the equipment purchased for access meets the recognised standards including design and maintenance.

Recognised Control Measures

Prior to selecting any of your access equipment to undertake a task you should initially consider whether or not the task needs to be undertaken or the inaccessible area needs to be accessed at all. For example, when an electric lighting system is installed into a premises consideration should be given to the safe replacement of the light bulbs. If it is possible and reasonably practicable to lower the light fitting to allow the light bulbs to be replaced at floor level then this will negate the need for access equipment.

When the use of access equipment is unavoidable it is important that the correct equipment is purchased or hired for the task to be undertaken. For example, when installing CCTV cameras, the equipment needs to be inaccessible to prevent theft and / or damage. Therefore the use of a mobile elevated working platform or tower scaffold will be more appropriate to the task.

Prior to the selection of the access equipment an assessment should be undertaken to ensure the selection process is carefully planned. Consideration should also be given to the amount of time that the access is required. For example, if continual access is required then permanent access should be considered with steps leading to the required area. If the task to be undertaken is for an extremely short period of time then a ladder may be the only reasonably practicable option.

It is important that once your access equipment has been selected any employees, volunteers or contractors who are likely to be using the equipment are fully trained in its use. Some of this training e.g. when using mobile elevated access platforms may require the use of an accredited training body.

It is good practice to keep an inventory of all the access equipment under your control to ensure high safety standards are maintained. The inventory should include records of regular inspections and maintenance.

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Safe Use of Ladders and Step-ladders

PENINSULA
www.peninsula-uk.com

Risk Assessment

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing precautions are adequate or more should be done
- Record your findings
- Review your assessment

Inspection and Use

Step 1: Suitability

Is a ladder / step-ladder the best access equipment for the task?

Step 2: Ladder Standards

Is the ladder / step-ladder strong enough?
BS EN 131 or Class 1 Industrial

Step 3: Ladder Choice

Is the ladder long enough for the task?

Step 4: Inspection

Is the ladder / step-ladder safe enough?
Is a ladder inspection register kept?
Inspect them before every use.

Step 5: Erecting Ladders

Place the base of the ladder / step-ladder on a firm, level, dry, stable surface, facing the place where you intend to carry out the work.

Step 6: Securing the Ladder

Secure the bottom and top by tying it or by other means e.g. getting another person to "foot it" or by using a stabilisation device.

Step 7: Storage

Store ladders level on supports in a covered well ventilated area, protected from the weather and from any dampness or heat.

Step 8: Training

Train all your staff in how to use ladders and step-ladders safely, and how to spot defects.

Additional Considerations

- Working conditions
- Access and egress
- Distance and consequence of fall
- Duration and frequency of use / task
- Ease of rescue and evacuation
- Risk of use, installation and removal of equipment.

3. ACCIDENT / INCIDENT REPORTING

Introduction

Organisations are required to report specific health and safety incidents to the relevant Enforcing Authority In the case of churches this Authority is the local district council. The reporting of incidents enables the Enforcing Authorities to identify trends and investigate any incidents should they deem it necessary. The Health and Safety Executive for Northern Ireland produce statistical information from these incidents, enabling them to target areas of high risk e.g. falls from heights and initiate appropriate safety campaigns.

Address of Environmental Health Department (Local Council):

Telephone Number:

Address of the Health and Safety Executive for Northern Ireland (HSENI):

83 Ladas Drive
Belfast
BT6 9FR

Telephone Number: 028 90243249

Compliance with the Requirements

All accidents, injuries, diseases and dangerous occurrences involving employees, volunteers or contractors and visitors on church premises or arising as a result of any of its activities, should be reported immediately to the relevant person in the church. You should first assess the circumstances of the accident / incident to ensure that the potential risk of further injury has been removed.

If the accident / incident is deemed reportable (a list of reportable criteria is provided at the end of this section), you should ensure that the relevant Enforcing Authority is contacted (follow the flow chart included within this section).

If immediate reporting is not necessary, you may still have to report the incident. This will depend on whether the injured party, if your employee, has had more than three days off work as a result of the accident / incident or has been prevented from carrying out normal work duties. These three days include the weekend but do not include the day of the incident. Organisations have ten days from the day of the accident in which to report the accident to the Authorities.

If you are not sure and require further guidance call Peninsula Health and Safety 24 hour Advice Service.

Accidents should be recorded in the **Accident Book** (available from the Stationery Office). The completed page should be removed and filed in the **Completed Accident Reports Folder** to comply with the data protection legislation. The entry should detail the injured party's name and contact details and give brief details of the accident including dates, times, location and description of the events of the accident.

All entries in the **Accident Reports Folder** should be checked periodically with the aim of noting recurrences or trends. Where recurrences are identified, remedial actions identified should be reviewed and appropriate additional control measures introduced.

All the necessary persons should be made aware of accident, incident and disease reporting procedures at their induction to the organisation.

Information of the reporting procedures should also be provided for contractors and visitors to your premises or site. This can be provided verbally or by written instruction.

You should undertake a preliminary investigation as soon as practicable to endeavour to identify the cause(s) of the accident / incident. Where possible, remedial action should be taken to minimise the possibility of recurrence and remove any risks that pose an immediate or imminent danger. Any actions identified should be documented and communicated to all employees / volunteers either in writing or verbally. You should also ensure that the risk assessment for the task or area concerned is still valid.

The Regulations require specific dangerous occurrences to be reported to the Enforcing Authorities e.g. collapse of scaffolding, electrical short circuit etc. A brief list of the reportable dangerous occurrences is identified on the next page.

The Regulations also require specific diseases and causes of ill health conditions to be reported to the Enforcing Authorities e.g. hand arm vibration syndrome or Legionellosis, once they have been diagnosed and confirmed by a General Practitioner.

You should report the injury, disease or dangerous occurrence by completing form NI2508 (accident) or NI2508A (disease) and sending it to the Environmental Health Department of your local Council.

You should realise that failure to notify an Enforcing Authority can lead to prosecution.

In the event of a civil claim arising (compensation claim) you may be asked by the claimant's legal representation for a copy of the completed report form. It is important in the event of anyone sustaining an injury that all the relevant documentation is securely filed. This documentation must be kept for a minimum of three years from the date of the accident.

Any letter of claim must be copied at once to your insurance broker and to Church House. Do not enter into any correspondence with the claimant or their solicitor.

INCIDENTS THAT MUST BE REPORTED IMMEDIATELY TO THE LOCAL COUNCIL'S ENVIRONMENTAL HEALTH DEPARTMENT

Death of an employee / volunteer / member of the public.

Major injuries to an employee / volunteer, e.g. fractures (except fingers, thumbs or toes), loss of consciousness, amputation, etc

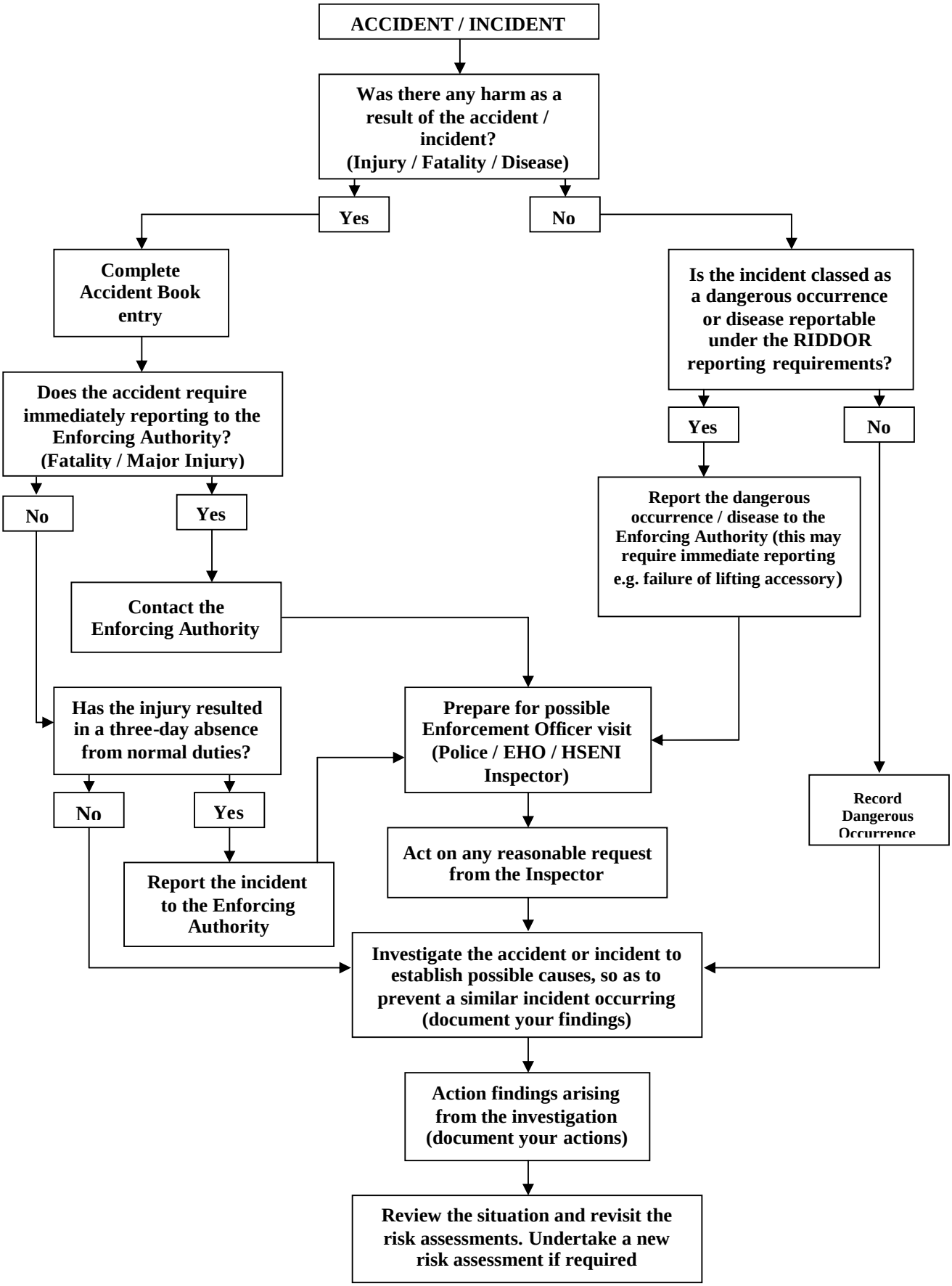
- Injuries to anyone in the premises, e.g. visitors, customers etc., if, as a result of the accident, they need to be taken from your premises to hospital for treatment.
- Incidents involving road vehicles caused by materials or substances being transported commercially and causing injury or death to anyone.
- Incidents involving the collapse, overturning or failure of any load-bearing part of lifting machinery, e.g. cranes, hoists, fork-lift trucks, etc.
- Failure of pressure systems.
- Unintentional contact with overhead electric lines.
- Electrical short circuit or overload resulting in fire or explosion and causing stoppage of plant for more than 24 hours or having the potential to cause a fatality.
- Release of biological agents which are likely to cause severe human infection or illness.
- Collapse, complete or partial, of scaffolding.
- Uncontrolled or accidental escape of substances from a pipeline or pipeline works.
- Unintended collapse or partial collapse of building or structure, floor or wall, or false-work (temporary works).
- Where explosion or fire causes stoppage of activities on the premises for more than 24 hours.
- The sudden, uncontrolled release of flammable substances either internally or in external conditions.
- The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.
- Gas incident causing death or injury (including refillable gas containers).
- Gas incident liable to cause death or injury, i.e. faulty appliance, defective pipe work, etc.

INCIDENTS THAT MUST BE REPORTED WITHIN 10 DAYS

- Workplace injury causing an employee to be absent from work for more than three consecutive days after the day of an accident.

PCI have retained Peninsula Business Services Limited to provide you with advice and guidance on workplace health and safety issues. To ensure that all workplace incidents are properly dealt with and reported the person appointed to deal with incidents and incidents reporting must contact the Peninsula HEALTH AND SAFETY 24 HOUR ADVICE SERVICE on 0844 892 2772, option 2. This should be dealt with promptly.

REPORTING AND INVESTIGATION PROCEDURE



Health and Safety at Work (Northern Ireland) Order 1978
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997

Report of an injury or dangerous occurrence

Filling in this form
This form must be filled in by an employer or other responsible person.

Part A

About you

1 What is your full name?
J HUNTER

2 What is your job title?
FOREMAN

3 What is your telephone number?
02890 479934

About your organisation

4 What is the name of your organisation?
WALLTEC CEILINGS

5 What is its address and postcode?
94 HEIGHTFIELD ROAD
OMAGH
BT79 9QT

6 What type of work does the organisation do?
CEILING FITTERS

Part B

About the incident

1 On what date did the incident happen?
15 / 04 / 03

2 At what time did the incident happen?
(Please use the 24-hour clock eg 0600)
11 – 05

3 Did the incident happen at the above address?
Yes ☑ Go to question 4

No ☐ Where did the incident happen?
- ☐ elsewhere in your organisation- give the name, address and postcode
- ☐ at someone else's premises -give the name, address and postcode
- ☐ in a public place – give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises, did the incident happen?
WAREHOUSE

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part F.
If more than one person was injured in the same incident,
Please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?
BOB MOULDIN

2 What is their address and postcode?
34 FARLEY ROAD
OMAGH
BT69 7FH

3 What is their home phone number?
02890 – 977 – 1122

4 How old are they?
32

5 Are they
☑ male?
☐ female?

6 What is their job title?
FITTER

7 Was the injured person (tick only one box)
☑ one of your employees?
☐ on a training scheme? Give details:
☐ on work experience?
☐ employed by someone else? Give details of the employer:
☐ self-employed and at work?
☐ a member of the public?

Part D

About the injury

1 What was the injury? (eg fracture, laceration)
CUT FINGER

2 What part of the body was injured?
3RD FINGER RIGHT HAND

NI2508

EXAMPLE

3 Was the injury (tick the one box that applies)

- [ ] a fatality
- [ ] a major injury or condition? (see accompanying notes)
- [x] an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
- [ ] an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4 Did the injured person (tick all the boxes that apply)

- [ ] become unconscious?
- [ ] need resuscitation?
- [ ] remain in hospital for more than 24 hours?
- [ ] none of the above.

Part E

About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

- [x] Contact with moving machinery or material being machined
- [ ] Hit by a moving, flying or falling object
- [ ] Hit by a moving vehicle
- [ ] Hit something fixed or stationary
- [ ] Injured while handling, lifting or carrying
- [ ] Slipped, tripped or fell on the same level
- [ ] Fell from a height
- [ ] How high was the fall?

  metres
- [ ] Trapped by something collapsing
- [ ] Drowned or asphyxiated
- [ ] Exposed to, or in contact with, a harmful substance
- [ ] Exposed to fire
- [ ] Exposed to an explosion
- [ ] Contact with electricity or an electrical discharge
- [ ] Injured by an animal
- [ ] Physically assaulted by a person
- [ ] Another kind of accident (describe it in Part G)

Part F

Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form).

Part G

Describing what happened

Give as much details as you can. For instance
- the name of any substances involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people

If it was personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent similar incident. Use a separate piece of paper if you need to.

WHILE DRILLING AND FIXING CEILING TILE, DRILL CAUGHT FINGER RESULTING IN DEEP CUT WHICH NEEDED HOSPITAL ATTENTION.

Part H

Your Signature

Signature

J. Hunter

Date

20 / 04 / 03

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast BT6 9FR

For official use

Client number | Local number | Event number | IVP REP | Y | N

N12508

NI2508A

EXAMPLE

hseni
CONTROLLING RISK TOGETHER

Health and Safety at Work (Northern Ireland) Order 1978
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997

Report of a case of disease

Filling in this form
This form must be filled in by an employer or other responsible person.

Part A

About you

1 What is your full name?

MR. J. W. JONES

2 What is your job title?

MANAGING DIRECTOR

3 What is your telephone number?

02871 - 199323

About your organisation

4 What is the name of your organisation?

METAL PRECISION ENGINEERING LTD

5 What is its address and postcode?

SEAGOE INDUSTRIAL ESTATE
PORTADOWN
CO. ARMAGH
BT63 9DQ

6 Does the affected person usually work at this address?

Yes ☑ Go to question 7

No ☐ Where do they normally work?

7 What type of work does the organisation do?

ENGINEERING

Part B

About the affected person

1 What is their full name?

S. O'REILLY

2 What is their date of birth?

31 / 10 / 49

3 What is their job title?

4 Are they

☑ male?

☐ female?

5 Is the affected person (tick one box)

☑ one of your employees?

☐ on a training scheme? Give details:

☐ on work experience?

☐ employed by someone else? Give details:

☐ other? Give Details:

N12508A

NI2508A

EXAMPLE

Part C

The disease you are reporting

1 Please give:

- the name of the disease, and the type of work it is associated with; or
- the name and number of the disease (from Schedule 3 of the Regulations – see the accompanying notes).

DERMATITIS

2 What is the date of the statement of the doctor who first diagnosed or confirmed the disease?

01 / 07 / 03

3 What is the name and address of the doctor?

Part D

Describing the work that led to the disease

Please describe any work done by the affected person which might have led to them getting the disease.

If the disease is thought to have been caused by the exposure to an agent at work (eg a specific chemical) please say what that agent is.

Give any other information which is relevant.

Give your description here

OILS

N12508A

Continue your description here

EMPLOYEE MANUFACTURING SMALL ENGINE PARTS, HANDS CONSTANTLY WET WITH OIL, BREAK DOWN OF SKIN DUE TO CONTACT WITH MARINE OILS RESULTING IN DISEASE

Part E

Your Signature

Signature

J.W. Jones

Date

30 / 09 / 03

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast BT6 9FR.

For official use

Client number | Local number

Event number | INV REP Y N

EXAMPLE

Health and Safety at Work (Northern Ireland) Order 1978
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997

Report of an injury or dangerous occurrence

Filling in this form
This form must be filled in by an employer or other responsible person.

Part A

About you

1 What is your full name?

2 What is your job title?

3 What is your telephone number?

About your organisation

4 What is the name of your organisation?

5 What is its address and postcode?

6 What type of work does the organisation do?

Part B

About the incident

1 On what date did the incident happen?

2 At what time did the incident happen?
(Please use the 24-hour clock eg 0600)

3 Did the incident happen at the above address?

Yes ☐ Go to question 4

No ☐ Where did the incident happen?

☐ elsewhere in your organisation- give the name, address and postcode

☐ at someone else's premises -give the name, address and postcode

☐ in a public place – give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises, did the incident happen?

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part F.
If more than one person was injured in the same incident,
Please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?

2 What is their address and postcode?

3 What is their home phone number?

4 How old are they?

5 Are they

☐ male?

☐ female?

6 What is their job title?

7 Was the injured person (tick only one box)

☐ one of your employees?

☐ on a training scheme? Give details:

☐ on work experience?

☐ employed by someone else? Give details of the employer:

☐ self-employed and at work?

☐ a member of the public?

Part D

About the injury

1 What was the injury? (eg fracture, laceration)

2 What part of the body was injured?

3 Was the injury (tick the one box that applies)

- ☐ a fatality
- ☐ a major injury or condition? (see accompanying notes)
- ☐ an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
- ☐ an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4 Did the injured person (tick all the boxes that apply)

- ☐ become unconscious?
- ☐ need resuscitation?
- ☐ remain in hospital for more than 24 hours?
- ☐ none of the above.

Part E

About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

- ☐ Contact with moving machinery or material being machined
- ☐ Hit by a moving, flying or falling object
- ☐ Hit by a moving vehicle
- ☐ Hit something fixed or stationary
- ☐ Injured while handling, lifting or carrying
- ☐ Slipped, tripped or fell on the same level
- ☐ Fell from a height
- ☐ How high was the fall?

  ☐ metres
- ☐ Trapped by something collapsing
- ☐ Drowned or asphyxiated
- ☐ Exposed to, or in contact with, a harmful substance
- ☐ Exposed to fire
- ☐ Exposed to an explosion
- ☐ Contact with electricity or an electrical discharge
- ☐ Injured by an animal
- ☐ Physically assaulted by a person
- ☐ Another kind of accident (describe it in Part G)

Part F

Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form).

☐

Part G

Describing what happened

Give as much details as you can. For instance
- the name of any substances involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people

If it was personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent similar incident. Use a separate piece of paper if you need to.

☐☐☐ ☐

Part H

Your Signature

Signature

☐

Date

☐ / ☐ / ☐

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast BT6 9FR

For official use

Client number	Local number	Event number				
☐	☐	☐	☐	IVP REP	☐	Y ☐ N

N12508

hseni
CONTROLLING RISK TOGETHER

Health and Safety at Work (Northern Ireland) Order 1978
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997

Report of a case of disease

Filling in this form
This form must be filled in by an employer or other responsible person.

Part A

About you

1 What is your full name?

2 What is your job title?

3 What is your telephone number?

About your organisation

4 What is the name of your organisation?

5 What is its address and postcode?

6 Does the affected person usually work at this address?

Yes ☐ Go to question 7

No ☐ Where do they normally work?

7 What type of work does the organisation do?

Part B

About the affected person

1 What is their full name?

2 What is their date of birth?

/ /

3 What is their job title?

4 Are they

☐ male?

☐ female?

5 Is the affected person (tick one box)

☐ one of your employees?

☐ on a training scheme? Give details:

☐ on work experience?

☐ employed by someone else? Give details:

☐ other? Give Details:

Part C

The disease you are reporting

1 Please give:

- the name of the disease, and the type of work it is associated with; or
- the name and number of the disease (from Schedule 3 of the Regulations – see the accompanying notes).

2 What is the date of the statement of the doctor who first diagnosed or confirmed the disease?

/ /

3 What is the name and address of the doctor?

Part D

Describing the work that led to the disease

Please describe any work done by the affected person which might have led to them getting the disease.

If the disease is thought to have been caused by the exposure to an agent at work (eg a specific chemical) please say what that agent is.

Give any other information which is relevant.

Give your description here

N12508A

Continue your description here

Part E

Your Signature

Signature

Date

/ /

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast BT6 9FR.

For official use

Client number | Local number

Event number | INV R I P | Y | N

4. ACCIDENT INVESTIGATION

Proactive organisations recognise the benefits of undertaking effective accident investigations so as to establish their cause or causes. Not all accidents result in injury or harm; these are usually known as near misses.

What is the definition of an **ACCIDENT?**

An **ACCIDENT** can be best described as an unplanned, uncontrolled event, which may or may not result in injury, harm or damage to property or the environment.

You should recognise your common law 'duty of care' towards those that may be affected as a result of an accident. The fact that the accident has happened has made the situation foreseeable. This establishes the legal duty to undertake an investigation of the accident.

All accidents and injuries (however minor) involving employees / volunteers, contractors and visitors should be reported to the appointed person. All such reports should be recorded in the **Accident Book.** This entry details the name of the injured person, contact details (address and telephone contact number) and a brief description of the accident including dates, times, location and the events of the accident. This is important information that must be integrated into the accident investigation report.

The **Accident Book** is primarily for the recording of accidents to employees / volunteers whilst at work, although it is wise for you to record all accidents requiring the provision of first aid.

The accident record and investigation report, once completed, must be kept for a minimum of three years from the date of the accident to enable you to provide documentary evidence should a civil claim for compensation be brought against your organisation.

Some accidents will require the Enforcing Authority (EA) to be informed. This may also result in the EA Inspector undertaking an accident investigation. Their findings may affect the action that is required following your investigation and should be taken into account.

Employees / volunteers should be made aware of the accident reporting procedure at the earliest opportunity.

Contractors should be informed of the reporting procedure upon entry into premises.

All accidents require investigating as soon as practical, so as to endeavour to identify their cause or causes. Where possible, remedial action should be taken to minimise the risk of recurrence. Any actions identified require implementing and documenting. This should also be communicated to those who may be affected by the actions, these will include employees / volunteers, visitors, contractors and in some cases neighbours.

The Investigation

Undertaking an accident investigation can be a very complex subject requiring a significant amount of competency that is built up from knowledge and training. The gathering of information as soon as possible can have a significant bearing on ensuring that effective actions can be taken as soon as possible. This will reduce the risk of recurrence of the same or a similar accident.

When undertaking your investigation, try to view the situation laterally and don't fall into the trap of latching onto the obvious. It is human nature to want to identify a single cause, but often there are a number of underlying factors that have given rise to the situation preceding the accident.

Carrying out the Investigation

Prior to undertaking your investigation it is worthwhile considering the information sources and tools that you may require to assist you with your investigation.

Consider the following:

- Note book and pen.
- Barrier tape and restricted access signs to cordon the accident area off if necessary.
- A padlock and lockout clamp that may be required to isolate supply sources (e.g. electrical isolator).
- A hazard warning cone so as to raise the awareness of a temporary hazard.
- A camera to enable you to photograph the area where the accident has happened and any other factors that you consider may have a bearing on the findings.
- Where possible, an early statement from the injured party.
- Where possible, statements from those who may have witnessed the accident.
- A statement from the first aid provider or 'Appointed Person'.
- A tape measure (distances and dimensions may have had a significant bearing on the outcome).

The factors to consider whilst undertaking the accident investigation are:

- Is there a high risk of this or a similar incident recurring? If yes, what measures are required to ensure that the risk of any recurrence is removed and have you ensured this action has been taken?
- The time of day. For example, night, early morning and late afternoon working when tiredness may have a significant bearing.
- The environment in which the accident has happened. Factors to consider may be the weather conditions at the time of the accident (for example high winds, heavy rain or wet conditions or a long dry spell may have had a bearing on the outcome). Indoor factors may be poor lighting, inadequate ventilation, high or low temperatures and confined or restricted workspace.
- The competency of the individual who may have sustained the injury. Had they received adequate training for the task that was being undertaken? Had those involved in the accident / incident received suitable and sufficient information and instruction? If no, was the individual adequately supervised?
- Are there any signs of tampering or breaches of health and safety rules and requirements obvious?
- Are there indications that any safety guards were in place and personal protective equipment was in use at the time of the incident?
- What were the circumstances immediately prior to the accident?
- Is there anyone else involved?

These lists are not exhaustive and are supplied to provide guidance. Each individual incident must be considered and investigated accordingly.

5. ASBESTOS

Introduction

Organisations are required to recognise the potential dangers posed by the presence of asbestos in buildings and to comply with current legislative requirements and best practice arrangements. All types of asbestos can be dangerous if disturbed. Do not differentiate between the types.

Associated Hazards

Asbestos was extensively used as a building material in the UK from the 1950s through to the mid-1980s. It was used for a variety of purposes and was good for fireproofing and insulation. Any building built before 2000 (houses, factories, offices, schools, hospitals etc) can contain asbestos. Asbestos-containing materials in good condition are safe unless asbestos fibres become airborne, which happens when such materials are damaged.

Asbestos fibres are present in the environment so there is some exposure of the general population to very low levels of fibres. However, a key factor in the risk of developing an asbestos-related disease is the total number of fibres breathed in. Working on or near damaged asbestos-containing materials may result in breathing in high levels of asbestos fibres, which may be many hundreds of times that of environmental levels. This could increase the chances of an asbestos-related disease developing.

When these fibres are inhaled they can cause serious diseases which are responsible for around 4000 deaths a year. There are three main diseases caused by asbestos: mesothelioma (which is always fatal), lung cancer (almost always fatal) and asbestosis (not always fatal, but it can be very debilitating).

While these diseases are not immediately apparent in someone who has inhaled asbestos fibres, there is some possibility that they may develop in the future, perhaps many years after the exposure. It is therefore necessary to take all possible precautions to ensure that no person is liable to inhale asbestos fibres arising from asbestos-containing materials on your site. It is significant that people who smoke and are also exposed to asbestos fibres are at a much greater risk of developing lung cancer.

Legal Duties

Current legislation requirements impose a duty upon anyone who has responsibility for the maintenance or repair of the premises. The duty to manage will require the Duty Holder to:

- Take reasonable steps to establish the whereabouts of asbestos in the premises and assess the condition of these materials.
- Unless strong evidence is present that materials do not contain asbestos, presume that they do.
- Prepare a record of the condition and location of materials, highlighting the risks presented by them e.g. site plan and signs detailing the asbestos materials.
- Prepare a plan to manage the risks involved and implement the findings.
- Ensure information is provided regarding the location and condition of the materials to everyone who is likely to disturb it.

If you suspect a substance may contain asbestos, then it should not be disturbed or touched. The affected area must be sealed off until you have had clarification by an asbestos surveying organisation.

Recognised Control Measures

There are three stages to the process that outline the activities the Duty Holder needs to undertake in order to reduce the risk of contact with asbestos.

- If there is a potential risk of disturbing any asbestos during maintenance then you must assess any areas that require work for the possible presence of asbestos, prior to the task being undertaken. This will involve samples of the suspect material being tested to establish the presence of asbestos.

- **You should remember that you are not expected to remove any asbestos within your premises but you are required to manage the condition of such materials. You must ensure that those undertaking a task that may disturb asbestos are aware of the risks involved so they are able to take the necessary precautions to protect themselves and others.**

- A visual survey should be undertaken to assess the condition of any materials which may potentially contain asbestos. Any suspect materials that look to be in a poor and / or deteriorating condition e.g. insulation boards collapsing or damaged heating pipe lagging must be dealt with. When you find suspect materials in this condition you must take action. Cordon the area off and post warning signs. You will require the services of a specialist contractor to sample the material and test it to discover if it contains asbestos and make the necessary arrangements for its removal under controlled conditions.

- When the initial precautions have been put into place you should then put together an asbestos management system. This will require you to draw up a plan of the premises under your control, identifying and marking the areas where asbestos containing materials (ACMs) are present or may be present.

  The scale of the site will determine the complexity of the plan. You should remember that the reason for formulating the plan is to ensure that you do not inadvertently expose any of your employees / volunteers or others that may be affected by contact with asbestos in your premises. This will also assist you to comply with your legal duty.

Using the form at the end of this guidance note, undertake this survey and insert the relevant information. Key points to remember are:

- If your premises contain ACMs then you will need to develop an Asbestos Management Plan which will require a safe system of work to be introduced, possibly in the form of a Permit to Work procedure, dependant on the scale of the problem.
- The above will include an Asbestos Register which will indicate the locations of all ACMs.
- Decisions should be made on how to prevent disturbance of ACMs.
- Undertake regular monitoring of all of areas of concern if the ACMs are not removed.
- Organisations must put aside sufficient funds to manage this material and any work that is required to prevent exposure.

ASBESTOS IDENTIFICATION ASSESSMENT

Form ASB01

Premises _____

Room / Department Area	Presumed Asbestos Found		Type				Condition	Action
	YES	NO	BOARDS	INSULLATION	LAGGING	ROOFING		

6. BUILDING SERVICES

Introduction

All premises require certain supplies of energy sources and water. These supplies can pose a significant risk of injury if adequate controls are not implemented. Many of the controls required to ensure a consistent, safe delivery of the necessary supplies are out of your control but a reporting procedure should be identified. It is also extremely important that the source of supply to the building is identified to enable the emergency services to isolate the supply in the event of an emergency.

Associated Hazards

Electricity supplies pose a significant risk of fire and electric shock if the supply within the premises is poorly installed and maintained.

Gas supplies pose a significant risk of explosion and fire if the supply system is poorly installed and maintained.

Liquified petroleum gas (LGP) cylinders or bulk tanks used for heating or cooking also pose a significant risk of explosion and fire if they are incorrectly used, sited or stored.

Some facilities may require a constant supply of water to enable emergency services to tackle fires. This will be identified as an extra precautionary measure under fire precaution regulations. The supply may be in the form of boosted mains, or even ponds and rivers in close proximity to the site.

There are significant hazards present if the waste drainage facility is not properly managed, this can present microbiological hazards, this includes cess pits and septic tanks.

Oil supplies pose a significant environmental risk if the supply system is poorly installed and maintained. Oil tanks may need bunding to contain spills or leaks and protection to prevent accidental vehicle damage, vandalism or theft.

Organisations may require further supplies to enable them to carry out their undertakings. An example of this is compressed air and specialised gases that are linked into a central supply.

Legal Duties

Under general health and safety legislation organisations are required to ensure that equipment within their premises, is designed for that environment and is safe and without risk to health. Under the requirements of electricity supply regulations there are strict criteria to maintain safety standards. Gas installations also come under strict criteria to ensure safety standards are maintained.

Recognised Control Measures

To ensure that sufficient controls are implemented you should identify all of the major supplies to the facility e.g. gas, electricity, water etc. Once these have been established the next course of action is to identify the safe isolation method. This should then be communicated to all the relevant persons. Procedures should then be put into place to ensure a suitable and sufficient safe system of isolation is available.

It is best practice to ensure that the emergency services (Fire Authority) are made aware of the location of the isolation points and any storage area used for oil tanks, gas tanks or cylinders. This information may be situated alongside any emergency alarm evacuation control zone panels in the form of a simple building plan.

Electrical Work

Any electrical work that is carried out, this includes installation and maintenance, must be carried out by a competent person. The competent person, eligible to carry out inspections on a periodic basis, should be qualified by having successfully passed the examination and have the necessary experience. If an electrical contractor's services are required to undertake necessary inspections, the organisation should be registered with a trade association such as the National Inspection Council for Electrical Installation Contracting (NICEIC) (see section 13).

Water

Although water can do considerable damage to properties and will conduct electricity, it does not pose a significant hazard except in situations where people may work in low lying areas and there is a risk of drowning. Ensuring that staff members understand the safe isolation requirements will reduce any risk that may be present.

Gas

Gas installations (mains gas and liquid petroleum gas) pose a significant risk of fatality if sufficient controls are not in place. Anybody who has the responsibility for managing premises must ensure that any work undertaken e.g. new installations or maintenance of existing systems is carried out by a competent person. The competence of Installation Engineers is determined by experience in the system that is to be worked upon and the fact that they hold certification with the Council of Registered Gas Installers (CORGI).

There are strict approved codes of practice that Installation Engineers must adhere to. These have been established by various safety studies and trade associations. Gas fittings must be of good construction and sound materials with adequate size and strength. The construction of gas fittings must take into account the removal of the products of combustion that are generated during operation of the equipment. The fact that, in the worst case, exposure to these products of combustion may be fatal poses a significant risk. Regular (annual), planned, preventative maintenance and testing of fixed gas installations by a competent person is a statutory requirement and should ensure that the risk is reduced to the lowest level possible.

There are strict criteria which controls the siting, filling and maintenance of bulk liquid petroleum gas (LPG) tanks on premises. LPG suppliers will normally provide this service as a package.

Only purchase sufficient numbers of gas cylinders to cover short-term needs, cylinders should not be stored for an excessive period of time. Ensure stocks are rotated to ensure the first in is the first used. Cylinders should be stored in a secure storage area which is dry and on a flat surface in the open air. If this is not practical, then they should be stored in a well ventilated part of the building that is not used for any other purpose and where they are protected from sources of ignition e.g. smoking, sparks etc. Such a storage area should have at least half hour fire separation from the rest of the building. Do not store cylinders in an area where they will stand in water. Cylinders should be stored upright and if necessary secured to prevent toppling. The storage area should have suitable and sufficient warning signs displayed to warn all persons of the danger.

Pressure Systems

You should also remember that there is specific legislation which covers pressure systems that may be within the premises e.g. a steam boiler or a compressed air system. Pressure systems could fall under the requirements of a 'Written Scheme of Examination'. Within this examination scheme there will be a requirement for the system to be periodically stripped down and internally inspected for any evidence of corrosion. This is also to ensure that any safety devices, designed to release pressure build up, meet the calibration requirements. This service is normally a requirement of your liability insurance and may sometimes be provided (at a cost) by your insurer.

If there is a requirement for a significant amount of drainage waste from your facility then you must ensure the waste system is adequately maintained and capable of coping with these quantities.

Fragile Roofs

A fragile roof is one that will not safely support the weight of a person and any load they may be carrying. It is not only the material that the roof is made from that can cause it to be fragile, other factors include:

- The thickness of the material.
- The span between the supports.
- The sheet profile.
- The type, number, position and quality of fixings.
- The design of the supporting structures e.g. the purlins.
- The age of the material.

It is dangerous to assume that a roof is not fragile. A competent person should assess the condition of the roof before any work requiring access to it is carried out. If for any reason this cannot be done then the roof should be treated as being fragile until it can be confirmed that it is not.

You have a responsibility to ensure that access to the roof is restricted to authorised persons only e.g. by blocking off access ladders.

If a roof has been identified as being fragile, you should fix signs warning "Danger Fragile Roof" at appropriate positions around the building. If there is thought to be a danger of children venturing onto the roof then you will need to take further precautions, including informing the police of the problem.

No roof work should take place until a safe system of work has been agreed and implemented e.g. the use of access equipment, edge protection, crawling boards etc.

ISOLATION OF ELECTRICITY

By its very nature, electricity is inherently dangerous in that it cannot be seen or heard and therefore there is no warning of its presence.

Current legislation requires that precautions are taken against the risk of death or personal injury from electricity. It is required that a suitable means is available to cut off the supply of electricity to any electrical equipment or power points within the premises.

THE ISOLATION POINT IS SITUATED:

THE ISOLATION PROCEDURE IS:

ISOLATION OF GAS

Each fixed appliance should have a single manual means of isolation for servicing or cleaning purposes. Pipes shall be located to leave a space of approximately 25 mm between the pipe and the wall in order to assist cleaning. There should also be a main isolator situated near the gas meter.

THE ISOLATION POINT IS SITUATED:

THE ISOLATION PROCEDURE IS:

7. CLEANING

Introduction

To maintain safe and healthy standards all facilities require regular cleaning to be undertaken. This will ensure that situations do not arise that may threaten the health and safety of those who may come into contact with unhygienic and dirty conditions.

Associated Hazards

There are many hazards associated with cleaning operations that are often overlooked. Many organisations sub-contract the cleaning of their facilities and fail to regard the issues arising as being of a major health and safety priority. Injuries that may result from cleaning operations are sprains, fractures, burns, chemical burns and electric shock. Cleaning activities can result in injury or ill-health due to the following:

- Contact with hazardous substances e.g. bleach and cleaning products, pesticides.
- Contact with biological hazards.
- Use of dangerous cleaning equipment.
- Contact with poorly maintained electrical equipment.
- Contact with high temperature liquids or steam used during cleaning.
- Falls from height due to inappropriate access systems.
- Injury due to the manual handling of cleaning equipment.
- Falls on wet or slippery surfaces which are being or have just been cleaned.
- Trips as a result of trailing electrical cables or incorrect storage of cleaning equipment or materials.
- Exposure to hand transmitted vibration as a result of poorly selected and / or maintained equipment used in cleaning operations.
- Lone working.

Legal Duties

Under current health and safety legislation requirements, premises and facilities should be maintained to an acceptable standard which will require effective cleaning and, where necessary, disinfection.

Under current health and safety legislation organisations should:

- Ensure that all work premises are maintained and kept clean.
- Ensure all surfaces, fixtures and fittings are capable of being kept clean.
- Provide training for employees / volunteers who use work equipment and use or handle hazardous substances.
- Assess the substances used during cleaning and disinfection of the premises and adopt appropriate control measures and safe working methods.
- Develop safe systems of work.

In addition, food safety legislation, (which is outside the scope of this guidance document) requires that equipment and food premises are effectively cleaned and, where necessary, disinfected. For further information please contact the Environmental Health Department of your local Council.

Recognised Control Measures

Risk assessments should be carried out for all work activities, including cleaning and disinfection tasks. The risks from proximity hazards such as steps, power supplies etc. should be considered when undertaking the risk assessment. Other people who may be affected by the work activities, (trips due to trailing cables from vacuum cleaners on staircases will affect everybody using the staircase) should also be considered within the risk assessment. The outcome of the risk assessments should be communicated to employees / volunteers. Risk assessments may be used to help create safe systems of work or method statements for cleaning activities.

Where possible, cleaning should be carried out when the premises are vacant or closed to the public to reduce the risk of injury. If it is necessary to carry out cleaning activities whilst the premises are occupied then appropriate warning signs should be displayed.

Effective cleaning which does not result in injury or ill-health may be facilitated by:

- Designing and documenting cleaning and disinfection schedules.
- Providing supervision, information, instruction and training for those carrying out cleaning activities.
- Recording cleaning and disinfection activities.

An appropriate cleaning method should be selected in order to minimise the risk of injury or ill-health. Cleaning can be carried out by:

- Spraying the solution directly onto the surface by means of a bottle fitted with a misting spray head (consideration should be given to the creation of a further risk e.g. inhalation of the vapours).
- Sprinkling powders onto the surface.
- Mopping a solution onto the surface using a mop and bucket system. This facilitates the cleaning of large areas.
- Wiping solution onto the surface. A cloth or brush is suitably wetted with the cleaning solution and applied onto the soiled surface.

Exposure to substances may occur through ingestion, absorption and inhalation.

When possible, misting applications of hazardous substances should be avoided, in order to reduce the risk through inhalation. Similarly, substances which are hazardous when absorbed through the skin should be applied using a method which minimises skin contact or the associated risks should be controlled by alternative methods such as the provision and use of protective gloves.

Equipment which is used for cleaning should be maintained in accordance with the manufacturer's instructions and should be stored safely in a secure location.

Chemicals should be used in accordance with the manufacturer's instructions.

Where possible they should not be decanted from the original containers. Where decanting is necessary, appropriate labels should be attached to the containers used. Remote pumping and mixing stations should be used to prevent contact with the substance where possible. Where this cannot be established, a ready-mixed solution should be purchased or safe systems of work established and communicated to employees / volunteers.

Principles of Safe Storage and Control Measures

Hazardous substances should be stored according to the manufacturer's instructions in a secure location away from children incompatible materials, sources of ignition and heat.

The following list is a summary of controls for the safe storage of hazardous materials that you should consider:

- Store chemicals according to the manufacturer's instructions.
- Keep the minimum quantity of hazardous substances necessary for your organisation.
- Store incompatible materials separately and segregate where necessary.
- Take steps to prevent leakages.
- Clean up any leaks that occur immediately and follow safe procedures.
- Wear protective clothing when handling substances and provide suitable ventilation.
- Ensure that all containers are appropriately labelled, even those used temporarily.
- Train employees / volunteers in the safe storage and use of hazardous substances.
- Use appropriate signage for storage areas (this is particularly important as information for the emergency services).

Other Considerations

- Ensure shelving and racking is secure and not overloaded.
- Provide suitable, easy access for employees / volunteers to retrieve packages.
- Ensure goods do not overhang shelves.
- Stack items correctly – heaviest at the bottom.
- Small quantities of flammables should be kept in an appropriate purpose built metal cabinet.
- Consider manual handling hazards and ensure controls are in place.
- Ensure hazardous substances are securely stored and out of reach of vulnerable groups such as children.
- Ensure that storage is protected from vehicle damage.

The hazardous substance assessment and safe system of use should be kept in close proximity to the product.

Where work at height is necessary for cleaning purposes, appropriate equipment should be provided to ensure that safe access is established. Emergency procedures and fall arrest equipment should be provided where necessary. This sort of activity would normally be undertaken by professional cleaners only.

When situations arise that require industrial cleaning operations to be undertaken, further action is required in order to minimise the risk of injury when using hot water pressure washers or steam cleaners. Safe working procedures should be established and communicated to employees / volunteers. These may include:

- All required personal protective equipment should be worn, and may include protective clothing, Wellingtons, goggles and gloves.
- Concentrate on the job and keep the jet directed towards the work.
- Do not get a steam jet too close to the work because blowback steam can cause severe burns.
- Take care not to squirt steam or hot water over legs and feet. Wear trousers over boots and wear an extra long waterproof apron.
- Make sure that employees / volunteers know which valves operate the steam and water so that they do not turn the wrong one by mistake.
- When using mixer valves start from cold and raise the temperature to that required.
- Do not use a cold water hose for steam or hot water.
- Do not have a steam or hot water hose running unattended. It is not only wasteful, it is dangerous.
- Never indulge in horseplay. Clothing is not protection against steam and hot water.
- Make sure there is no-one near the area to be cleaned. If necessary, place signs to warn passers-by.

Maintaining Records

Training, information and instruction should cover the hygiene standard required, the correct usage and maintenance of materials and equipment, the cleaning method and solution to be used and any safety precautions required (e.g. warning signs, the use of protective equipment). Records of cleaning activities should be maintained.

Records of the issue and receipt of personal protective equipment should be retained using the forms provided in the Personal Protective Equipment section of this manual.

8. CONFINED SPACES

Introduction

A confined space is one in which there is a risk of being overcome by lack of oxygen or the presence of a hazardous gas. There is a substantial history of fatal accidents occurring during work in confined spaces. The accidents affect people entering a confined space such as a sewer to inspect, clean, carry out repair work, to retrieve something or deal with a blockage without realising that the space contains a dangerous atmosphere or condition. Some accidents claim more than one life when would-be rescuers who are not trained or suitably equipped try to assist without the necessary precautions. Fatalities may also include members of the public.

Legal Duties

The Health and Safety Executive for Northern Ireland has approved a Code of Practice and published specific guidance in respect of work in confined spaces.

Further Advice

It is unlikely that church employees or volunteers will be required to undertake work in a confined space. However, if such a situation should arise, specific advice should be sought from Peninsula Business Services when the work is being planned.

9. CONSULTATION

Introduction

Organisations are required to implement procedures so as to consult employees / volunteers on matters of health, safety and welfare. They should consult employees / volunteers regarding the following matters:

- Any changes which may substantially affect their health and safety.
- Arrangements for obtaining competent health and safety advice.
- Information on reducing and dealing with risks.
- Planning of health and safety training.
- Health and safety consequences of introducing new equipment.

You should remember that consultation is a two-way process and employees / volunteers should be encouraged to report concerns relating to health and safety.

Legal Requirements

Current legislation requires that organisations consult with employees / volunteers on matters pertaining to health and safety, especially with regard to first aid, accident reporting and risk assessments information.

Recognised Consultation Procedures

In practice all organisations should consult with the workforce about health, safety and welfare matters. This should be in the form of either:

- Formal Safety Committee meetings.
- Less formal meetings with the workforce e.g. one to one discussions, briefings.

Meetings should be as often as necessary to deal with matters arising.

Notes should be kept regarding the matters discussed, although these do not have to be formal minutes. A documented record of the issues discussed, the agreed actions and outcomes should be recorded. Those responsible for taking up the necessary actions should be identified. This will provide the necessary evidence of agreements for the future.

Subjects including risk assessment, accident trends, safety monitoring activities, new legislation, introduction of new work methods and any other matters that may affect employees' / volunteers' or other persons' safety should be included in meeting discussions and records kept.

Summary

Organisations should establish a consultation mechanism in all cases.

10. CONTROL OF CONTRACTORS

Associated Hazards

Contractors are usually engaged to complete work which the organisation cannot carry out due to lack of specialist skills, experience or business constraints. They may be engaged to carry out repairs, maintenance, installations, construction or demolition works or to provide services such as pest control, catering or laundry activities. Due to the specialised nature of much of the work completed by contractors and their limited knowledge of the premises and the hazards associated with the activities of the host organisation, contractors are often at greater risk than your employees / volunteers. The activities of contractors may also create hazards which are not normally present in the workplace thus increasing the risk to employees / volunteers and visitors.

Legal Duties

Organisations have a legal duty to ensure, so far as is reasonably practicable, the health and safety of all persons who may be affected by the work activities carried out at the premises, **this duty includes contractors.**

Organisations should also communicate relevant information, including information about any known hazards to those undertaking work in premises under their control. In order to ensure the health and safety of employees / volunteers the organisation should take reasonable steps to ensure that contractors are competent and will not pose a significant risk of injury or ill health to employees / volunteers or themselves whilst working on the premises (see Recognised Control Measures section).

Recognised Control Measures

Selection of Contractors

When selecting contractors to work for the organisation a number of factors should be considered:

- The skills and competence necessary to complete the task.
- The contractors' Health and Safety Policy documentation.
- Provision of Public and Employers' Liability Insurance documentation.
- Evidence of membership of a relevant trade organisation, when applicable.
- The contractors' experience in the type of premises where they will be working and the nature of the job.
- Evidence that the contractor only employs individuals who are skilled, experienced, trained and deemed competent to carry out their tasks and their policy on engaging sub-contractors.
- Previous safety record, in particular any Enforcement Authority actions or reportable incidents or injuries.
- Arrangements for supervision of staff and communication between management, employees / volunteers and the host company or your representative.
- Recommendations or references from previous employers.

Terms of Contract

Prior to contractors being selected the contractor should be made aware that it is a condition of the contract that they:

- Comply with all relevant legal requirements, as well as to their own and site rules, practices and procedures at all times.
- Co-operate with the church and others in the pursuit of health, safety and environmental management.
- Do not intentionally or recklessly interfere with anything provided in the interests of health and safety or for the protection of the environment.

- Ensure that a valid risk assessment and safety method statement covers their work. Generic risk assessments can be used to cover a frequent and repetitive task performed for the company.
- Provide a detailed risk assessment and method statement to cover higher risk activities.

The contractor should understand that a breach of any of these terms may lead to suspension or termination of the contract.

Written acknowledgement should be obtained as evidence that these terms are understood and accepted by the contractor.

Premises Induction

A responsible person should assume responsibility for contractors whilst they are on the premises. This individual should understand the nature of the work which is to be completed and the safety rules which the contractor should comply with whilst on the premises. The responsible person should act as the main contact for the contractor whilst they are on the premises and should assume responsibility for the contracting staff in the event of an emergency.

The contractor should be briefed about any hazards in the area where they will be working, arrangements in the event of fire and / or emergency, safety rules and procedures, special equipment, accident reporting procedures, the presence of other known hazards and how to contact the responsible person.

The contractor should be informed of the presence of others in the vicinity of the works – particularly children and young persons. They should also be briefed on Child Protection Policy issues and procedures.

Documentation such as risk assessments, method statements and permits to work should be reviewed at this stage.

Training records and documented safe systems of work should be presented to the responsible person as evidence of competence, where these had not been submitted to the organisation prior to arrival on site.

Permits to Work

Where work involving specific risks is undertaken the contractor should be expected to operate a permit to work system. These include: hot work, confined spaces, electrical installations, working on live equipment, work at height, roof work, work on pressurised systems and excavation work. These are non-exhaustive examples of operations requiring a formal, documented permit to work system.

Permit to work systems should be operated by competent and authorised personnel. Where appropriate permit to work systems have not been established by the contractor, the organisation may terminate the contract or, where appropriate, allow work to continue under a permit issued by a competent person within their employment.

Supervision of Contractors

Contractors are engaged as the competent persons to complete specific activities on behalf of the organisation however, the responsible person should check on the contractors' activities periodically in order to ensure that site rules, the control measures stipulated in the contractors' risk assessments and method statements and the conditions of any permits to work are being adhered to. The frequency of these periodic checks will depend upon the risks associated with the job. The activities of contractors engaged in higher risk activities carried out under permit to work systems should be checked more frequently than those engaged in routine maintenance tasks.

Completion of Work

Contractors should report to the responsible person when the task has been completed.

Waste produced by contractors' work should not be disposed of in the church's skips, bins etc. without prior agreement.

Any waste generated by the contractors' work, that is deemed to be controlled or special, as defined by prevailing legislation, must be disposed of by a licensed waste contractor or otherwise, proven to the organisation to be legally compliant. Copies of all consignment and transfer notes should be provided to the responsible person.

Contractors should remove all their own tools, plant, equipment etc. from the facility at the completion of works. This will include any defective or redundant items, waste, spare parts, access equipment etc. unless previously agreed.

Maintaining Records

All documentation provided by contractors should be kept on file.

While contractors are on the premises the responsible person should have copies of any permits, risk assessments and method statements. These should be filed, along with any notes relating to the performance review, after the job has been completed.

11. CONTROLLING WASTE

Introduction

Controlling waste produced as a result of work activities is an essential part of managing health and safety in the workplace. The term waste may be used to describe containers, contaminated cleaning materials, protective equipment, packaging, substances or materials which are deemed of no further use or obsolete and are beyond re-use or recycling.

Some waste falls under the category of 'special waste'. Typical examples of this are certain metals (e.g. lead), fridges and freezers, asbestos etc. Should you require to dispose of something that you may consider as 'special waste' it is wise to contact the local Environmental Health Department.

Environmental aspects and waste management systems are outside the scope of this guidance manual.

Associated Hazards

Waste materials present numerous hazards. These hazards pose a risk of injury to not only employees / volunteers but others who may, as a result of poor waste management, come into contact with the waste. Those engaged in the handling, storage and disposal of these materials are at particular risk of cuts, lacerations, infections, burns etc. The significant hazards are:

- Trips and falls due to poor housekeeping procedures or ineffective control of waste materials.
- Injury due to materials falling from overflowing waste skips or bins.
- Cuts from sharp objects and broken glass when handling refuse sacks.
- Injury from the manual handling associated with waste removal.
- Fire due to the ignition of waste materials or increased risk of fire due to the accumulation of combustible materials on the premises.
- Biological hazards associated with clinical waste or waste materials contaminated by pests.

Legal Duties

Waste materials should not be allowed to accumulate in the premises unless they are in suitable containers.

Appropriate receptacles should be provided for the storage of waste materials.

All substances classed as toxic, harmful, irritant, flammable, highly flammable, corrosive, aerosols, compressed gases, including empty containers used to store these materials, contaminated cleaning materials and protective equipment and damaged goods which fall under any of the categories above are classed as 'special waste'. Special waste must be stored and disposed of in accordance with local environmental regulations. For further advice contact the local regulatory authority responsible for environmental issues.

Recognised Control Measures

The risks to employees / volunteers engaged in the handling of waste materials should be assessed, safe systems of work and control measures implemented, the outcomes communicated to staff.

Equipment used for the handling, storage and removal of waste should be suitable for use and of adequate strength.

Receptacles for the disposal of sanitary waste should be provided in toilet facilities to be used by female employees / volunteers and members of the public.

Working practices should include specific measures for dealing with particularly hazardous waste. For example, separate waste receptacles for broken or sharp objects.

Where waste materials are stored outside the facility, consideration should be given to those who may trespass within those areas; particular consideration should be given to children. You should be aware of the fact that these unwelcome individuals pose a significant risk of arson attacks. Should they be injured within the premises under your control, as a result of your poor waste management arrangements, you may be liable to pay compensation as a result of the fact that your waste areas were not secured.

Maintaining Records

Records of training, instruction and personal protective equipment provided for employees / volunteers should also be retained.

12. DISPLAY SCREEN EQUIPMENT

Associated Hazards

The use of display screen equipment (DSE) or visual display units (VDU) may be associated with health problems such as upper limb disorders (including pains in the neck, arms, elbows, wrists, hands and fingers), back ache, fatigue and stress, temporary eye strain and headaches.

The electrical power source is also considered a hazard since poor maintenance of the equipment may result in fire or electrocution if the equipment is allowed to deteriorate.

Moving and handling the equipment may also result in injury to the back or soft tissues (musculoskeletal) due to the application of poor handling techniques and the unpredictable centre of gravity of the equipment.

Legal Duties

Health and safety legislation which relates specifically to DSE requires that workstations are assessed and measures taken to reduce the risk of injury or ill health. The workstation should meet specified minimum standards and the work activities should be planned so that operatives are allocated breaks from the workstation, usually resulting in changes of activity. Legislation also requires that eye tests are provided for DSE users and, where necessary, basic corrective appliances are purchased for individuals by the employer.

Employers should identify individuals who are classified as users of this equipment rather than operators. The requirements of the specific legislation apply to users but not to self-employed operators of the equipment (although the legislative requirements would be considered good practice for self employed persons). Further details are included in the section below.

Employers also have duties under other legislations which require:

- Maintenance of equipment.
- Information, instruction and training for employees / volunteers.
- Provision of adequate heating, lighting and ventilation in workplaces.

Recognised Control Measures

Employees / volunteers who are classed as users should be identified.

Users are classed as direct employees / volunteers to whom any of the following criteria apply:

- The individual normally uses the equipment for continuous spells of more than one hour at a time.
- The individual uses the DSE in this way more or less daily.
- Fast transfer of information between the individual and screen is an important requirement of the job.
- The individual has no discretion as to the use, or non-use of the equipment.
- The individual needs specific training or skills in the use of the DSE to do the job.
- High levels of concentration and attention are required and errors could be critical.

Risk assessments of DSE workstations should be carried out in order to ensure that basic legal requirements are met and that the risk of ill-health relating to the design and layout of the workstation is reduced. The pro-forma included in this section may be used for this purpose.

The keyboard should be separate and able to tilt. There should be enough space in front of the keyboard to provide support for hands, approximately 10cm. The user should be comfortable and able to reach things easily.

Desks should be a suitable height and have a matt surface to reduce glare and reflections. Chairs should be stable. The height of the seat and backrest and the angle of the backrest should be adjustable. If requested, foot rests should be provided to ensure comfort, if the feet cannot be placed flat on the floor when the chair height is adjusted to achieve the correct typing position for the forearms and wrists.

Laptop users should be provided with accessories such as separate keyboards etc. to reduce the risk of injury when the equipment is used for extended periods.

The screen should be centred at eye level or slightly below. The top of the screen should be at eye level or approximately 50-75mm above the eye level for larger screens (>18 inch). The monitor should tilt and swivel and be adjusted to a comfortable position. The contrast and brightness should be adjustable and the image should be stable and free from flicker. Monitors should be free from glare and reflections and should be kept clean.

Eye tests specifically for the use of display screen equipment should be carried out by an accredited Optometrist as soon as is practicable after a user has requested a test. These eye tests should be organised for new or existing employees / volunteers who are to become users, prior to them becoming users. Regular eye tests at intervals specified by the Optometrist should be organised following the initial eye and eyesight test. Eye and eyesight tests should also be provided for users experiencing visual difficulties. The cost of eye and eyesight tests for users and basic special corrective appliances for those who require them **specifically for computer use** is the employer's responsibility.

A height and backrest adjustable chair should be provided. Adjust your chair and screen to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the screen. Make sure you have enough workspace to take whatever documents or other equipment you need. A document holder may help you avoid awkward neck and eye movements. When seated the user should assume a comfortable position. The shoulders should be relaxed, wrists straight and the posture altered from time to time. The seat height should be adjusted to allow placing the feet flat on the floor and there should be no obstacles under the table to restrict postural changes.

The work environment in which the workstation is located should be managed in order to minimise the risk of ill health.

- Adequate natural lighting should be provided.
- The workstation layout should be altered to avoid glare or reflections from windows etc. (this may require the provision of blinds to the window areas).
- Noise levels in the area should be reduced to the lowest level possible to prevent distraction from the work being carried out.
- The temperature should be adequate and comfortable.

Suitable and sufficient information, instruction and training should be provided for DSE users to ensure that they understand the associated hazards. This should be provided by a competent person and adequate supervision should also be included. Areas to consider should include the following:

- The importance of good posture and changing position.
- How to adjust furniture to help avoid risks.
- Organising the workstation to avoid awkward or frequent repeated stretching movements.
- Avoiding reflections and glare on or around the screen.
- How to adjust and clean the screen and mouse.
- The importance of organising work activities to allow changes in work tasks and breaks.

- Who to contact for help and to report problems or symptoms.
- How to use the equipment and software provided.

Users should be advised to sit directly facing the screen, not at an angle.
Users who key continually should be advised to refocus their eyes every 5-10 minutes by focusing on an object in the distance for a second then back to the screen and to blink often.

Provision should be made for users to take regular breaks or change activities. This may be achieved by conducting other duties such as photocopying, retrieving a file etc.

The DSE equipment should be regularly maintained and cleaned to minimise the risk of injury from fire or electrocution.

Eating and drinking should be prohibited at work areas in order to reduce the risk of fire and damage to equipment should a spillage occur.

Equipment which is lightweight should be selected where possible. The movement of equipment within work environments should be restricted to trained staff and mechanical aids such as trolleys provided to minimise the manual movement required. Users of portable devices such as laptops should be provided with lightweight equipment and a suitable carry case to protect the equipment from sunlight, wet conditions etc. which may cause damage and subsequently pose a hazard to the user. You should also take into account the personal safety of the user of the laptop due to the fact that it may attract theft when being carried or transported in a car.

Maintaining Records

The risk assessments relating to the use of computers and visual display units should be retained in this manual.

Records of training and instruction provided for employees / volunteers should also be retained.

DISPLAY SCREEN EQUIPMENT SELF ASSESSMENT QUESTIONNAIRE

Form DSEQ

Name of person / user: *J Lister*	**Location of workstation:** *Admin Office*	
DSE Use	**Yes / No**	**Remarks**
Is the use of DSE a requirement of your work on a daily basis?	*Yes*	
Do you use the DSE for continuous or near continuous spells of an hour or more at a time?	*Yes*	
Screen		**Remarks**
Is the screen located in front of you when using the equipment?	*No*	*The screen is to one side of my desk.*
Is the top of the screen level with your eye level?	*Yes*	
Can the screen be tilted and adjusted to a comfortable position?	*Yes*	
Is the screen free of reflections e.g. windows, overhead lighting?	*No*	*Glare from windows on screen.*
Keyboard / Mouse		**Remarks**
Can the keyboard be moved to a comfortable position in front of you?	*Yes*	
Is there sufficient room in front of the keyboard to rest your wrists when not using the keyboard?	*Yes*	
Are the keyboard symbols clear and legible?	*Yes*	
Can you operate the mouse / trackball without reaching?	*Yes*	
Can you operate the mouse / trackball with your hand / wrist resting on the desk?	*Yes*	
Is there adequate space to manoeuvre the mouse?	*Yes*	
Chair		**Remarks**
Is the height of the chair adjustable?	*Yes*	
Is the backrest adjustable for height and tilt?	*Yes*	
Do you know how to adjust the height of the chair / backrest?	*Yes*	
Is the chair fitted with arms?	*Yes*	
If YES: When the chair is correctly adjusted do the arms of the chair come into contact with the desk? See section on Posture.	*Yes*	
Desk		**Remarks**
Is there adequate work surface to allow a flexible arrangement for the screen, keyboard and mouse operation?	*Yes*	
Is there adequate knee room to obtain a comfortable position?	*Yes*	

EXAMPLE

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DISPLAY SCREEN EQUIPMENT SELF ASSESSMENT QUESTIONNAIRE

Form DSEQ

General	**Yes / No**	**Remarks**
Is there adequate lighting?	*Yes*	
Is there adequate humidity in the atmosphere?	*Yes*	
Is the work arranged so that there are breaks away from the DSE?	*Yes*	
Posture		**Remarks**
When positioned to use the keyboard are your upper arms in line with your upper body?	*No*	
With your fingers on the keys are your wrists straight?	*Yes*	
When in this position is your back supported by the chair's backrest?	*No*	*Position of screen means that I'm not properly seated.*
When in this position do your feet rest comfortably on the floor without the seat digging into the back of your knees / thighs?	*Yes*	
Eye Tests		**Remarks**
Have you had your eyes tested for use with DSE?	*Yes*	
Personal		**Remarks**
Have you ever suffered from aches or pains in your: Wrists Forearms Neck Eyes Back	 *Yes* *Yes* *Yes* *No* *Yes*	
Have you ever suffered from epilepsy?	*No*	
Signed by User: *J Lister*	Date: *20/07/05*	

Manager's Comments:

Numerous complaints on these issues have been received. Action needs to be taken to deal with workstation layout and glare from the windows.

Manager's Signature: *G Sharston*

Position: *Office Manager*

RA Form Link Ref No: *DSE01*

DISPLAY SCREEN EQUIPMENT SELF ASSESSMENT QUESTIONNAIRE

Form DSEQ

Name of person / user:	**Location of workstation:**	
DSE Use	**Yes / No**	**Remarks**
Is the use of DSE a requirement of your work on a daily basis?		
Do you use the DSE for continuous or near continuous spells of an hour or more at a time?		
Screen		**Remarks**
Is the screen located in front of you when using the equipment?		
Is the top of the screen level with your eye level?		
Can the screen be tilted and adjusted to a comfortable position?		
Is the screen free of reflections e.g. windows, overhead lighting?		
Keyboard / Mouse		**Remarks**
Can the keyboard be moved to a comfortable position in front of you?		
Is there sufficient room in front of the keyboard to rest your wrists when not using the keyboard?		
Are the keyboard symbols clear and legible?		
Can you operate the mouse / trackball without reaching?		
Can you operate the mouse / trackball with your hand / wrist resting on the desk?		
Is there adequate space to manoeuvre the mouse?		
Chair		**Remarks**
Is the height of the chair adjustable?		
Is the backrest adjustable for height and tilt?		
Do you know how to adjust the height of the chair / backrest?		
Is the chair fitted with arms?		
If YES: When the chair is correctly adjusted do the arms of the chair come into contact with the desk? See section on Posture.		
Desk		**Remarks**
Is there adequate work surface to allow a flexible arrangement for the screen, keyboard and mouse operation?		
Is there adequate knee room to obtain a comfortable position?		

DISPLAY SCREEN EQUIPMENT SELF ASSESSMENT QUESTIONNAIRE

Form DSEQ

General	**Yes / No**	**Remarks**
Is there adequate lighting?		
Is there adequate humidity in the atmosphere?		
Is the work arranged so that there are breaks away from the DSE?		
Posture		**Remarks**
When positioned to use the keyboard are your upper arms in line with your upper body?		
With your fingers on the keys are your wrists straight?		
When in this position is your back supported by the chair's backrest?		
When in this position do your feet rest comfortably on the floor without the seat digging into the back of your knees / thighs?		
Eye Tests		**Remarks**
Have you had your eyes tested for use with DSE?		
Personal		**Remarks**
Have you ever suffered from aches or pains in your: Wrists Forearms Neck Eyes Back		
Have you ever suffered from epilepsy?		
Signed by User:	Date:	

Manager's Comments:

Manager's Signature:

Position:

RA Form Link Ref No:

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Good Practice When Using Display Screen Equipment

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Employees

1. Arms and Legs
Make sure that your upper arms are vertical and your forearms are horizontal
Ensure there is enough space to move your legs freely

2. Getting Comfortable
Adjust the chair backrest and height so that you can maintain a good posture and working position

3. Head and Neck
Look straight ahead or slightly down at the screen
Adjust your screen height so that you can view it clearly

4. Keying In
Leave sufficient space in front of the keyboard for hands and wrists

Display Screen Equipment

Ensure that the equipment, i.e. contrast, brightness and colour, is set up correctly and alternate your tasks to avoid stressors such as eye strain or fatigue

Employers

•Provide a suitable workstation for employees to sit and work at safely and comfortably

•Provide adequate levels of lighting for employees

•Provide adequate levels of ventilation and a suitable temperature for employees to work in

•Keep noise levels to a minimum to reduce distraction

•Upon request, eye tests should be provided for those persons classed as users

•Provide training to show employees how to position their workstation


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13. ELECTRICAL SAFETY

Associated Hazards

The significant hazards posed by electrical apparatus within the workplace are burns, electric shock and fire. Electrical hazards can arise from the following:

- Poor design.
- Construction and installation.
- Inadequate standards of maintenance.
- Misuse.
- Incorrect operation.
- Wear and tear.

For example, where electrical switch contacts have been allowed to deteriorate to a worn condition, sparking is likely to occur; this is a common cause of electrical fire. Another example could be a broken 240v supply socket plate in a damp area which poses a serious risk of electrical shock.

Legal Requirements

Employers and owners of premises are required under current electricity at work legislation to ensure that the integrity of the supply and equipment is adequately installed and maintained to the recognised standard. You should also ensure the use of competent persons, use of safe systems of work, approved materials, equipment, regular testing and inspection.

An electrical installation, inclusive of all electrical wiring, fittings and switches should be inspected upon completion of initial installation and subsequently over recommended periods. Any wiring circuit or part of it is deemed to be an installation for inspection purposes.

All wiring and electrical component work should be carried out by a competent person. The competent person, eligible to carry out inspections on a periodic basis, should be suitably qualified and have the necessary experience. **If an electrical contractor's services are required to undertake necessary inspections, the organisation should be registered with a trade association such as the National Inspection Council for Electrical Installation Contracting (NICEIC).**

Recognised Control Measures

Main Installation

You are required to ensure that your electrical installation is inspected / tested for defects within a specified timescale, dependant on the business undertaking. **Most organisations should have their systems inspected on a five yearly basis. This work should be carried out by a competent person as previously explained.**

If you appoint a competent person within your organisation, you should ensure that documents based on the design of those issued by the NICEIC are used to record the results of inspections carried out.

Portable Equipment

The definition of a portable electrical appliance is that which, generally, has a lead (cable) and a plug and which can easily be moved from place to place. The items that would constitute portable electrical equipment include electrically operated drills, kettles, hairdryers, fans, fan heaters, photocopiers, computers etc.

The use of portable electrical appliances can pose a significant risk of injury / harm. This is highly dependant on the situations surrounding the use of such equipment. Situations that may give rise to electrical hazards are dependant on the movement, use and abuse of such equipment. For example, a desktop PC that is classed as portable electrical equipment is not likely to pose a significant risk of harm when compared to a vacuum cleaner. This is because the vacuum cleaner is moved, used and abused on a more frequent basis than the desktop PC and is therefore more likely to be damaged, with the risk of exposing the user to live electrical contacts.

Portable electrical tools and equipment that are to be used in environments likely to cause damage to the equipment should be of the low voltage type. This may mean the use of battery powered, low voltage equipment or 110v supply equipment. These are recognised standards that must be adhered to, so as to reduce the risk of harm to the user. An example of this is the use of a battery powered 14v drill whilst undertaking some installation work on a building site.

This significantly reduces the risk of harm from electrocution that can occur should 240v appliances be used. Care should be taken to ensure that correct voltage routings are used and that 110v equipment is not connected directly to a 240v supply. Although the risk of harm is reduced by the use of 110v equipment, care should still be taken to ensure that the integrity of the equipment, transformers and tools are properly maintained, inspected and tested at regular intervals.

Maintaining Records

Main Installation

You are required to maintain records of any inspection / testing undertaken within your organisation. This can be provided by certification from the competent contractor selected to undertake the work within your facility. You may be requested by an Enforcement Officer to produce this as evidence that you are undertaking this requirement, or it may be required should you have an incident within your control. It is essential that the date and signature of the competent person is inserted on the documentation of the electrical component being inspected.

An inventory of the parts and components of an installation which is periodically due for testing should be entered into the **Electrical Test Register (ETR).** The information required for entry into the register can be produced by the competent person who is to undertake any relevant inspections.

When a new installation or additional circuit is completed, the competent person is required to issue the standard type certificate. The certificate also constitutes a record and as such, should be retained with the **Electrical Test Register.**

Portable Appliance Testing (PAT)

All portable electrical equipment should be subject to at least a visual inspection before being used. All organisation-owned portable apparatus, including extension leads, should be given an identification number and logged. A risk assessment will identify how often each item should be monitored and routinely inspected. The frequency of the monitoring will depend on the type and use of the apparatus.

In relation to portable electrical equipment, you should pay particular attention to the following:

- The selected equipment is suitable and sufficient for the task.
- Any other hazards are taken into account, for example, damp or dusty conditions.
- Insulation protection is adequate for the task.
- Earth protection devices are in place.
- The means of protection from excess current is adequate.
- The means of safe isolation.
- The competence of users to prevent danger and injury.

The table below shows suggested initial inspection intervals for offices and other low-risk environments.

Equipment / Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery-operated: (less than 20 volts)	No	No	No
Desktop computers	No	Yes 2 - 4 years	No if double insulated - otherwise up to 5 years
Photocopiers, fax machines: NOT hand-held. Rarely moved	No	Yes 2 - 4 years	No if double insulated - otherwise up to 5 years
Double insulated equipment; NOT hand-held. Moved occasionally, e.g. fans, table lamps, slide projectors	No	Yes 2 - 4 years	No
Double insulated equipment e.g. hand held drills and vacuum cleaners	Yes	Yes 6 months - 1 year	No
Earthed equipment (Class 1): e.g. electric kettles, some floor cleaners	Yes	Yes 6 months - year	Yes 1 - 2 years
Cables (leads) and plugs connected to the above Extension leads (mains voltage)	Yes	Yes 6 months - 4 years depending on the type of equipment it is connected to	Yes 1 - 5 years depending on the type of equipment it is connected to

Your experience of operating the maintenance system over a period of time, together with information on faults found, can be used to review the above frequency of inspection. This experience can also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

As soon as employees / volunteers become aware of any defect they should stop using the equipment and isolate it from the power source, if it is safe to do so. They should then report the fault or defect immediately to _____.

Employees / volunteers should not attempt to carry out any repairs or interfere with any equipment unless they are designated competent.

ELECTRICAL TEST REGISTER

Form ETR

DATE	EQUIPMENT	REF	EXAMINATION / TEST COMPLETED	SIGNATURE
12/12/05	*Switch to shower heater*	*SH-01*	*As per periodic inspection reports supplied by electrical contractor*	*S Carrington*

EXAMPLE

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ELECTRICAL TEST REGISTER

Form ETR

DATE	EQUIPMENT	REF	EXAMINATION / TEST COMPLETED	SIGNATURE

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14. EQUIPMENT USE

Introduction

Equipment used within the working environment can appear in many shapes and forms. The use of equipment should be controlled to ensure that inherent dangers posed by the equipment are reduced or removed. Organisations should ensure that any equipment purchased for a task is suitable, sufficient and meets the necessary design and safety standards, as appropriate. It should also be used in the appropriate manner for the purpose it was intended.

All equipment should be CE marked in accordance with the requirements of the European Directive. The CE mark signifies that the equipment satisfies the criteria of the safety requirements and in the majority of cases will have been tested by the appropriate accredited bodies (BSI).

Legal Duty

Current health and safety legislation imposes a duty upon employers to ensure that any equipment used for their business undertaking is suitable for the task, meets any technological design requirements and is within the bounds of the equipment and machinery legislative requirements.

Recognised Control Measures

The organisation should ensure that suitable equipment is purchased and complies with any legislative requirements that must be adhered to. Advice and information can be obtained from the Peninsula Advice Service. Prior to use of the equipment, it must be checked to ensure compliance and integrity. Any manufacturers' information, instruction and guidance should be consulted. It should also be recognised that there are particular pieces of equipment that may require training to enable the employees / volunteers to use the equipment in the correct manner e.g. a power washer.

Information, instruction and training should be provided to employees / volunteers who use the equipment. A certain degree of supervision may also be required to ensure users have understood the information and are following instructions.

Such training should make the employees / volunteers aware of any associated hazards and include the risks presented by the use of the equipment e.g. the use of a vacuum cleaner whilst cleaning a staircase poses a significant trip risk to persons that may attempt to pass by during cleaning operations. It should also include the preventative and protective measures to remove or reduce the risks e.g. the correct use of guards, systems of work and any personal protective clothing required to be worn.

Employees / volunteers should be instructed not to use any equipment unless they are competent to do so and have received the necessary information, instruction and training.

Employees / volunteers should be instructed to report any damage, malfunction or unsafe equipment to management. Employees / volunteers should not interfere with or repair any equipment unless competent and authorised to do so.

All equipment should be maintained in efficient working order. Certain items of equipment should have a routine and planned maintenance programme e.g. lifting equipment and portable electrical equipment. Records of equipment which are subject to statutory testing, inspection or maintenance should be maintained and kept up to date e.g. lifts and air compressors etc.

Recognised health and safety procedures should be adopted for the maintenance of any equipment, these should include the isolation of sources of energy e.g. any electrical and gas supplies.

As part of a safe system of work for the use of the equipment, you should install a system whereby prior to the use of the equipment a pre-use visual check is undertaken. If the equipment poses a risk of injury, then it should be taken out of service for repair or replacement immediately.

Portable electrical equipment with a plug should be checked to ensure that the electrical cable is in good condition, the cord grip is secure, the plug is in good condition, the equipment has passed the portable electrical appliance test (if necessary – see earlier section on "Electrical Safety") and any associated circuit breakers etc. are free from defects and operate in the correct manner.

You must also consider that equipment extends to the heating system within your premises.

When a fixed gas installation is in use then this should be inspected annually by a CORGI registered Engineer.

15. FIRE / EMERGENCY ARRANGEMENTS

Associated Hazards

In a worst case scenario fire can be the cause of a fatality or multiple fatalities, through asphyxiation, smoke inhalation or serious burns. Other factors which employers need to consider are the loss of premises, loss of production and being unable to continue your business undertaking.

Employers need to consider factors within their control that may pose greater risk (e.g. highly flammable substances) when determining the hazards presented in their workplace and include other situations posing risk to their premises, such as arson, bomb scares, chemical spillages and flooding.

Legal Duty

Under current fire safety legislation employers and premises owners are required to undertake a Fire Risk Assessment. The assessment must establish and record the fire hazards and risks within your premises and how these can affect employees or other people, enabling you to make the necessary arrangements and ensure that adequate controls are implemented to effectively combat the risk of fire.

The above legislative duty also requires employers and premises owners to ensure a fire evacuation plan is written and implemented, detailing the action employees and others should take in the event of fire and areas covered within the fire plan should include:

- Fire escape routes.
- Means of raising the alarm.
- Evacuation procedures.
- Assembly and roll call arrangements.
- Fire fighting equipment use and limitations.
- Fire wardens and their role.
- Signage and emergency lighting.

Fire safety legislation is enforced by the Fire and Rescue Service who have the same enforcement powers as the Health and Safety Executive and Local Authorities. Failure to comply with the legislation or an enforcement authority notice or request may lead to prosecution.

Recognised Control Measures

Prior to undertaking a Fire Risk Assessment you should find out if the premises have previously had a Fire Certificate. If this is the case, then this may have a significant bearing on the outcome of your assessments. For example, if on a previous inspection a Fire Officer has deemed a fire door necessary and you wish to change this, then you should ensure that you request the appropriate approval, before altering the requirements previously identified by the certification.

You should ensure that you carry out a Fire Risk Assessment of your premises and undertakings, using the dedicated documentation supplied by Peninsula Business Services Ltd and you should ensure that any significant findings are brought to the attention of your staff.

As with all hazards, prevention is better than cure, so it is essential that you do not allow situations to arise that increase the risk of fire within your facility. Stringent control of the storage, handling and use of items and of any waste that may pose a risk of fire should be implemented.

When deciding on the organisation and layout of your premises you should consider how you can manage the fire hazards and their associated risks (e.g. the storage of combustible packaging against sources of heat or ignition or allowing employees to smoke in an external area close to flammables). Continuous monitoring and a strict housekeeping regime are essential to ensure full control and subsequently reduce the risk of fire.

In the event of an emergency the employer or premises owner should have established a suitable and sufficient means of raising the alarm to allow those within the premises sufficient time to evacuate.

The alarm may take the form of an installed automated fire alarm system (klaxon horn, air horn or bell) or it can be raised by a simple shout or cry of 'Fire!' depending on the size of your premises and whether it can be heard in every area.

Consideration must be given to the safe evacuation of your facility in the event of an emergency. There are a number of recognised controls that must be installed to ensure that you can safely evacuate your facility in a controlled manner.

- Emergency escape routes must be identified and indicated by the recognised 'running person' signage.
- Emergency exit doors must carry the correct signage and operate effectively at all times.
- If the need for emergency lighting is identified within your Fire Risk Assessment, you must ensure that it is provided.
- You should ensure that all those within your premises gather at an established assembly point and can be accounted for.
- You should ensure that you appoint somebody as the Emergency Control Co-ordinator to undertake the roll call etc.
- An "exclusion zone" should be demarcated around fire exits to stop cars being parked in such a way to block exits. This exclusion zone should be actively enforced.

Larger organisations may require a number of Fire Wardens to be identified. These Fire Wardens have the duty to ensure that areas that they are held responsible for have been evacuated. They should also ensure that all those within that area can be accounted for; this will include contractors and visitors to the site.

Every means of escape should be available for use at all times, during the premises occupation and access to these means of escape should be kept clear and unobstructed, with staff members being held responsible for maintaining the available escape routes and reporting any defects or obstructions affecting them.

Each route should have sufficient lighting and this should be afforded by emergency lighting where natural light sources are not adequate, any provisions should be maintained and inspected at defined intervals and these intervals are identified below:

DAILY

Check indicator light and that all maintained luminaires are operating.

MONTHLY

An operational test for a short period (a maximum of one quarter or the rated duration) should be undertaken.

SIX MONTHLY

Test for at least one hour for 3 hour rated systems.

THREE YEARLY

Test for full duration.

SUBSEQUENTLY

For self contained systems test yearly for the full duration.

During each test, the lights should be checked for correct operation. After testing, the supply should be restored and then checked to ensure the system is charging correctly.

Arrangements should be put into place to ensure that all employees within the organisation are aware of the emergency arrangements and the means of escape from the premises. Emergency fire drills should be undertaken to ensure these arrangements are effective and these drills should be in compliance with your local Fire Authority requirements.

A suitable and sufficient supply of fire fighting equipment should be provided within your facility. The provision of this equipment will depend on your business type and the hazards surrounding the location of the fire fighting equipment (e.g. where significant amounts of cardboard and paper are stored a water extinguisher should be provided).
It is important to ensure that fire extinguishers are located in the vicinity of the emergency exits. Where there is an increased risk of fire or the area contains higher than normal risk hazards you may require additional extinguishers located in close proximity to these hazards (e.g. an area where welding work or flame cutting is being undertaken).

Appropriate fire signs should indicate the position and type of the extinguishers. Extinguishers should be wall mounted at a nominal height of one metre. When this is not possible, the extinguishers should be placed in a suitable floor stand, which identifies their location, type and proposed use. All staff should be made aware of the position of fire extinguishers during their induction to work.

You may find as a result of your Fire Risk Assessment that further protective devices are required to ensure fire spread through your premises is reduced as far as is practicable. This may require the installation of a water sprinkler system. Sprinklers are usually required in areas where there is a significant amount of stored combustible material and therefore the risk of fire and its potential to spread through the premises is increased.

Extinguishers should only be used by those staff members who have been trained in their correct, safe use.

Initially, at the induction stage, all staff and volunteers should be made aware of the following:

- General fire prevention principles.
- Action to take on discovering a fire.
- Means of raising the alarm and the positioning of alarm call points.
- Action to take on hearing the alarm.
- Safe stopping of work procedures (if required).
- Means of escape.
- Assembly points.
- Location of fire fighting equipment.

The action to be taken on hearing the fire alarm should be detailed on the Fire Action Notices which have or can be provided by Peninsula Business Services Limited. Appropriate notices and signs should be displayed prominently throughout the premises.

You should make arrangements for the inspection of premises at agreed intervals to ensure that the fire arrangements are being adequately maintained and are still suitable for the processes or tasks being carried out within the premises.

Fire fighting equipment should be checked annually by a competent person or suitably accredited organisation and in addition to this a weekly visual inspection should be undertaken by a competent person within your organisation to ensure that the fire fighting equipment has not been tampered with, discharged or moved.

Please enter the name of your congregation's competent person below:

The competent person is:

Should you spot a fire, the following action must be taken:

- Raise the alarm.
- Leave the building and do not stop for personal belongings.
- Dial 999 for the emergency services.
- If trained to do so, tackle the fire.
- Go directly to the nominated assembly point at _____.
- Do not return until advised it is safe to re-enter the building.

A fire procedure is displayed throughout the building for your information.

FIRE RISK ASSESSMENT FORM

Form FRA

Assessment No: *FRA01* Assessment Date: *03/01/05*	Location / Dept: *General office area* Assessor's Name: *K Winters*	**Persons affected in the area:**	**Number of persons using the area at any time:**	**Location of premises:**
This assessment links to General Risk Assessment No: *N/A* Number of fire exits available: *3* Do they lead to a place of safety? *Yes* Approximate distance to assembly point: *30 metres*		Employees ☑ Visitors ☑ Public ☐ Contractors ☑	Less than 5 ☐ 5 – 10 ☐ 10 – 20 ☐ 20+ ☑	Basement ☐ Ground Floor ☐ Above ground floor ☑

THE POINTS RAISED BELOW ARE NOT MEANT TO BE COMPREHENSIVE AND HAVE BEEN CHOSEN FOR THE PURPOSE OF ILLUSTRATION

General Fire Hazards	Ignition Sources	Fuel Sources	Worst Case Outcome	Precautions Already in Place	Likelihood	Score	Rating
Smoke hazards from burning material. *Faulty electrical equipment.* *Excessive waste material.* *Blocked safety exits or routes to safety blocked.* *Inadequate storage of combustible materials.* *Faults with electrical installation.*	*Smoker's materials.* *Naked flames.* *Portable heaters.* *Faulty electrical installation.* *Faulty portable electrical appliances.* *Arson.*	*Wood, furniture, furnishings.* *Paper, waste paper.* *Plastics, rubber, foam.* *Wall coverings, carpets.* *Flammable liquids – correction fluid.* *Combustible substances – toner.*	*Fatality (10)*	*No Smoking Policy enforced throughout the building.* *Fire systems in the premises comprising – fire alarm, dry-riser supporting sprinklers, smoke / heat detectors, fire extinguishers, emergency lighting.* *Equipment / personnel – emergency fire procedure, fire signage, fire notices, fire doors and fire marshals.* *Risk reduction system – prevention of waste build up, electrical maintenance, portable appliance testing, security tours, planned fire inspections, control of contractor's work, machinery (photocopier) maintenance, visitor control procedures and access control system. Good housekeeping.* *Equipment maintenance and testing – fire extinguishers and smoke / heat detectors maintained, fire alarm maintenance and testing, emergency lighting tested as prescribed British Standards.* *Information, instruction and training – all staff trained, regular fire drills, fire action notices, fire signage and information signs.*	*Remote (1)*	*(10x1)* ***10***	*Low*

Worst Case Outcome

10	8	5	3	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury

Likelihood given precautions in place

10	8	5	2	1
Certain / imminent	Very likely	Likely	Unlikely	Remote

Risk Rating Table

High 50-100	Medium 20-49	Low 1-19

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EXAMPLE

FIRE RISK ASSESSMENT FORM

Form FRA

Availability of fire fighting equipment in the area: *Fire extinguishers available near all exits.* Availability of personnel trained to utilise fire fighting equipment: *All staff have been trained.* Availability of emergency lighting in the area: *The facility is installed with a full battery back-up emergency lighting system (on a maintenance schedule).*	Emergency evacuation arrangements documented: *Yes.* Alarm arrangements available: *Yes – BS 5839.* Roll call to be carried out by: *Nominated fire marshals.*
Details of further action required: *Continue programme of training and emergency training drills.* *Note: this workplace is in a shared facility for which the landlords carry out the fire maintenance scheduling and arrangements.*	Action Completed (Name and title) / Date: *Timetable for staff training can be found in the Supervisor's office, K Winters.*

Signature:	Date:

Assessment Review Date (as required): *02/01/06* New risk assessment required: ~~Yes~~ / No *unless there are changes in building arrangements.* Completed by (Name): *K Winters* Signature: *K Winters*	Assessment Review Date (as required): New risk assessment required: Yes / No Completed by (Name): Signature:

EXAMPLE

FIRE RISK ASSESSMENT FORM

Form FRA

Assessment No: Assessment Date:	Location / Dept: Assessor's Name:	**Persons affected in the area:**	**Number of persons using the area at any time:**	**Location of premises:**
This assessment links to General Risk Assessment No: Number of fire exits available: Do they lead to a place of safety? Approximate distance to assembly point:		Employees ☐ Visitors ☐ Public ☐ Contractors ☐	Less than 5 ☐ 5 – 10 ☐ 10 – 20 ☐ 20+ ☐	Basement ☐ Ground Floor ☐ Above ground floor ☐

General Fire Hazards	Ignition Sources	Fuel Sources	Worst Case Outcome	Precautions Already in Place	Likelihood	Score	Rating

Worst Case Outcome

10	8	5	3	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury

Likelihood given precautions in place

10	8	5	2	1
Certain / imminent	Very likely	Likely	Unlikely	Remote

Risk Rating Table

High 50-100 | Medium 20-49 | Low 1-19

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FIRE RISK ASSESSMENT FORM

Form FRA

Availability of fire fighting equipment in the area: Availability of personnel trained to utilise fire fighting equipment: Availability of emergency lighting in the area:	Emergency evacuation arrangements documented : Alarm arrangements available: Roll call to be carried out by:
Details of further action required:	Action Completed (Name and title) / Date

Signature:	Date:

Assessment Review Date (as required):	Assessment Review Date (as required):
New risk assessment required: Yes / No	New risk assessment required: Yes / No
Completed by (Name):	Completed by (Name):
Signature:	Signature:

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FIRE PROCEDURES – REVIEW

Form FPR

Item	Question	Comment	Date	Remarks
1. Fire Drill	1.1 Has a six monthly fire drill been carried out? If so when did it take place?	Yes / ~~No~~	*09/06/05*	*Satisfactory*
2. Fire Alarm Testing	2.1 Is the alarm tested?	Yes / ~~No~~		
	2.2 Is the test carried out weekly?	Yes / ~~No~~		*Tuesdays at 11.00am*
	2.3 Are alternative call points used?	Yes / ~~No~~		*A record is kept*
	2.4 Can the alarm be heard throughout the premises?	Yes / ~~No~~		
	2.5 Have any faults been identified?	~~Yes~~ / No		*Deficiencies are actioned immediately*
3. Fire Doors	3.1 Are all fire doors identified? By means of the approved signage.	Yes / ~~No~~		
	3.2 Do all fire doors close effectively?	~~Yes~~ / No		*General office door closure requires attention*
	3.3 Are the door seals (intumescent) intact?	~~Yes~~ / No		*General office door, the seal is displaced and requires repair*
4. Emergency Lighting	4.1 Is there emergency lighting within the premises?	Yes / ~~No~~		*Luminescent sticks are provided at identified stations*
	4.2 Is the illumination satisfactory?	Yes / ~~No~~		*Tested under complete darkness conditions*
	4.3 Is emergency lighting tested?	Yes / ~~No~~		
5. Means of Escape	5.1 Are all the means of escape identified by means of a 'running person' pictogram?	Yes / ~~No~~		
	5.2 Are all means of escape clear of obstructions outside?	Yes / ~~No~~		
	5.3 Are all means of escape clear of obstructions inside?	Yes / ~~No~~		
	5.4 Are escape routes free from differences in floor level?	Yes / ~~No~~		*A concrete ramp has recently been installed at the rear escape door*
	5.5 Have all push bars, self-closures or automatic devices been checked?	Yes / ~~No~~		
6. Smoke / Heat Detectors	6.1 Are there smoke / heat detectors fitted?	Yes / ~~No~~		
	6.2 Are these inspected?	Yes / ~~No~~		*Our fire service contractor checks these six monthly*

EXAMPLE

Item	Question	Comment	Date	Remarks
7. Fire Extinguishing Equipment	7.1 Does there appear to be sufficient fire extinguishing equipment available?	~~Yes~~ / No		*The fire risk assessment has questioned the number of extinguishers in the church hall*
	7.2 Is all fire equipment wall mounted?	Yes / ~~No~~		
	7.3 Are wall mounted extinguishers at a height of 1 metre to the top of the extinguisher?	Yes / ~~No~~		
	7.4 Are fire blankets, readily accessible?	Yes / ~~No~~		
	7.5 Are hose reels readily accessible and undamaged?	~~Yes / No~~		*Not applicable*
	7.6 Are hose reels tested for effectiveness?	~~Yes / No~~		*Not applicable*
	7.7 Is all fire fighting equipment regularly serviced?	Yes / ~~No~~		
8. Fire Training	8.1 Have all employees received fire awareness and procedures training?	Yes / ~~No~~		
	8.2 Are sufficient numbers of employees trained in the safe use of the fighting equipment?	Yes / ~~No~~		*Contact fire training service provider for quotation*
9. Fire Procedures	9.1 Is there suitable and sufficient provision of fire / emergency action signage available?	Yes / ~~No~~		
	9.2 Is there an alarm zone display panel in the facility?	Yes / ~~No~~		
	9.3 Is there somebody within your organisation with sufficient knowledge of the operation of the panel?	~~Yes / No~~		*Not applicable*

Date: - *09/06/05* Signature: - *K Wheldon*

EXAMPLE

FIRE PROCEDURES – REVIEW

Form FPR

Item	Question	Comment	Date	Remarks
1. Fire Drill	1.1 Has a six monthly fire drill been carried out? If so when did it take place?	Yes / No		
2. Fire Alarm Testing	2.1 Is the alarm tested?	Yes / No		
	2.2 Is the test carried out weekly?	Yes / No		
	2.3 Are alternative call points used?	Yes / No		
	2.4 Can the alarm be heard throughout the premises?	Yes / No		
	2.5 Have any faults been identified?	Yes / No		
3. Fire Doors	3.1 Are all fire doors identified? By means of the approved signage.	Yes / No		
	3.2 Do all fire doors close effectively?	Yes / No		
	3.3 Are the door seals (intumescent) intact?	Yes / No		
4. Emergency Lighting	4.1 Is there emergency lighting within the premises?	Yes / No		
	4.2 Is the illumination satisfactory?	Yes / No		
	4.3 Is emergency lighting tested?	Yes / No		
5. Means of Escape	5.1 Are all the means of escape identified by means of a 'running person' pictogram?	Yes / No		
	5.2 Are all means of escape clear of obstructions outside?	Yes / No		
	5.3 Are all means of escape clear of obstructions inside?	Yes / No		
	5.4 Are escape routes free from differences in floor level?	Yes / No		
	5.5 Have all push bars, self-closures or automatic devices been checked?	Yes / No		
6. Smoke / Heat Detectors	6.1 Are there smoke heat detectors fitted?	Yes / No		
	6.2 Are these inspected?	Yes / No		

Item	Question	Comment	Date	Remarks
7. Fire Extinguishing Equipment	7.1 Does there appear to be sufficient fire extinguishing equipment available?	Yes / No		
	7.2 Is all fire equipment wall mounted?	Yes / No		
	7.3 Are wall mounted extinguishers at a height of 1 metre to the top of the extinguisher?	Yes / No		
	7.4 Are fire blankets, readily accessible?	Yes / No		
	7.5 Are hose reels readily accessible and undamaged?	Yes / No		
	7.6 Are hose reels tested for effectiveness?	Yes / No		
	7.7 Is all fire fighting equipment regularly serviced?	Yes / No		
8. Fire Training	8.1 Have all employees received fire awareness and procedures training?	Yes / No		
	8.2 Are sufficient numbers of employees trained in the safe use of the fighting equipment?	Yes / No		
9. Fire Procedures	9.1 Is there suitable and sufficient provision of fire / emergency action signage available?	Yes / No		
	9.2 Is there an alarm zone display panel in the facility?	Yes / No		
	9.3 Is there somebody within your organisation with sufficient knowledge of the operation of the panel?	Yes / No		

Date: Signature:

FIRE AND EMERGENCY EVACUATION RECORD

Form FEE

Evacuation details	**Fire Marshal Name(s):** *Andrew Wilson*
Date of the drill: *06/03/05* Time of the drill: *09.30* Evacuation time: *1.75 mins*	Roll call conducted at assembly point Yes / ~~No~~ All accounted for: Employees / Volunteers Yes / ~~No~~ Contractors Yes / ~~No~~ Visitors Yes / ~~No~~
Organiser: *TIM MATTHEWS* Premises or areas involved: *General Offices Building* 1. Was the alarm sounded promptly? Yes / ~~No~~ 2. Could the alarm be heard throughout the premises? Yes / ~~No~~ 3. Did the person chosen at random to sound the alarm understand the routine? Yes / ~~No~~ 4. Did all employees / volunteers understand the routine and act effectively? Yes / ~~No~~ 5. Is there a need for further employee / volunteer training or instruction? Yes / ~~No~~ 6. Was a random activation point chosen? Yes / ~~No~~ 7. Were there any other particular problems in the evacuation? ~~Yes~~ / No 8. Were all employees / volunteers and visitors accounted for? Yes / ~~No~~	State action necessary: *Training required*

Number of Employees / Volunteers involved

Time	Number of Employees / Volunteers
13.50	*7*

Person compiling record: *A NUTCHEN*

Signature: *A Nutchen* Date: *06/03/05*

EXAMPLE

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FIRE AND EMERGENCY EVACUATION RECORD

Form FEE

Evacuation details		**Fire Marshal Name(s):**	
Date of the drill: Time of the drill: Evacuation time:		Roll call conducted at assembly point Yes / No All accounted for: Employees / Volunteers Yes / No Contractors Yes / No Visitors Yes / No	
Organiser: Premises or areas involved:		State action necessary:	
1. Was the alarm sounded promptly?	Yes / No	Number of Employees / Volunteers involved	
2. Could the alarm be heard throughout the premises?	Yes / No	Time	Number of Employees / Volunteers
3. Did the person chosen at random to sound the alarm understand the routine?	Yes / No		
4. Did all employees / volunteers understand the routine and act effectively?	Yes / No		
5. Is there a need for further employee / volunteer training or instruction?	Yes / No		
6. Was a random activation point chosen?	Yes / No		
7. Were there any other particular problems in the evacuation?	Yes / No		
8. Were all employees / volunteers and visitors accounted for?	Yes / No		

Person compiling record:

Signature: Date:

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FIRE APPLIANCE SERVICING RECORD

Form FSA

DATE	TYPES OF APPLIANCES							SIGNATURE OF SERVICE ENGINEER
	HOSE-REEL	WATER	CO_2	FOAM	DRY POWDER	BLANKETS	OTHER (SPECIFY)	
08/11/04	*N/A*	*OK*	*OK*	*N/A*	*OK*	*OK*	*None*	*P. Sellers*
10/11/05	*N/A*	*OK*	*OK*	*N/A*	*Discharged and re-filled*	*OK*	*None*	*M. Andrews*

EXAMPLE

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FIRE APPLIANCE SERVICING RECORD

Form FSA

DATE	TYPES OF APPLIANCES							SIGNATURE OF SERVICE ENGINEER
	HOSE-REEL	WATER	CO_2	FOAM	DRY POWDER	BLANKETS	OTHER (SPECIFY)	

FIRE FIGHTING EQUIPMENT INSPECTION RECORD (MONTHLY)

Form FFE

DATE	EQUIPMENT TYPE - EXTINGUISHERS (E) - BLANKET (B) - HOSE REEL (H)	LOCATION	CONDITION SATISFACTORY / DAMAGED / DISCHARGED	ACTION REQUIRED	DATE COMPLETED
12 Oct 05	*(E) Water Extinguisher*	*Admin Office*	*Satisfactory*	*None*	*N/A*
12 Oct 05	*(B) Blanket*	*Canteen*	*Damaged*	*Replace Blanket*	*18 Oct 05*
12 Oct 05	*(E) CO_2 Type Extinguisher*	*Admin Office*	*Satisfactory*	*None*	*N/A*

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FIRE FIGHTING EQUIPMENT INSPECTION RECORD (MONTHLY)

Form FFE

DATE	EQUIPMENT TYPE - EXTINGUISHERS (E) - BLANKET (B) - HOSE REEL (H)	LOCATION	CONDITION SATISFACTORY / DAMAGED / DISCHARGED	ACTION REQUIRED	DATE COMPLETED

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ACTION IN THE EVENT OF A FIRE
WHAT YOU SHOULD DO:

FIRE SAFETY AWARENESS

IF YOU DISCOVER A FIRE:
Raise the alarm immediately by activating the "Break Glass alarm" or by raising the alarm in the approved manner particular to your site/building.

Only attempt to fight the fire if it is safe to do so and you have been trained in the use of fire EXTINGUISHERS.

ON HEARING THE ALARM:
Leave the building immediately in a safe manner by the NEAREST EXIT. Escape routes are indicated by the green safe passage signs. Designated people to assist disabled persons if applicable.

If you suspect there is a fire on the other side of a door DO NOT open it, as you leave the building, ensure that all the doors on your route are closed.

DO NOT USE THE LIFTS

USE THE ESCAPE STAIRS

WHEN CLEAR OF THE BUILDING PROCEED TO THE ASSEMBLY POINT AND WAIT.

EMPLOYER DUTIES

Carry out a fire risk assessment
Protect people from fire danger
Provide an emergency plan
Ensure emergency arrangements are in place.

EMPLOYEE DUTIES

Keep workplaces clean & tidy
Do not block fire exits
Follow safe working procedures
Know what to do in an emergency

Three elements of fire

HEAT
Static electricity, faulty electrical equipment, chemical reactions, hot ash and embers, heat transfer, conduction, radiation, friction, any naked flame.

FUEL
Timber, textiles, furniture, flammable liquids and gases, paper dusts, floor coverings, solvents, aerosols, etc anything that can burn.

O_2 OXYGEN

OXYGEN
Air flow can be assisted by opened fire doors

ELIMINATING ANY OF THESE ELEMENTS WILL CAUSE THE FIRE TO EXPIRE

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16. FIRST AID

Introduction

Organisations must provide suitable and sufficient provisions for dealing with situations that require first aid. The adequacy of the first aid provision is dependant on the scale of the potential problem in hand. This can range from an 'Appointed Person' to a number of First Aiders with substantial first aid supplies in situations that pose a significant risk.

Legal Requirements

Current legislation requires organisations to provide adequate first aid provision which should include competent persons, as well as suitable and sufficient amounts of first aid equipment, taking into account their undertaking. Your legal duty extends to employees only but you may wish to consider making provision for all users of church premises.

Recognised Control Measures

You should undertake an assessment of the first aid situations that may arise. Factors that should be considered are:

- Proximity, how far from the nearest hospital is your organisation located and how fast can the emergency services arrive at the scene of the incident?
- How many employees / volunteers require cover and are there any others involved (e.g. members of the public)?
- Consider the hazards associated with the business undertaking. Are there any hazards that may pose an increased risk?

When the assessment is completed you should use this as the basis for the provision of your first aid supplies and the number of people you require to be trained either to administer first aid or to take charge of the situation.

When you have established your first aid personnel requirements, whether you require fully trained First Aiders or 'Appointed Persons' you should undertake a training needs assessment. This assessment will assist you to establish any shortfalls in your first aid provision.

A First Aider can be described as a person who has attended a Health and Safety Executive Northern Ireland (HSENI) approved training course and passed the necessary examination. When the certificated examination requirements have been met the qualification lasts for a period of no longer than three years from the day of the examination. To maintain the qualification, the First Aider must attend and qualify for further certification within a three year period.

An 'Appointed Person' can be described as a person who will take charge of a first aid situation when the need arises. It is always advisable to ensure that 'Appointed Persons' are trained to administer first aid and there are one day courses available.

A sufficient number of first aid boxes, clearly marked with a white cross on a green background should be provided, taking into account the initial assessment and the hazards associated with the premises. The location of first aid boxes should be indicated by the approved signage and placed at the appropriate locations throughout the premises.

First aid boxes should be checked regularly to ensure that they and their contents are maintained in good condition. The checking and restocking of the first aid kits should be the responsibility of a competent, reliable person. Care should be taken to discard items safely after their expiry date.

A sufficient number of containers, quantity and type of first aid materials should be provided. There is no mandatory list of items that should be included in a first aid box. However, as a guide, where no special risk arises in the workplace, a minimum stock of first aid items would normally be:

- 1x Guidance Card.
- Inventory.
- 20x individually wrapped sterile adhesive dressings.
- 2x sterile eye pads, with attachment.
- 6x Triangular bandages.
- 6x Safety pins.
- 6x Medium sterile individually wrapped (10cm x 8cm) unmedicated dressings.
- 2x large sterile individually wrapped (13cm x 9cm) unmedicated dressings.
- 3x extra large sterile individually wrapped (28cm x 17.5cm) unmedicated dressings.
- 20x individually wrapped Medi-Wipes.
- 1 pair of non powdered disposable gloves.

This is the recognised minimum quantity that is required. Some organisations require greater quantities. Your first aid assessment will identify the quantity of the contents that you require.

It is recommended that where mains tap water is not readily available for eye irrigation, a suitable and sufficient supply of sterile water or sterile normal saline in sealed, disposable containers should be provided.

If your first aid assessment identifies a need for them, you should supply disposable aprons, other suitable personal protective equipment (i.e. masks and goggles) and blunt-ended scissors. These should be stored near to the first aid materials. Appropriate masks or 'life keys' should be provided for use in mouth-to-mouth resuscitation.

Medication (pills, mixtures, creams, sprays etc.) should not be contained within first aid boxes or kits.

All persons who receive treatment for injuries or ill health at work are required to enter the details in the **Accident Book**.

Remember – Consent form must be consulted when treating children or young people.

17. FOOD SAFETY

Associated Hazards

The hazards associated with working in food preparation areas are:

- Burns from contact with hot surfaces.
- Slips and falls.
- Manual handling activities.
- Contact with rotating parts of equipment.
- Electrical shock.
- Cuts from contact with blades and knives.
- Scalds from contact with hot liquids or steam.
- Work in cold temperatures.
- Work in warm, humid environments.
- Falling materials due to unsafe stacking procedures.
- Transport – trolleys, pallet trucks, fork-lifts and delivery vehicles.
- Refrigerant gases.

Injury or ill health may occur as a result of manual handling activities, using equipment, poor housekeeping or unsafe working practices. The risk of injury may be increased due to unsafe working practices. For example:

- Carrying heavy materials when transport trolleys are provided for use.
- Failing to ensure that spills are cleaned up immediately using suitable absorbent materials.
- Cutting vegetables with a blunt bread knife without using a chopping board.
- Placing sharp objects, such as dirty knives or blades, in a sink where they cannot be seen and may cause injury.
- Permitting an untrained member of staff to use machinery or other equipment.
- Leaving gas appliances on while catering staff are on their break and the kitchen is unattended.

Legal Duties

To ensure compliance with current health and safety legislation, all kitchen equipment should be maintained in a safe condition, all persons should receive training in the use of work equipment, premises and equipment should be kept clean. Safe systems of work should be established to ensure that work activities are, as far as possible, safe and will not adversely affect the health of employees / volunteers and visitors.

Recognised Control Measures

A risk assessment should be undertaken for all food preparation activities undertaken in the premises to ensure that adequate control measures are put in place to protect the health and safety of the employee / volunteer.

Safety depends on the relationship between the building, equipment, the type and extent of catering activities and the competence of persons. The layout of the premises should eliminate risks where possible. For example:

- Locating equipment which generates heat such as ovens, grills and fryers, in a central location and providing ventilation.

Adequate ventilation should be provided in all work premises. This is particularly important in catering premises where steam and fumes should be extracted close to their source. Smells should be removed by circulating fresh air and air should be introduced to replace that which is extracted or consumed by combustion.

Freezers and fridges should also be located in areas where there is adequate ventilation. For larger installations the associated plant should be located in a separate building or area. Maintenance and periodic inspections of the refrigeration system should be carried out by a competent contractor.

Sufficient lighting should be provided to enable employees / volunteers to see hazards and carry out tasks correctly and safely.

All equipment including knives, machinery, electrical equipment, gas appliances and storage containers and cleaning equipment should be regularly inspected to ensure that it is in good condition and safe to use.

Equipment, including personal protective equipment, should be repaired or replaced when it is damaged and all defects should be notified immediately to ensure that the necessary repairs are carried out.

Portable electrical equipment should be inspected periodically by a competent person to ensure that it is safe to use.

Service contracts should be established for freezers, fridges, ovens and larger items of equipment where specialist knowledge is required in order to ensure that they are operating safely and efficiently. Work on gas supplies and appliances should only be carried out by registered Engineers (CORGI).

Equipment should be cleaned after use and returned to a designated safe storage area.

Substances used for washing and cleaning activities should be appropriate for the task to be carried out and for use in food premises. Where possible the least hazardous substance should be selected. In order to avoid introducing additional manual handling risks substances should be supplied in small containers where possible.

Risk assessments should be completed for all hazardous substances used for washing and cleaning activities, with control measures such as the solution of the substances to be used, the method of application and the use of personal protective equipment should be identified and incorporated into the safe system of work as appropriate.

Information, instruction and training covering the correct use, maintenance and storage of equipment and safe systems of work within the premises with any safety precautions required (e.g. warning signs, the use of protective equipment) should be provided for all persons.

Safe systems of work established for all work activities should be brought to the attention of all persons and kept in a safe accessible location for training and reference purposes.

Maintaining Records

The risk assessments for cleaning and disinfection tasks and risk assessments completed for hazardous substances used during the processes should be retained.

The training provided to employees / volunteers concerning the cleaning and disinfection methods etc. should be recorded.

For further advice on food safety please contact the Environmental Health Department at your local council.

Caution: Great care should be taken with regard to those with allergies in the whole area of food preparation, especially those with “nut related allergies”.

Reference: at all times refer to “Big Functions, Big Responsibilities” a guide for those handling food in church settings – issued be the Food Standards Agency (Northern Ireland).

18. HAND TOOLS

Introduction

Hand tools present themselves in many shapes and forms; these can range from a kitchen knife to an electrically powered handheld circular saw. All types of tools pose significant risk of injury in the wrong hands. Employers should not take for granted that employees / volunteers are competent in the use of even basic hand tools to carry out their duties. You must ensure they are properly trained in the safe use of the tools and are aware of the dangers present.

Associated Hazards

There are many hazards associated with the use of hand tools and the improper use of such tools is a major cause of many accidents on a daily basis. The injuries sustained range from cuts and lacerations to sprains and strains.

Legal Duties

Under general health and safety legislation, organisations have a duty to ensure that any hand tools provided for use by employees / volunteers to undertake their normal day-to-day activities are suitably designed for the required task. The general duty also extends to the provision of supervision, information, instruction and training that may be required to use the equipment in a safe manner. Aside from the general duty there is also specific legislation that requires hand tools to meet European safety standards and ensure that adequate maintenance is undertaken.

Recognised Control Measures

Prior to the purchase of any hand tools that are to be used by your employees / volunteers you should ensure that you are fully aware of the tasks that are to be undertaken. This will ensure that the hand tools are suitably selected taking into account any established safety standards.

The main factors that should be considered when selecting hand tools are:

- The suitability of the tool.
- The environment the tool is used in.
- Any recognised standards.
- Any specific hazards involved.
- The level of risk involved.
- Any specific supervision, information, instruction and training that may be required to enable the user to safely use the hand tool.
- The personal protective equipment that may be required.
- The amount of use and abuse the hand tool is likely to get.
- The maintenance requirements.

The above factors should all be considered when undertaking an initial risk assessment of any task which requires the use of the hand tools and poses a significant risk.

Many types of hand tools are available on the market, which are designed specifically for a particular task or number of tasks. Sometimes situations arise that require hand tools to be adapted specifically for a particular task. These situations can present further risks of harm and in some cases extra precautionary measures may be necessary.

The working environment that the tool is to be used in can present specific hazards. For example using hand tools within wet or humid atmospheres could present particular problems that will require further consideration. Hand tools that are used in these environments must be of a specific design, e.g. an electrically powered hand held drill to be used in a wet or damp environment should be of a design that double insulates and encases the electrical risk (use low voltage tools).

Manufacturers' safety standards are set to protect hand tool users from foreseeable risks. When tooling is being purchased you should ensure that the conformity requirements are taken into account. Many purchasers are tempted to purchase the cheaper alternative but there is a risk of this presenting a problem in the future.

The level of supervision, information, instruction and training must match the scale of the risk presented by the use of the hand tool.

Many safe systems of work will establish the use of personal protective equipment (PPE) as part of a control measure. The PPE selected must match the scale of the risk presented by the use of the hand tool and particular attention should be paid to correct fitment, maintenance and storage of the PPE.

Many hand held tools are electrically powered. These hand tools can pose a serious risk of electric shock and fire should they be subjected to misuse or fall into a poor state of repair.

Regular maintenance of hand tools should be undertaken.

Maintaining Records

Any maintenance or checks undertaken on hand tools should be recorded, so that those in charge of the tools are able to track the age of the tool and ensure that the manufacturer's recommendations are met.

HAND TOOL / TOOL BOX MONITORING

Form HTM

Type of Hand Tool	Name of User	Location	Date of Inspection	Defects Found	Action Taken	Inspected By
Bosch Hand Drill Serial No BOS2341	*A Cooper*	*Maintenance Workshop*	*15.04.05*	*Cracked outer casing*	*Removed from service and replacement ordered*	*J O'Brien*
Tool box inspection	*M Jones*	*Assembly Workshop*	*15.04.05*	*Broken handle on hand file*	*Replaced file handle*	*J O'Brien*
Moulinex Hand Mixer Serial No MOU5678	*M Stevens*	*Main kitchen, west block*	*16.04.05*	*Exposed inner insulation, cord pulled*	*Removed from service for repair by competent Electrician*	*K Westwood*

EXAMPLE

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HAND TOOL / TOOL BOX MONITORING

Form HTM

Type of Hand Tool	Name of User	Location	Date of Inspection	Defects Found	Action Taken	Inspected By

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19. HAZARDOUS SUBSTANCES

Introduction

The physical state of hazardous substances can be presented in three forms:

- Solids – these include dusts, powders, granules etc.
- Liquids – these include solvents, acids, heavy oils and light oils.
- Gases – these include those that are heavier than air e.g. Argon, which will flow across the ground like water when released into the atmosphere.

You should also remember that a substance could present itself in two or even three of these forms dependant on its characteristics.

Many different types of hazardous cleaning chemicals are used. They include washing-up liquids, dishwasher detergents and rinse aids, drain cleaning products, oven cleaners, disinfectants, toilet cleaners, bleach, sanitisers and descalers.

This information will be useful if you or your employees / volunteers use any hazardous cleaning chemicals.

Associated Hazards

Hazardous substances associated with the working environment are present in three forms:

- Those supplied by a chemical company and are used in conjunction with work activities.
- Those generated as a result of the process.
- Microbiological agents that people may come into contact with as a result of the organisation's undertaking.

Common health effects that hazardous substances may have on the body have four routes of entry. These are as follows:

- Inhalation - is the most common form of entry into the body of toxic substances in the form of fumes, dust, vapour / mists and gas through the breathing zone (the breathing zone is the area around the mouth and nasal passage). The effect of this is made more serious due to the fact that the soft tissue within the inner lungs allows entry to the bloodstream.
- Absorption - certain hazardous substances and microorganisms are capable of passing through intact skin. The tissue beneath the skin and the bloodstream assist the carriage of the hazardous substance around the body. Factors such as age, gender, colour and race as well as diet can have a significant bearing on this route of entry. A typical condition that results from absorption is dermatitis through contact with the skin.
- Ingestion – probably the least common form of entry. When hazardous substances are carried into the intestine it is possible for them to then be carried around the body but a selective filter keeps many out. This can easily be caused by allowing eating and drinking within contaminated areas.
- Injection - this involves contact with a hazardous substance as a result of piercing the skin, enabling the carriage of the hazardous substance through the body. This is possible through contact with open wounds.

The most likely risks associated with the use of chemicals are those through contact with the skin or eyes, inhalation or ingestion. Some cleaning chemicals are hazardous because they are corrosive and can cause skin and eye burns if splashed onto the body. Some may cause dermatitis (dry, sore, flaky skin) or other skin irritations, as well as asthma and breathing problems.

Likely causes of these problems could be:

- Touching the face, mouth or eyes after handling the chemicals.
- Over spraying of aerosols without adequate ventilation e.g. oven cleaner.
- Adverse chemical reactions when substances are mixed e.g. bleach mixed with acidic toilet cleaners.
- Accidental splashes to the skin and eyes while pouring from one container to another or being carried in open containers.

Legal Duties

The general duty under health and safety legislation requires organisations to ensure that the likelihood of anybody coming into contact with a hazardous substance, as a result of their undertaking, is controlled to prevent ill health.

Specific hazardous substances legislation requires organisations to identify all those substances that are linked to their undertaking and carry out an assessment of the health risks associated with exposure to the substance.

The first course of action with any exposure to hazardous substances is to remove the substance, if possible. When this is not possible then you must reduce the risk of exposure to the lowest possible level e.g. substitute for a less hazardous substance.

Recognised Control Measures

It is important that all employees / volunteers understand the dangers and hazards associated with substances that they may come into contact with at work and are fully aware of the precautions necessary to prevent or reduce any risks to health and safety.

The procedures for dealing with hazardous substances should be as follows:

- All potentially hazardous substances must be identified. These include all those substances classified as **irritant, harmful, biological, toxic, very toxic, corrosive and carcinogenic**.

- The action required will depend on the hazard presented. The hazard may be identified on the container label of the product or within some accompanying material safety data sheet or is a known hazard which is identified within health and safety guidance.

- If the product has been supplied in the form of a substance from a manufacturer (not the supermarket), then an up to date material safety data sheet should be supplied with the product. This will provide information on the hazards posed by the product and the action to be taken when it is being handled. For products purchased from shops, e.g. the local supermarket, sufficient safety information is supplied on the container.

A risk assessment of the associated hazards must now be undertaken by a competent person. This will enable the exposure level to be identified and suitable and sufficient control measures to be implemented. The Hazardous Substances Risk Assessment should include the following:

- Identification of the particular hazards associated with the substance. Substances which are purchased from manufacturers should be identified with the necessary warning labels.
- Establishing who may come into contact with the substance. This will not only include employees / volunteers but others including members of the public that may be affected by exposure. Particular concern should be given to special groups e.g. young persons (under 18 years) and new and expectant mothers.
- An initial investigation of the possibility of completely removing the hazard by means of replacing the hazardous substance with a non-harmful substance or a less harmful substance.

- The control measures that should be implemented when all other avenues of exposure prevention have been exhausted. The implementation of control measures will ensure that exposure to the hazardous substance is removed or reduced to a level that does not cause harm.
- The control measures should take into account the greater number of persons exposed rather than concentrating on any particular individual.
- The assessment must be formally recorded and reviewed to take into account any new information and advances in technical knowledge.

An important part of hazardous substance control is suitable and sufficient information, instruction and training being provided to all those who may be affected by the substances. This information, instruction and training should be integrated into the recognised safe system of work that is established as a result of a comprehensive risk assessment of the substance. Training should be carried out by competent persons. Persons required to undertake the training must have sufficient knowledge of the hazards posed and the control measures required for the substance.

In some cases, this training may require the use of accredited bodies and direct contact with the suppliers / manufacturers. Any training provided should be recorded.

Typical measures to control exposure include the following:

- You should remember that personal protective equipment (PPE) should only be used as a last resort or when secondary protection is required. The typical types of PPE that are available include gloves, eye protection, aprons, foot protection, chemical suits, respiratory protective equipment (RPE).
- Exposure to some substances can pose serious biological or carcinogenic risks. The well known hazardous substance that poses a serious carcinogenic (cancer causing) risk is asbestos. Special arrangements must be put into place to control the risk of exposure requiring the assistance of a specialist.
- When hazardous substances are present and established within your organisation, there are strict requirements under environmental legislation to deal with managing waste routes. Many of these substances require safe disposal by a licensed waste management control company.

Prior to using any recognised hazardous substances you must undertake an assessment of the associated hazards involved. The assessment should be as follows:

- Compile a list of all the hazardous chemicals likely to be used.
- Consider whether there is a need to use each substance.
- For each substance, ask your supplier if this is the safest product available or is there a safer alternative e.g. more dilute or smaller container.
- For all chemicals used, record a description of its use and the hazards present. Information will be found on material safety data sheets or product labels. It will also include first aid measures that need to be available and what to do in the case of a spillage.
- Consider where and how the chemicals are to be used or handled. Minimise handling if possible and avoid carrying open containers.
- Try to keep the chemicals in their original containers. Ensure containers are clearly marked.
- Consider safe storage arrangements. Always follow manufacturers' storage instructions.
- Take into consideration any of your staff who do not have English as a first language.
- Identify any personal protective equipment (PPE) required and provide it with no charge to the user. This could include eye protection, various types of gloves, facemasks and visors and protective aprons and safety footwear. Employees / volunteers must be trained in the correct use of PPE.
- Check first aid arrangements. Provision should be made for the treatment of skin or eye contact and 'Appointed Persons' should be trained in actions to take.

Further Exposure Controls Required

- Follow manufacturers' instructions and provide safe working procedures for your staff.
- Ensure employees / volunteers use personal protective equipment.
- Never allow chemicals to be mixed.
- Train employees / volunteers in the procedure to follow if they have an accident.
- Try to prevent employees / volunteers pouring chemicals from heavy containers.
- If aerosols are used, avoid spraying on hot surfaces as this can produce harmful vapours.
- Ensure chemical containers are clearly marked.
- Use chemicals in well ventilated areas. Sometimes open windows will suffice.
- Ensure spills are cleaned up in an appropriate way immediately.
- Always store chemicals in line with manufacturers' instructions.
- Ensure waste chemicals are disposed of per manufacturers' instructions.
- Consider providing spill kits.

Maintaining Records

Where hazardous substances are in use a full risk assessment should be undertaken and recorded.

A safe system of work should be established for each substance using the information from the findings of the risk assessment and communicated to those employees / volunteers who are likely to come into contact with the substance.

Records of any personal protective equipment issued should be recorded (see section 3).

COSHH INVENTORY SHEET

Form COSHHI

Product Name	Supplier	Date on Data Sheet	Comments Assessment Required YES / NO	Reference Number
Disperse 3521	*Disperse Limited*	*2004*	*Yes (MSDS indicates irritant)*	*COSHH01*

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EXAMPLE

COSHH INVENTORY SHEET

Form COSHHI

Product Name	Supplier	Date on Data Sheet	Comments Assessment Required YES / NO	Reference Number

COSHH INVENTORY SHEET

Form COSHHI

Product Name	Supplier	Date on Data Sheet	Comments Assessment Required YES / NO	Reference Number

COSHH SUBSTANCE INFORMATION SHEET

Form COSHH/SIS

This information sheet links to Risk Assessment Ref No: *COSHH01*	NAME OF PRODUCT / SUBSTANCE: *Disperse 3521 Industrial Carpet Shampoo* MANUFACTURER'S NAME: *Disperse Limited*

USE / EXPOSURE (DETAILS OF THE WAY IT IS USED) :
Mixed with water, spread with shampoo applicator.

Is the hazardous substance generated as a result of the process? ~~YES~~ / NO

Workplace Exposure Limits (WEL): *Not specified.*

DATE OF DATA SHEET: *2004*

LOCATION OF DATA SHEET:
COSHH file in Matron's Office.

HAZARD WARNING SYMBOLS ON CONTAINER LABEL: (circle)

POTENTIAL HARM OR ILL EFFECTS: (state what harm may occur)

Eye: irritation.

Is health surveillance required?

ACTION TO BE TAKEN IN CASE OF EMERGENCY:
FIRST AID ARRANGEMENTS:
Inhalation – move patient to fresh air, seek medical attention.
Ingestion – do not induce vomiting. Ensure patient drinks large quantities of water. Seek medical attention.
Skin – wash with soap and water.
Eyes – irrigate with water for at least 15 minutes, seek medical attention if discomfort arises.
SPILLAGE / RELEASE ACTION:
Absorb large quantities in sand and place into a labelled container for disposal by a licensed waste carrier.

MANAGEMENT
Contact in case of emergency *Home Manager D Misell Ext 32*

WORK METHOD: (including precautions and controls to be implemented)

1. *Wear safety glasses / goggles and protective gloves.*
2. *Mix 500ml of Disperse 3521 with 2 litres of water.*
3. *Fill machinery container with solution to maximum fill mark.*
4. *Apply as per manufacturer's instructions.*
5. *Ensure hazard warning signs are displayed and restrict access.*
6. *Dispose of used solution per manufacturer's instructions.*

Date of Review:	Date of Review:
Name of Assessor:	Name of Assessor:
Position:	Position:

EXAMPLE

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COSHH SUBSTANCE INFORMATION SHEET

Form COSHH/SIS

This information sheet links to Risk Assessment Ref No:	NAME OF PRODUCT / SUBSTANCE: MANUFACTURER'S NAME:
USE / EXPOSURE (DETAILS OF THE WAY IT IS USED) : Is the hazardous substance generated as a result of the process? YES / NO	DATE OF DATA SHEET: LOCATION OF DATA SHEET:
Workplace Exposure Limits (WEL):	HAZARD WARNING SYMBOLS ON CONTAINER LABEL: (circle) 
POTENTIAL HARM OR ILL EFFECTS: (state what harm may occur) **Is health surveillance required?**	**ACTION TO BE TAKEN IN CASE OF EMERGENCY:** FIRST AID ARRANGEMENTS: SPILLAGE / RELEASE ACTION: MANAGEMENT
WORK METHOD: (including precautions and controls to be implemented)	
Date of Review: Name of Assessor: Position:	Date of Review: Name of Assessor: Position:

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RISK ASSESSMENT FORM

Form RA

Assessment No: *COSHH01* Assessment Date: *03/04/05*	Location / Dept: *All rooms* Assessor's Name: *D Misell*	**Further assessments required:** Fire ☐ COSHH ☐ Manual Handling ☐ Display Screen Equipment ☐ Nursing and Expectant Mothers ☐ Young Persons ☐	**Persons involved in or affected by the task:** Employees ☑ Visitors ☑ Contractors ☑ Members of the public ☐ Others ☑	**Special Groups: (Where individual assessments have been completed)** Nursing and Expectant Mothers ☐ Young Persons ☐ Disabled ☐ Service Users ☐
Task / Activity / Area Assessed: *Use of chemical agent Disperse 3521 industrial carpet shampoo.*				

THE POINTS RAISED BELOW ARE NOT MEANT TO BE COMPREHENSIVE AND HAVE BEEN CHOSEN FOR THE PURPOSE OF ILLUSTRATION

Hazards Identified	Worst Case Outcome	Current Control Measures in Place	Likelihood	Score	Rating
Chemical irritant to eyes.	*Lost time injury (5)*	*Safety glasses / goggles issued and worn when decanting chemical and safe work method in place.*	*Remote (1)*	*(5x1) **5***	*Low*
Spillage of neat solution.	*Minor injury (3)*	*Emergency and disposal procedure in place and communicated to relevant employees.*	*Remote (1)*	*(3x1) **3***	*Low*
Possibility of skin irritation.	*Minor injury (3)*	*Protective gloves issued and worn when handling solution.*	*Remote (1)*	*(3x1) **3***	*Low*

Worst Case Outcome **Likelihood given precautions in place**

10	8	5	3	1		10	8	5	2	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury		Certain / imminent	Very likely	Likely	Unlikely	Remote

Risk Rating Table

High 50-100 Medium 20-49 Low 1-19

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RISK ASSESSMENT FORM EXAMPLE **Form RA**

Action required (note any temporary action / control measures required):	Action Review Date	Completed by (Name and signature)
No further actions required.		*D Misell, Home Manager.*
Further actions that may require longer term consideration:	Action Review Date	Completed by (Name and signature)

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Signature:	Date:

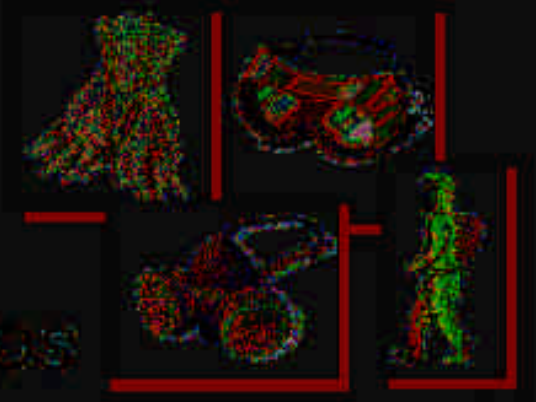
Assessment Review Date (as required):	Assessment Review Date (as required):
New risk assessment required: Yes / No	New risk assessment required: Yes / No
Completed by (Name):	Completed by (Name):

Signature:	Signature:

COSHH

LAW

HANDLING

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20. HAZARD REPORTING

Introduction

Organisations that have a proactive approach to health and safety requirements recognise the benefits of the introduction of a hazard spotting and reporting procedure. This procedure ensures the involvement and interest of all employees / volunteers to assist in maintaining health and safety standards within the workplace activities and environment.

This provides a method of formal communication of all hazards, unsafe conditions and practices. It is extremely important that all senior persons are seen to be responding to reports of hazards / unsafe conditions and carrying out any actions that may be required as a result of the reporting procedure. Failure to act will discourage your employees / volunteers from utilising this system. This may result in hazards going unreported; resulting in accidents and incidents that may have been foreseeable. It is extremely important that if you are to benefit from the system that you encourage the reporting procedure initially.

Implementing the System

Any hazards should be reported using a **Hazard Log**.

The form should be available for use by all employees / volunteers within the organisation and should also be completed where hazards and unsafe conditions may affect the health and safety of other persons who are not employees / volunteers. This may also apply to contractors working on the premises where their work activities are likely to affect employees / volunteers and visitors. This procedure does not entirely replace the verbal communication that may take place and consideration should be given for those employees / volunteers that are unable to write or communicate in the first language.

All employees / volunteers should be encouraged to participate fully so as to ensure the procedure is adhered to and that defects or hazards are reported immediately in the interest of health and safety.

Employees / volunteers who require assistance or prefer to report defects or hazards verbally may do so. In these instances the report should be completed by a colleague or other person who should complete the **Hazard Log** on behalf of the person reporting the hazard.

HAZARD LOG

Form HL

1. If you notice a hazard (something dangerous), the matter should be brought to the attention of the person in charge.
2. Every employee / volunteer has a statutory duty to report to us anything that is dangerous in the workplace.
3. This log is a written record of the report and will be checked regularly by a responsible person.

Please print clearly – including your name in case clarification is required

DATE	LOCATION (Where is the hazard?)	DESCRIPTION (What is the hazard?)	YOUR NAME (Please Print)	NOTED BY MANAGER	ACTION TO BE TAKEN (and by when)
04/02/05	*At main entrance*	*Hole in the carpet*	*A. Jenkins*	*Ian Sullivan*	*Hole to be repaired 05/02/05*

EXAMPLE

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HAZARD LOG

Form HL

1. If you notice a hazard (something dangerous), the matter should be brought to the attention of the person in charge.
2. Every employee / volunteer has a statutory duty to report to us anything that is dangerous in the workplace.
3. This log is a written record of the report and will be checked regularly by a responsible person.

Please print clearly – including your name in case clarification is required

DATE	LOCATION (Where is the hazard?)	DESCRIPTION (What is the hazard?)	YOUR NAME (Please Print)	NOTED BY MANAGER	ACTION TO BE TAKEN (and by when)

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21. LIFTING EQUIPMENT

Introduction

Lifting equipment may be defined as 'work equipment used for lifting or lowering loads' and includes attachments used for anchoring, fixing or supporting.

The term lifting equipment therefore covers a range of equipment including, passenger lifts, rope and pulley systems, scissor lifts, cranes, fork-lift trucks and fork-lift truck attachments.

The task of winching a load at ground level, the three point linkage on a tractor, horizontal conveyor belts and escalators are not considered lifting equipment under current health and safety legislation.

Associated Hazards

The significant hazards posed by lifting equipment in the workplace are crush injuries, amputations and falls from height. Hazards can arise from:

- Incorrect application or use of the lifting equipment.
- Selection of equipment and accessories which are not designed to lift the weight of the load.
- Mechanical failure of equipment or safety device.
- Failure to examine and inspect the equipment on a regular basis.
- Poor maintenance regimes.
- Unauthorised access to the lifting mechanism and / or power supply.
- The overturning of mobile lifting equipment.
- Failing to secure the load prior to lifting.
- Failure to provide safe access routes for maintenance and inspection staff or contractors.
- Work at height during maintenance and servicing.

Legal Duties

Lifting equipment should be suitable for the purpose, regularly maintained and fitted with appropriate labels and warning devices. In addition, employees / volunteers should be trained to use the equipment and those in charge should receive adequate training to enable them to identify unsafe working practices and ensure that safe systems of work are developed and implemented.

Current legislation requires that a competent person (normally the Plant Engineer employed by the insurance company) carries out inspections and examinations of lifting equipment. In the case of lifting equipment for lifting persons the examination should be carried out every six (6) months. Other lifting equipment should be examined every twelve (12) months or in accordance with a 'Written Scheme of Examination' drawn up by your Insurers.

Lifting equipment should also be tested and the safe working load marked on the equipment.

Lifting operations should be planned and carried out under the control and supervision of an appointed person who has received appropriate training.

Recognised Control Measures

Lifting activities, maintenance work on lifting equipment and emergency rescue activities should be assessed and the outcomes, including any necessary control measures or safety precautions, documented. The risks from proximity hazards such as overhead power lines, excavations, warehouse racking etc. should be considered when undertaking the risk assessment. The outcome of the risk assessments should be communicated to employees / volunteers. Risk assessments should be used to help create safe systems of work or method statements for lifting activities.

Organisations should ensure that lifting equipment and accessories are maintained and serviced on a regular basis,

in accordance with the manufacturer's instructions.

The examination of lifting equipment should be arranged to determine if the design, construction and condition of the equipment or accessories are such that it can continue to be used safely. Thorough examinations of lifting equipment are required:

- When the equipment is being put into use for the first time.
- When equipment is being put into use in a new location or configuration.
- Periodically, as defined in the examination scheme, whilst in service.

Lifting equipment and accessories used to lift people should be examined every six months and goods lifts every twelve months, unless the competent person recommends more frequent examinations due to the circumstances or conditions of use. The frequency of examinations is defined in the examination scheme. The written report of the examination provided to the organisation should be reviewed and any repairs or actions identified completed.

Where an examination report identifies a defect involving existing or imminent risk of serious personal injury, a copy of the report is to be sent to the Enforcing Authority by the company who carried out the examination. It is good practice for the employer to send a letter to the Enforcing Authority confirming that the corrective action required to eliminate this risk has been taken.

Inspections and pre-use checks should also be carried out periodically. For further information contact the Peninsula Health and Safety 24 hour Advice Service.

Hired lifting equipment should also be serviced and maintained according to the manufacturer's instructions. Responsibility for ensuring that the equipment has been examined normally remains with the hire company; however this may be agreed between the parties involved when equipment is on long-term lease hire. Although the hire company has a duty to provide a copy of the last thorough examination report, it is the employer's duty to ensure that this report accompanies the equipment to his premises / site. If an operator is hired or contracted along with the lifting equipment the employer should ensure that he is competent to operate the equipment. This can be confirmed by checking the operator's experience and requesting copies of any relevant accredited training certificates.

When employees / volunteers or service contractors require access to any part of the lifting equipment to carry out maintenance, inspection or examination activities, safe means for doing so should be provided. This may mean installing ladders or other permanent access equipment and may require contacting the supplier of the equipment in order to agree modifications to the equipment for access purposes.

Any access to the mechanical propulsion mechanism and plant room should be kept locked and access to power supplies, lift shafts etc. restricted in order to reduce the risk of injury due to access by unauthorised persons.

Where lifting equipment such as mobile working platforms may be used, weather conditions, such as high winds or other dangerous conditions should be detected and the activity ceased as necessary.

Outdoor workers and those who use lifting equipment which is noisy should be provided with appropriate personal protective equipment unless the associated hazards can be controlled by some other method.

In order to ensure that mobile lifting equipment is stable, particular consideration should be given to ground conditions and solid bases, outriggers or other control measures utilised to increase the stability of the equipment.

Lifting equipment should be positioned and lifting activities planned and carried out in a manner which minimises the risk of loads striking a person, drifting, falling freely or being released unintentionally.

Where practicable, loads should not be carried or suspended over areas occupied by people. Where this is not possible a safe system of work should be adopted to minimise the risks to those who may be under the load. Flashing lights and audible signals are recognised control measures to warn those who may be affected to be aware of the overhead danger and move to a safe place.

Where lifting equipment is used to lift people, lift cars should have devices to prevent free fall in the event of

mechanical failure. The car should be enclosed to prevent the person from being injured by something outside it and access doors or gates should be provided.

Emergency procedures should be put in place, where necessary, to rescue trapped users or warn of dangers associated with using lifting equipment. For example, display warning signs prohibiting the use of some passenger lifts in the event of fire, or staff can be trained to rescue those who may become trapped in lifts or whilst working at height.

Maintaining Records

Records of maintenance work and inspection and thorough examination reports should be retained.

Reports of thorough examinations made where the equipment is not being put into use for the first time or is not accompanied by an EC declaration which is less than twelve months old should be kept by an employer until he ceases to use the equipment.

Reports of thorough examinations of lifting accessories made when they are first put into service and are not being put into use for the first time or are not accompanied by an EC declaration which is less than twelve months old should be kept for two years after the date of the examination.

Reports of thorough examinations made after equipment is installed in a new location or reconfigured should be kept by the employer until he stops using the equipment at the place where it was installed or assembled.

Records of thorough examinations required every six months, twelve months or at another frequency specified in the examination scheme should be kept for two years or until the next report is made, whichever is the longest period.

Inspection reports should be kept at least until the next inspection report is made.

22. LONE WORKING

Introduction

Lone workers can be described as those who work alone without close or direct supervision. Lone workers may be transient or site / office-based employees / volunteers depending on the circumstances in which they work. 'On call staff', those working overtime or staff engaged in opening or closing procedures may, at times, become lone workers even though they are not lone workers during most of their work activities, e.g. a caretaker of a church hall who has the duty to open up the premises during the early hours or a volunteer who makes home visits in the evenings.

Lone working is not illegal but some work activities that may involve high risks, e.g. work at height and work with hazardous substances, may require an employer to ensure that staff do not work alone.

Associated Hazards

In addition to the hazards associated with work activities, lone workers are often at greater risk due to their remoteness and / or lack of supervision. At times the nature of the work undertaken by lone workers increases the risk of injury or attack. The main hazards are listed below:

- Injury due to the hazards arising from the work activity.
- Increased risk of violent attack due to the vulnerability of lone workers.
- Inability to summon assistance in the event of sudden illness or an accident.
- Unsafe practices adopted by the lone workers due to the freedom from supervision associated with lone working.
- Injury due to involvement in road traffic accidents for lone workers who are involved in driving activities.
- Manual handling activities.
- Injury due to the layout of the work environment, especially for home-based display screen equipment users.
- Injury due to the poor health of the lone worker that has been overlooked.

The likelihood of injury to lone workers may be increased due to:

- Lack of training or awareness of the risk involved with the work activity and / or lone working.
- Failure to establish regular communication with the lone worker.
- Lack of supervision.
- Failure to identify a potentially violent situation and implement effective control measures which include eliminating lone working.
- Failure to provide adequate emergency procedures and / or first aid arrangements and equipment.

Legal Duties

Health and safety legislation requires that all employees / volunteers are protected, as far as is reasonably practicable, from risks to their health or safety. A safe system of work should be established for all work activities, including lone working situations, to ensure that this obligation is met.

Current legislation requires that risk assessments are undertaken for lone working activities.

Recognised Control Measures

The primary course of action must be to undertake a risk assessment of any potential situation that may involve lone working, prior to the work commencing.

Measures should be put into place to ensure that the risk of violent attack, illness or accident can be noticed within a short period of time so that support and help can be provided.

A safe system of work for lone working should incorporate details of the task to be carried out, precautions to be taken and additional precautions such as protective equipment e.g. mobile phones and personal alarms and communication arrangements etc.

Medical fitness for lone working should be considered before employment and at periodic appraisal interviews.

If lone working cannot be avoided, staff members who are required to work alone should be provided with a means of communication, e.g. mobile phone.

A contact schedule should be implemented to ensure communication is maintained. A nominated person should contact lone workers periodically. This person should know the lone worker's whereabouts and expected end of work time.

Any control measures established should take account of lone working activities carried out outside normal hours. For example, staff that are 'on call' should be monitored when they are working outside normal office hours (nine to five) and the additional measures that are required for lone workers engaged in night working in remote areas etc.

Staff should be consulted prior to the implementation of any monitoring system or contact arrangement. This will raise the awareness of the lone workers and provide information to staff to ensure that they understand why employers are monitoring them. This should also increase the awareness of their personal safety.

Other control measures which may be implemented to help ensure lone worker safety include:

- Personal safety training at the induction stage backed by regular refresher training.
- Utilising the support of the emergency services. Consider consultation with the emergency services when conducting risk assessments and establishing control measures.
- Consulting with other organisations to establish joint visits and remove the lone working aspect of the work.
- Providing an additional driver or assistant to accompany employees / volunteers who would otherwise be lone workers.
- Establishing two-way communication between Managers and lone workers, enabling issues relating to personal safety to be raised, discussed and mutually agreeable solutions adopted.
- Where driving is concerned, membership of motoring organisations for lone workers should be considered.
- Providing aftercare, including counselling, where an incident has occurred.

In the event of an incident or injury involving a lone worker, a thorough investigation should be carried out and the risk assessment and safe system of work reviewed. Additional control measures should be established to minimise the risk of a similar event occurring in the future.

Maintaining Records

A log of contacts made with lone workers should be maintained.

Records should be maintained to show that personal protective equipment has been issued where necessary and that employees / volunteers have received training concerning its use.

At no time is it appropriate to work with a child or young person on a one to one basis.

23. MACHINERY

Introduction

Machinery comes in many forms, from a lawnmower to an electrical generator. All machinery should be treated with respect and the associated hazards carefully assessed prior to the purchase or hire of any machinery.

Associated Hazards

Machinery is a major cause of many accidents and incidents, especially when there is a lack of consideration of the hazards posed. The hazards are as follows:

- Entanglement – this is where parts of the body or clothing are caught or trapped by rotating machinery.
- Shear – this is where two components move towards each other causing a nip or guillotine effect when they come together.
- Cutting – this is caused by contact with sharp edges or abrasive surfaces.
- Impact – this is when moving parts act against the inertia of the body but fail to penetrate.
- Stabbing and puncture – this is caused when rapidly moving parts of a machine come into contact with the body or when materials are ejected from a machine.
- Drawing in – this is when two rotating components snatch whatever comes between them.
- Crushing – this is where a bodily part is trapped in a machine.
- Friction and abrasion – this is where a person receives burns from a surface that is not necessarily rough but moving at high speed.
- Other hazards – there are often other hazards associated with machinery such as noise, chemicals and hot surfaces etc.
- Consideration should be given to young persons and the extra provisions regarding the extra supervision and training required.

These hazards are not always obvious. It is extremely important to view the operator's interface with the machine; this is the only effective way of identifying areas of risk.

Legal Duties

Under general health and safety legislation organisations have a duty to ensure that any machinery they provide for their undertaking does not pose a safety or health risk. The management legislation requires organisations to undertake an assessment of the risks and install the appropriate measures to remove or control the risks. Other equipment and machinery legislation covers the design and supply requirements, as well as the instruction, information, training and maintenance requirements.

Recognised Control Measures

The health and safety implications linked to the provision of any machinery or equipment must be considered prior to its purchase or hire for use. Factors to consider are:

- The suitability of the machinery – the machinery should be designed or properly adapted to suit the task it was purchased for. Consideration should be given to the likelihood of the machine degenerating into an unsafe condition through over capacity, over load or wrong working environment etc.

- Maintenance – consideration should be given to the manufacturer's recommendations for maintenance. The location of the machinery should be designed to allow access to parts of the machinery to enable maintenance tasks to be undertaken in a safe manner.
- Inspections – some machinery will require statutory inspections to be carried out but all machinery should be inspected on a regular basis to identify conditions that pose a health and safety risk. Evidence of inspections may also be required should you wish to sell a piece of machinery.
- Specific risks – consideration should be given to the specific risks that may present themselves when embarking upon the use of specialist machinery e.g. computer controlled machinery and automated systems such as robots.
- Information and instructions – there is a specific requirement for manufacturers to supply all relevant information regarding any specific risks associated with the safe use of a machine. This information and instruction should be relayed to the operator.
- Training – all persons required to use machinery must reach a level of competency which enables them to operate the machinery safely and without risk to health.
- Specification – all machinery to be used within your undertaking must meet European Community requirements.
- Guarding and dangerous parts – there are many recognised methods of protecting operatives and others who may be affected by contact with a particular piece of machinery. Any dangerous parts of a machine must be effectively guarded against inadvertent contact.
- Specific hazards – consideration should be given to any specific hazard such as the ejection of a substance from a machine or it catching fire or over heating.
- High and low temperatures – consideration should be given to situations that pose a risk of burning, scalding or searing.
- Machine controls – these include stop controls, emergency stop controls and the layout and identification of control panels. These must take into account the ease of operation, accessibility and ergonomic considerations.
- Machine start-up and shut-down – machinery should be designed to support any rotational or directional changes without posing a risk to safety. Any inertia that has built up within the machine should be contained within its structure.
- Isolation from energy sources – all machinery should be provided with a means of isolating the energy source in a safe manner e.g. electrical supply.
- Lighting – suitable and sufficient lighting should be provided to enable the safe operation of the machine.
- Markings and warnings – these should be clearly visible, unambiguous and easily perceived and understood.

There is a tremendous amount to consider when you become involved in selecting and using machinery in your undertaking, but you must never become complacent and expect employees / volunteers without instruction, information and training to understand the dangers involved. If you are unsure about machinery safety, suitable guarding and maintenance requirements, then a good place to start for information and training is the manufacturer of the machine.

24. MANUAL HANDLING

Introduction

Tasks that involve manual handling are a significant causation of injuries within all industry sectors, many of them resulting in permanent disability and strains. Therefore it is extremely important for organisations to identify areas where manual tasks are undertaken and take the necessary steps to reduce the risk of injury.

The term manual handling does not only mean people undertaking lifting operations but also covers pushing, pulling and any use of bodily force to move an object. Typical tasks that involve manual handling are loading and unloading of vehicles and the movement of people within a care environment.

Associated Hazards

As a consequence of poor manual handling techniques debilitating injuries such as hernias, prolapsed discs, muscle and ligament strain and rheumatism can occur. These are due to a direct injury but there are a number of secondary injuries that may result such as cuts, bruises, lacerations, burns, fractures etc.

Injuries may occur as a result of twisting and stooping whilst carrying out manual handling activities.

Legal Duties

Under general health and safety legislation organisations must ensure that all avenues have been exhausted to reduce the risk of injury to the lowest level possible. Current management regulations require employers to ensure that suitable and sufficient risk assessments of the tasks are undertaken to identify areas where control measures may be necessary. This requires the investigation of the use of mechanical aids and methods, to either completely remove the necessity for any manual handling or to assist with the handling task.

Recognised Control Measures

The first course of action is to identify areas within your organisation where manual handling operations are undertaken. Once this has been established then you must assess each task separately to enable you to prioritise the major areas of concern. The next course of action is to undertake a risk assessment of the tasks to establish the hazards involved, who is involved and how you intend to control the risk of injury.

In some cases the use of a mechanical aid is not a viable option. When this situation arises then you must ensure that the correct kinetic handling techniques are used. This involves ensuring that the employee / volunteer is provided with the necessary information, instruction and training from a competent person.

Factors that should be considered when looking at a particular task that may arise within your business undertaking are:

- How often is the task likely to arise and is it technically possible to provide a mechanical means of movement?

- The physical size of the load to be moved, whether a single person or a number of persons are capable of gaining sufficient grasp of the object to be moved e.g. a sack of cement weighing 30kg will require a different handling technique to a box of fibre which measures $1.5m^2$ but weighs exactly the same. Sometimes when manually handling objects straps, hooks and other devices that assist the handling of the object will be required.

- The shape of the item that requires moving can sometimes pose a significant problem. The main problem with the physical shape of an object is the point of balance. An area that poses a particular problem in this instance is when liquids are handled and the point of balance shifts as the product within the container is disturbed e.g. transferring a container of oil from one maintenance task to another.

- There is no maximum weight limit that an individual is allowed to lift but there is a guidance table that is

provided for both genders within this guidance.

- It is extremely important that if somebody is expected to undertake a lifting task then individual capability should be taken into account. People have different physical strengths, degrees of fitness, height and body weight. These are all factors that should be taken into account. A significant number of boxed items are now marked with their weight and some are marked with a warning sign that the product contains heavy weight; this should also be taken into account.

- Some items, by their very nature, are problematic to handle due to their lack of rigidity e.g. loads contained within sacks. The floppiness and the load shift within the sack makes it difficult to handle.

- The surface of the item that requires lifting can pose a significant risk of cuts or abrasions. Consideration should be given to the surface of the item that requires handling e.g. handling glass.

- The height at which an item is required to be handled should be considered. The posture of an individual whilst undertaking handling tasks will have a significant bearing on the risk of injury. For example, lifting items from the top of a high cupboard.

- The suitability or stability of the floor surface around where the item is to be transferred should also be taken into consideration. If an item is to be carried for any distance across a slippery, soft or unstable surface then practical footwear, e.g. high grip soled shoes, should be considered to assist the body's stability. Changing floor levels e.g. steps and ramps can also have a significant bearing on the risk of injury.

- When taking into account the individual consideration should be given to the height of the person. When tall people undertake manual handling tasks they tend to have to stoop causing tremendous pressure on the lower spine. Even though it becomes a greater problem for taller people this can also pose a problem for others.

- The temperature and humidity can have a significant bearing on the causation of injury e.g. muscle strain. In a cold environment it is important to ensure that a warm-up routine is undertaken to prevent muscle stiffness. Discomfort is a problem when manual handling tasks are undertaken in warm environments due to perspiration. However, the tendency to use sudden jerking or snatching movements is reduced because the employee / volunteer tend to work at a slower rate to prevent the discomfort of perspiration. It is important to consider that personal protective equipment may pose additional problems e.g. provision of protective clothing gloves in a kitchen environment when handling hot items from the ovens.

- The individual capability of a person is an important factor to consider. Some fairly heavy jobs can be undertaken successfully by small people. The physical shape and size of a person should be taken into account. An individual's lack of body bulk may be compensated with suppleness, dexterity and timing. The age of the individual can also have a significant bearing due to the stiffening that occurs in the human body during the ageing process. The temperament of an individual can cause muscular tension due to mental stresses.

Guideline weights for lifting and lowering

Position	Load close to body		Load away from body	
	Women	Men	Women	Men
Shoulder	7kg	10kg	3kg	5kg
Elbow	13kg	20kg	7kg	10kg
Knuckle	16kg	25kg	10kg	15kg
Knee	13kg	20kg	7kg	10kg
Mid – lower leg	7kg	10kg	3kg	5kg

Please note that the guideline weights are reduced if the handling is done with the arms extended, or at high or low levels or if a person twists to the left / right, as that is where injuries are most likely.

MANUAL HANDLING INFORMATION CHECKLIST

Form MHIC

Task Location: *Community Hall*

Task Undertaken: *Setting up tables and chairs.*

Questions to consider:	Yes / No	Comments
The Task – does it involve:-		
Holding loads away from the trunk?	*Yes*	
Twisting or stooping?	*Yes*	
Reaching upwards?	*Yes*	*Employees / volunteers stretch to reach to of stack of chairs.*
Large vertical movement?	*No*	
Long carrying distances?	*No*	
Strenuous pushing or pulling?	*Yes*	*Tables are too heavy to lift and so are pushed / pulled into position.*
Unpredictable movement of loads?	*No*	
Repetitive handling?	*No*	
Insufficient rest and recovery?	*No*	
A work rate imposed by a process?	*No*	
The Individual's capability - does the job:-		
Require unusual capability?	*No*	
Endanger those with a health problem?	*Yes*	
Endanger those who are pregnant?	*Yes*	
Call for special information / training?	*Yes*	*Employees / volunteers have received no formal manual handling training.*
The Loads – are they:-		
Heavy?	*Yes*	
Bulky / unwieldy?	*Yes*	
Difficult to grasp?	*No*	
Unstable / unpredictable?	*No*	
Intrinsically harmful (e.g. sharp / hot)?	*No*	
The Environment: are there:-		
Constraints on posture?	*No*	
Poor floors?	*No*	
Variations in levels?	*Yes*	*Several ramps and steps to navigate within the hall.*
Hot / cold / humid conditions?	*No*	
Strong air movements?	*No*	
Poor lighting conditions?	*No*	
Other factors:		
Is movement or posture hindered by clothing or personal protective equipment?	*No*	

Comments:
Tables and chairs are constantly set out and put away as the hall is used for many different activities.

Completed by: *J Sheldon*	**Date:** *17/06/05*
Position: *Community Hall Manager*	**Link to RA Form Ref:** *MHA01*

PENINSULA

EXAMPLE

RISK ASSESSMENT FORM

Form RA

Assessment No: *MHA01* Assessment Date: *17/06/05*	Location / Dept: *Community Hall* Assessor's Name: *J Sheldon*	**Further assessments required:** Fire ☐ COSHH ☐ Manual Handling ☐ Display Screen Equipment ☐ Nursing and Expectant Mothers ✓ *(see NEMA02)* Young Persons *(see YPA02)* ✓	**Persons involved in or affected by the task:** Employees ✓ Visitors ☐ Contractors ☐ Members of the public ☐ Others ☐	**Special Groups: (Where individual assessments have been completed)** Nursing and Expectant Mothers ✓ Young Persons ✓ Disabled ☐ Service Users ☐
Task / Activity / Area Assessed: *Setting out tables and chairs for different club meetings.*				

THE POINTS RAISED BELOW ARE NOT MEANT TO BE COMPREHENSIVE AND HAVE BEEN CHOSEN FOR THE PURPOSE OF ILLUSTRATION

Hazards Identified	Worst Case Outcome	Current Control Measures in Place	Likelihood	Score	Rating
Back strain and other minor injuries e.g. cuts, bruises, trapped fingers / toes, due to incorrect lifting technique.	*Severe injury (8)*	*Heavy tables are not lifted, they are pulled and pushed into position, truck used to transfer chair stacks to storage room, employees / volunteers instructed to wear substantial foot wear when carrying out this task e.g. not open toe sandals.*	*Likely (5)*	*(8x5)* ***40***	*Medium*
Several ramps and steps to navigate within the hall create slipping and tripping hazards.	*Severe injury (8)*	*All steps and ramps are highlighted with chevron tape and have a non-slip surface, visual inspections carried out regularly.*	*Unlikely (2)*	*(8x2)* ***16***	*Low*

Worst Case Outcome

10	8	5	3	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury

Likelihood given precautions in place

10	8	5	2	1
Certain / imminent	Very likely	Likely	Unlikely	Remote

Risk Rating Table

High 50-100 | Medium 20-49 | Low 1-19

EXAMPLE

RISK ASSESSMENT FORM

Form RA

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Formal manual handling training to be arranged for all employees / volunteers.	*17/07/05 (one month)*	*J Sheldon Community Hall Manager 17/07/05*
Additional assessments to be carried out in respect of actions that must be taken for new and expectant mothers and young persons.	*24/06/05 (one week)*	*J Sheldon Community Hall Manager 24/06/05*
Maintain visual inspections of ramps and steps.	*Ongoing*	*J Sheldon Community Hall Manager 24/06/05*
Further actions that may require longer term consideration:	Action Review Date	Action Completed (Name and title) / Date
Ensure annual updates of manual handling training.	*Annually*	

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Signature:	Date:

Assessment Review Date (as required):	Assessment Review Date (as required):
New risk assessment required: Yes / No	New risk assessment required: Yes / No
Completed by (Name):	Completed by (Name):
Signature:	Signature:

MANUAL HANDLING INFORMATION CHECKLIST

Form MHIC

Task Location:		
Task Undertaken:		
Questions to consider:	**Yes / No**	**Comments**
The Task – does it involve:- Holding loads away from the trunk? Twisting or stooping? Reaching upwards? Large vertical movement? Long carrying distances? Strenuous pushing or pulling? Unpredictable movement of loads? Repetitive handling? Insufficient rest and recovery? A work rate imposed by a process? **The Individual's capability -** does the job:- Require unusual capability? Endanger those with a health problem? Endanger those who are pregnant? Call for special information / training? **The Loads –** are they:- Heavy? Bulky / unwieldy? Difficult to grasp? Unstable / unpredictable? Intrinsically harmful (e.g. sharp / hot)? **The Environment:** are there:- Constraints on posture? Poor floors? Variations in levels? Hot / cold / humid conditions? Strong air movements? Poor lighting conditions? **Other factors:**		
Is movement or posture hindered by clothing or personal protective equipment?		
Comments:		
Completed by: **Position:**	**Date:** **Link to RA Form Ref:**	

PENINSULA


PENINSULA

25. NEW AND EXPECTANT MOTHERS

Introduction

Pregnancy affects different women in different ways. Some women can cope easily with the pregnancy and others have problems all the way through their term. This is a factor that must be considered when dealing with this situation. You must also remember that pregnancy should not be considered as an illness.

Associated Hazards

Significant workplace hazards which may cause injury or ill-health to the new or expectant mother, the phoetus or the baby include:

- Physical hazards.
- Chemical hazards.
- Biological hazards.
- Radiation.

Working conditions may also affect the health and wellbeing of the new or expectant mother.

Physical hazards which can cause foetal lesions and / or are likely to disrupt placental attachment should be considered.

Postural problems, particularly those which may increase lower back discomfort and stiffness during the second three months of pregnancy should also be considered. During pregnancy a woman's centre of gravity shifts forward which can create back problems and this can be exaggerated by poor posture during work activities. This may also make adopting some positions or sitting for long periods uncomfortable. In addition, continuous standing may cause fatigue and dizziness.

Tasks which involve prolonged standing, frequent heavy lifting and strenuous work postures should be assessed as these activities have been linked to premature birth in some research studies. Heavy lifting, physical exertion and long work hours may also increase the risk of stillbirth, whilst regular exposure to shocks or low frequency vibration can increase the risk of miscarriage.

Hormonal changes in women during pregnancy and after giving birth may affect the ligaments increasing susceptibility to injury. Lifting equipment should be provided and heavy objects should not be lifted by new or expectant mothers. Temporary limitation of lifting and handling capability will follow giving birth by caesarean section.

Biological agents which can affect the unborn child include Hepatitis B, HIV virus, TB, chickenpox and typhoid. Biological agents which can cause abortion of the foetus or physical and neurological damage include Rubella, toxoplasmosis (a disease of mammals and birds transmitted from undercooked meat, contaminated soil or direct contact), Chlamydia in sheep and cytomegalovirus (herpes group of viruses).

Chemical agents which may endanger the health of pregnant women and unborn children include:

- Substances labelled R40, R45, R46, R61, R63, R64.
- Cancer causing substances.
- Mercury and mercury derivatives.
- Chemical agents which may be absorbed through the skin e.g. pesticides.
- Carbon monoxide.
- Lead and lead derivatives capable of being absorbed into the body.
- Antimitotic (cytotoxic) drugs.

Legal Duties

Pregnancy often goes undetected for the first 4-6 weeks, therefore generic risk assessments covering work activities carried out by women of child bearing age should be carried out by the organisation. Health and safety legislation requires risk assessments to be completed for new and expectant mothers.

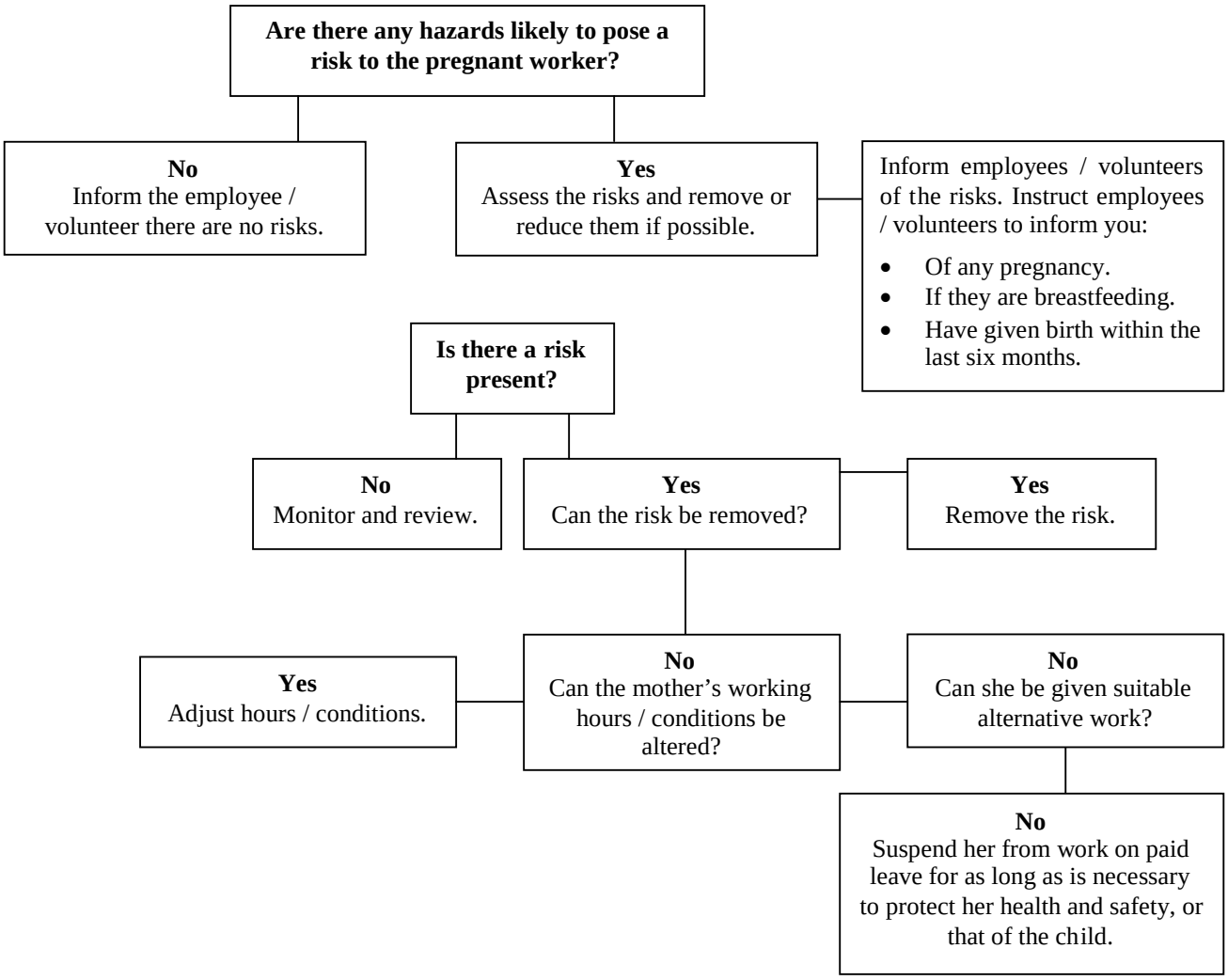
Where a risk to a pregnant employee / volunteer, the foetus or, the mother and child in the case of pregnancy that has come to term, is identified then every action possible should be taken to remove the risk. In the event that the risk cannot be removed then the employees' / volunteers' working conditions or hours should be altered or the employee / volunteer relocated to a job that is free of such risks. In the event that neither course of action is possible then the employee / volunteer should be suspended from work on full pay.

It is the duty and responsibility of the employee / volunteer to notify the organisation that she is pregnant and to provide written medical proof of the pregnancy.

Recognised Control Measures

Once notified of a pregnancy, specific risk assessments relating to the pregnant worker's work tasks should be carried out. These should be discussed with her and any alterations necessary to her work schedule agreed. The risk assessment should be reviewed on a regular basis during the pregnancy.

THE RISK ASSESSMENT PROCESS



New and expectant mothers have different requirements to other workers. When determining the work activities in which a new or expectant mother will be engaged, conditions involving long periods of standing or sitting, or work within confined areas should be carefully considered. Work involving exposure to manual handling, passive smoking and occupational stress, extremes of temperature, shocks, vibration, noise, radiation, biological agents, chemicals and gas can lead to complications for expectant mothers. The new or expectant mother's ability to work at height and the associated risk to the expectant mother and the unborn child should also be considered when required.

Working conditions may be altered in numerous ways. For example by:

- Providing the opportunity to alternate between sitting and standing positions or provide rest breaks.
- Supplying lifting equipment to reduce manual handling.
- Restricting or re-allocating duties so that heavy objects are not lifted by new or expectant mothers.
- Introducing control measures such as physical containment, hygiene practices and vaccination to protect against biological hazards.
- Excluding new and expectant mothers from the workplace or relocating them so that they are not exposed to infectious biological agents or harmful substances.

The following aspects of pregnancy and work related factors should be considered and appropriate control measures implemented:

- Work at height can increase the risk of injury due to falls.
- Balance may pose problems when working on slippery, wet surfaces.
- As size increases, there may be problems of working in tightly fitting workspaces or wearing personal protective equipment. Dexterity, agility and speed of movement may be affected.
- Seating should be comfortable and allow frequent changes of posture and be easily accessed to reduce the risk of varicose veins, thrombosis and embolism.
- Haemorrhoids, fainting and heat stress may be caused by working in hot conditions.
- Tiredness may be increased by working conditions such as compulsory overtime, evening shifts and night work.
- Prolonged standing and hot work environments may result in dizziness and fainting.
- Nausea may be affected by working early shifts and increased sensitivity to workplace odours.
- Prolonged noise exposure may increase blood pressure and tiredness.
- Expectant mothers may be more susceptible to occupational stress as pregnancy related anxiety, hormonal, physiological and psychological changes occur.
- Exposure to passive smoking may affect the unborn child and should be avoided during pregnancy. Facilities must be provided in order to ensure that non-smoking rest areas are provided.
- Working alone may put a pregnant worker at significant risk as they are more likely to require urgent medical attention. Depending on the individual's medical condition, access to communications with others and levels of supervision may need to be reviewed.
- Exposure to work-related violence may increase stress levels and blood pressure and physical injury may cause miscarriage or other complications for the mother during pregnancy and after the birth.
- Breastfeeding mothers should be protected from radioactive dusts or harmful liquids which could be passed on to the child.
- Breastfeeding may be impaired by heat dehydration.

A private room should be provided where women can breastfeed or express milk and secure, clean refrigerators should be provided for the storage of expressed milk. In addition, facilities for washing and sterilising the storage receptacles should be provided.

During pregnancy and when breastfeeding the nutritional requirements of the woman should be considered. Particular needs concerning the frequency, timing and duration of rest, meal and refreshment breaks should be discussed with the individual concerned and reviewed regularly, particularly during pregnancy.

Maintaining Records

Letters from expectant mothers, medical correspondence and any risk assessments and arrangements specific to an individual new or expectant mother should be kept in the employees' / volunteers' file or an alternative secure location in order to ensure compliance with the data protection legislation.

The working conditions and welfare arrangements should be agreed with the individual employee / volunteer and records maintained to show that these have been communicated to the senior person to whom the employee / volunteer reports on a day-to-day basis.

NEW AND EXPECTANT MOTHERS (NEM) INFORMATION CHECKLIST

Form NEM/IC

Employee's / Volunteer's Name: *Mary Entwistle*	
Employee's / Volunteer's Normal Duties: *Administration duties (work with DSE)*	
Medical certificate received?	**Yes / ~~No~~**

Does the task involve:	**Yes / No**	**Comments**
Shocks, vibration or movement?	*No*	
Manual handling of loads?	*No*	
Noise?	*No*	
Extremes of heat or cold?	*No*	
Movement and postures, mental and physical fatigue?	*Yes*	*Standard workstation space is not sufficient for an employee in these circumstances.*
Occupational stress?	*Yes*	
Hazardous substances?	*No*	
Passive smoking?	*No*	
Work with display screen equipment?	*Yes*	
Lone working?	*No*	
Other matter (specify)	*No*	
Biological agents (e.g. Rubella)?	*No*	

Further comments:

Actions to be Taken:

Workspace to be adjusted to provide more space, if possible.

Encourage employee to take further rest breaks as necessary.

Completed by: *J Sheldon*	**Date:** *20/07/05*
Position: *Community Hall Manager*	**Link to RA Form Ref:** *NEMA01*

Other factors to consider may include working at height, violence at work, use of work equipment, exposure to ionising radiation. Deciding the level of risk will inevitably call for judgement.

EXAMPLE

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RISK ASSESSMENT FORM

Form RA

Assessment No: *NEMA01* Assessment Date: *20/07/05*	Location / Dept: *Office* Assessor's Name: *J Sheldon*	**Further assessments required:** Fire ☐ COSHH ☐ Manual Handling ☐ Display Screen Equipment ☑ Nursing and Expectant Mothers ☐ Young Persons ☐	**Persons involved in or affected by the task:** Employees ☑ Visitors ☐ Contractors ☐ Members of the public ☐ Others ☐	**Special Groups: (Where individual assessments have been completed)** Nursing and Expectant Mothers ☐ Young Persons ☐ Disabled ☐ Service Users ☐
Task / Activity / Area Assessed: *NEM performing DSE work.*				

THE POINTS RAISED BELOW ARE NOT MEANT TO BE COMPREHENSIVE AND HAVE BEEN CHOSEN FOR THE PURPOSE OF ILLUSTRATION

Hazards Identified	Worst Case Outcome	Current Control Measures in Place	Likelihood	Score	Rating
Back injuries resulting from poor posture due to lack of workspace.	*Lost time injury (5)*	*Standard controls in place for workstation set-up.*	*Likely (5)*	*(5x5)* ***25***	*Medium*

Worst Case Outcome

10	8	5	3	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury

Likelihood given precautions in place

10	8	5	2	1
Certain / imminent	Very likely	Likely	Unlikely	Remote

Risk Rating Table

High 50-100 | Medium 20-49 | Low 1-19

EXAMPLE

RISK ASSESSMENT FORM

Form RA

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Workspace to be adjusted to provide more space, if possible. *Encourage employee to take further rest breaks as necessary.*	*27/07/05 (one week)* *27/07/05 (one week)*	*J Sheldon Community Hall Manager 27/07/05* *J Sheldon Community Hall Manager 27/07/05*
Further actions that may require longer term consideration:	Action Review Date	Action Completed (Name and title) / Date
Review as pregnancy progresses.	*Monthly*	*J Sheldon Community Hall Manager 20/08/05*

If any issues are outstanding from the 'Action Review' date, detail the reasons:

20/08/05 – no changes required, J Sheldon, Community Hall Manager.

20/09/05 – extra rest periods agreed, as NEM is tiring easily. J Sheldon, Community Hall Manager.

Signature:	Date:

Assessment Review Date (as required):	Assessment Review Date (as required):
New risk assessment required: Yes / No	New risk assessment required: Yes / No
Completed by (Name):	Completed by (Name):
Signature:	Signature:

NEW AND EXPECTANT MOTHERS (NEM) INFORMATION CHECKLIST

Form NEMIC

Employee's / Volunteer's Name:	
Employee's / Volunteer's Normal Duties:	
Medical certificate received?	**Yes / No**

Does the task involve:	**Yes / No**	**Comments**
Shocks, vibration or movement?		
Manual handling of loads?		
Noise?		
Extremes of heat or cold?		
Movement and postures, mental and physical fatigue?		
Occupational stress?		
Hazardous substances?		
Passive smoking?		
Work with display screen equipment?		
Lone working?		
Other matter (specify)		
Biological agents (e.g. Rubella)?		
Further comments:		
Actions to be Taken:		
Completed by:	**Date:**	
Position:	**Link to RA Form Ref:**	

Other factors to consider may include working at height, violence at work, use of work equipment, exposure to ionising radiation. Deciding the level of risk will inevitably call for judgement.

26. NOISE

Introduction

Exposure to noise at work can cause irreversible hearing damage. It is one of the most common health problems but can be difficult to detect as the effects only become apparent with time and there is a natural degeneration due to age. In many workplaces high levels of noise expose employees and others to the risk of work-related hearing loss. But, work-related noise-induced hearing loss is entirely preventable and therefore regulations (summarised in Table 1) apply to all workplaces, including places of entertainment, requiring the person in control to reduce or control exposure to noise to safe levels.

In many cases the action required to reduce exposure is relatively simple and inexpensive. This guidance note gives advice on the legal requirements and the hierarchy of control for dealing with noise exposure in the workplace.

The Noise Hazard

Although gradual hearing loss over a period of time is a natural ageing process, exposure to excessive noise levels damages the inner ear and may cause immediate, temporary or permanent loss of hearing. The way people are affected varies according to their sensitivity; some may lose the ability to hear specific frequencies, and some will suffer a general loss of hearing, while others may develop a constant ringing in their ears, 'tinnitus.' Noise can also create stress and be a safety hazard, interfering with communication and making warnings harder to hear.

Legal Duties

The Control of Noise at Work Regulations 2005 came into force in April 2006. Replacing the prescriptive limits set in earlier regulations, they require employers to prevent or reduce risks to health from exposure to work-related noise. In particular, where the noise is likely to exceed specific levels, employers have to

- assess the risks to their employees and volunteers from noise at work;
- take action to eliminate or reduce the noise that produces those risks;
- provide hearing protection if they cannot reduce the noise to a safe level;
- make sure the legal limits on noise exposure are not exceeded;
- provide employees and volunteers with information, instruction and training; and
- carry out health surveillance where there is a risk of hearing loss.

The employer does not have to consider members of the public who are exposed to high noise levels after making an informed choice to visit a noisy venue, typically a place of entertainment.

The regulations do not impose a duty towards low noise levels which may be a nuisance but which will cause no damage to hearing. Other legislation may in some situations require control of nuisance noise.

What are the levels and limits that require action?

The Regulations require action at specific noise values that relate to

- the level of exposure to noise of your employees / volunteers averaged over a working day or week; and
- the maximum noise (peak sound pressure) to which employees / volunteers are exposed in a working day.

The values are:

- **Lower Exposure Action Values**: daily or weekly exposure of **80 decibels dB(A) or higher**, and / or a peak sound pressure of 135 dB(C);
- **Upper Exposure Action Values**: daily or weekly exposure of **85 decibels dB(A) or higher**, and / or a peak sound pressure of 137 dB(C).

The actions you need to take are described in the rest of this guidance note.

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

- **Exposure Limit Values**: daily or weekly exposure of **87 decibels dB(A) or higher**, peak sound pressure of **140 dB(C)**.

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

Table 1: Noise at Work Regulations 2005 – Brief Summary of Requirements

Action Value	Action Required
Lower Exposure Action Values: • Above 80 dB(A) but less than 85 dB(A) daily or weekly noise exposure • A peak sound pressure of 135 dB(C)	• Risk assessment must be carried out • Elimination or control of exposure to noise (with reference to the Management Regulations) • Suitable and sufficient information, instruction and training for employees • Personal hearing protection available on request • All equipment provided to be fully maintained and repaired
Upper Exposure Action Values: • 85 dB(A) or higher daily or weekly noise exposure • A peak sound pressure of 137 dB(C)	• Risk assessment must be carried out • Elimination or control of exposure to noise (with reference to the Management Regulations) • Suitable and sufficient information, instruction and training for employees • Health surveillance • Compulsory provision of personal hearing protection • Demarcation of hearing protection zones • All equipment provided to be fully maintained and repaired
Exposure Limit Values: • 87 dB(A) or higher daily or weekly noise exposure • A peak sound pressure of 140 dB(C)	If exceeded, the employer must take action to: • Immediately reduce the exposure to below that level • Identify the reason for the level being exceeded • Modify organisation and technical measures to prevent the level being exceeded again

Noise Risk Assessment

Firstly, decide if you have a noise problem - this would be indicated if

- you have to shout to be clearly heard by someone two metres away;
- you or your volunteers or employees' ears are ringing after leaving the workplace;
- people use equipment which causes loud explosive noises such as cartridge-operated tools or guns; or
- radios are in the area and the volume is excessive - this is usually due to the fact that it is being used to mask a high background noise level.

Workplaces such as engineering workshops, sawmills, bottling plants, night clubs, public houses who have live entertainment, theatres, textile mills, or anywhere that uses noisy machinery and equipment, such as on construction sites or in forestry, are examples of environments in which excessive noise is likely to occur.

If the answer to the question 'Do you have a noise problem?' is 'yes', an assessment of the risks is required; the aim of the risk assessment being to identify what needs to be done to ensure the health and safety of employees (and others) who will be exposed to the noise.

Your Noise Risk Assessment needs to be representative of the workforce's exposure to noise taking account of peaks and troughs over the working week. It should

- identify where there may be a risk from noise and who is likely to be affected;
- contain a reliable estimate of your volunteers and employees' exposures, and compare the exposure with the exposure action values and limit values;
- identify what you need to do to comply with the law, e.g. whether the noise can be controlled to a 'safe' level or the specification of any necessary hearing protection; and
- identify volunteers and employees who need to be provided with health surveillance and whether any are at particular risk.

The estimate of noise levels must be based on reliable information, e.g., information from similar workplaces, or data from suppliers of machinery. Where reliable information of this nature is not available you would have to buy in a noise survey from a competent person.

The outcome of the risk assessment should be recorded and an action plan developed. This plan should set out any action identified as required to comply with the law. It should also record any action taken, actions planned and a timetable with responsibilities allocated for the work.

From time to time the risk assessment should be reviewed to make sure no additional noise sources are present and that exposure levels have not increased. The review should also be used as an opportunity to check that employees remain aware of the risk of hearing damage and any requirements on them to maintain noise control measures or use hearing protection. You may find that new starters are not fully aware of your procedures.

You need to make sure that your risk assessment has been drawn up by someone who is competent to carry out the task and it is based on sound information, advice and exposure data. In many cases members of the workforce will be competent to do this but in others, where the issues and actions are less clear, you will need help from a specialist.

Exposure above the Action Values

Whenever exposure to noise is at or above the **Lower Exposure Action Value** but below the **Upper Exposure Action Value** employers need to

- identify workers at risk;
- determine the daily personal noise exposure of the workers;
- identify noise control measures that could be implemented;
- implement control measures identified as necessary;
- provide hearing protection if requested by employees (it is however recommended that suitable hearing protection be provided as a matter of course);
- inform and train employees and volunteers about the risk and the action you have taken; and
- make sure that any hearing protection provided is suitable and that it is used.

When employees or volunteers are exposed to noise at or above the **Upper Exposure Action Value** employers are required to reduce exposure to noise by using engineering control measures. Hearing protection must be provided until the engineering control measures are implemented and reduce exposure to a 'safe' level.

Employers must ensure that they

- clearly identify zones where exposure to noise is at or above the **Upper Exposure Action Value**;
- provide hearing protection as a stop gap measure until noise levels can be reduced;
- inform and adequately train any members of the workforce who could enter the noise zones;
- identify ways of reducing noise exposure by engineering controls or organisational means;
- establish priorities for action - consider where changes could be made to produce immediate benefits and what your future strategy should be;
- arrange for health surveillance of employees;
- appoint someone as responsible for ensuring that the action plan is adopted;
- ensure that hearing protection is fit for use and used by the workforce; and
- provide hearing protection for visitors.

In the exceptional case that the noise level peaks at **140 decibels dB(C)** or more, immediate action is required to reduce exposure, to identify the reason for the level being exceeded and then to modify organisational and /or technical measures to prevent the level being exceeded again.

The same action is required in respect of other noise when the measures taken to control it at source and / or through the provision of hearing protection where the noise level at the ear (taking account of the hearing protection) is greater than **87 dB(A)**.

Controlling Exposure

There are many techniques for controlling exposure to noise. Before doing anything drastic, you should consider the following:

- Can the work be done in a quieter way?
- Can you replace whatever is causing the noise with something less noisy?
- Try to introduce a low-noise purchasing policy for machinery and equipment.
- Can the workplace be altered to reduce the amount of exposure to the noise source?
- Can noisy processes be screened from or located away from the main working area (without transferring the problem elsewhere)?

Control measures to consider for reducing noise levels include:

- Avoid metal on metal impacts causing panels to vibrate against each other, e.g. line metal chutes with abrasion resistant rubber or use plastic chutes;
- Add suitable damping to machine panels to reduce vibration;
- Fit silencers to air exhausts and blowing nozzles;
- Ensure regular maintenance of machinery and equipment;
- Check that bearings on machinery are not worn and, therefore, noisy;
- Erect suitably-designed enclosures around machines;
- Use suitably-designed barriers and screens to block the direct path of sound;
- Position noise sources further away from employees and others;
- Use absorptive materials within the building to reduce reflected sound;
- Segregate noisy machinery and processes from quieter areas; and
- Limit the time spent by employees and others in noisy areas.

In entertainment venues the control measures to consider will also include:

- carefully positioning and mounting speakers units, fixed or portable and particularly bass speakers, so that they do not direct sound at the serving areas or where employees work (this will need liaison and co-operation with visiting entertainers / PA companies);
- designing venues so that serving areas are not directly in front of the stage area or speakers;
- segregation of serving areas from the main performing arena by means of partitioning;
- the use of properly set electronic compressors / limiters on fixed amplification systems; and
- giving clear instruction to visiting entertainers, bands, dance groups, DJ's etc. in regard to the position, placement and volume levels of sound emitting equipment during rehearsals, sound checks and performances
- making sure that no employees or volunteers have to work in direct line with any speaker equipment
- in some situations, locking amplifier and mixer controls at a maximum acceptable level.

Hearing Protection

The main types of personal hearing protection are:

- Earmuffs (ear defenders), which completely cover the ear;
- Earplugs, which are inserted in the ear canal;
- Semi-inserts which cover the entrance to the ear canal.

Hearing protectors attenuate the noise received at the ear; they are designed to attenuate noise at different frequencies and give different levels of attenuation. They must therefore be chosen carefully to ensure that they are suitable for the particular application; for example hearing protection designed to protect against high frequency noise will not protect against low frequency noise. The chosen hearing protection must reduce the employees' noise exposure to below the lower exposure action value. The hearing protection must also be compatible with any other personal protective equipment that is required in the workplace.

It is important that employees are trained in how to fit and use hearing protection, to store it properly and keep it in good working order. Suppliers of hearing protection will help you make the best choice for your needs and will often help with your training needs.

Health Surveillance

The regulations require that employers provide health surveillance (hearing checks) for all employees who are likely to be regularly exposed above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage.

The purpose of health surveillance is to

- warn when employees or volunteers might be suffering from early signs of hearing damage;
- provide an opportunity to do something to prevent the damage getting worse; and
- check that control measures are working.

Health surveillance usually entails

- Regular hearing checks in controlled conditions and keeping records;
- Informing employees and volunteers about the results of their hearing checks; and
- Encouraging employees and volunteers to seek further advice from a suitably qualified Doctor where hearing damage is suspected.

Information, Instruction and Training

The regulations require the provision of information, instruction and training for employees who are exposed to noise above any of the action levels. This should include:

- the likely noise exposures and any risk to hearing;
- information about hearing protection, this includes the correct fitting of personal protective equipment;
- how to report defects of hearing protection and noise control equipment;
- how to obtain replacement hearing protection;
- arrangements for noise surveillance; and
- the volunteer's and employees' duties to comply with the employer's arrangements.

Other Issues

If, as a result of a noise survey, you designate part of your workplace as an area where hearing protection must be worn, you may also need to consider how employees and others will hear the fire alarm or other indications of emergencies while they are wearing their ear protection. You may need to consider additional visual aids such as flashing lights.

27. OCCUPATIONAL HEALTH

Introduction

The organisation has a legal and moral duty to ensure the health and wellbeing of anyone who may be affected by the possibility of ill health arising from work activities. Occupational health covers many areas namely:

- **Chemical hazards**. These may occur when an employee / volunteer is exposed to chemical agents that may arrive in many forms e.g. dusts, liquids and gases.
- **Biological hazards**. These may occur when employees / volunteers are exposed to bacteria, viruses, animals and plants (ground keeping) as well as food stuffs.
- **Physical hazards**. These may occur when employees / volunteers are exposed to excessive noise, vibration, extreme heat and cold, musculoskeletal injuries.
- **Stress**. This may occur when employees / volunteers are exposed to excessive workloads and tasks which affect their emotions.

Legal Duty

There are several pieces of current health and safety legislation that cover the area of occupational health. These include the duty to ensure the health, safety and welfare of employees / volunteers, the management regulations and the hazardous substances legislation, to name a few. There is also a legislative requirement to conduct health surveillance where certain situations arise e.g. noise, exposure to certain substances.

Recognised Control Measures

Hazards that have the potential to harm anyone should be identified in risk assessments. These assessments should identify any occupational health issues that require controlling.

If risk assessments deem it necessary, monitoring procedures for the health of employees / volunteers who are, or may be, exposed to health risks whilst carrying out work activities should be introduced.

Dependant on the associated occupational health risk, employees / volunteers may require a referral for occupational health screening. This may be due to the fact that they have come into contact with something that is likely to cause long term harm and may affect their ability to safely continue with their normal duties.

Occupational health screening can be described as a planned, medical assessment of a persons' general health, which is usually undertaken by an Occupational Health Practitioner who has specialised knowledge in the field of concern.

Controls should be introduced to ensure that employees / volunteers who suffer from any of the following medical conditions inform management so that, in case of need, the appropriate action can be taken:

- Bronchitis.
- Heart complaints.
- Epilepsy.
- Allergy to any substance e.g. penicillin.
- Asthma.
- High / low blood pressure.
- Giddiness / fainting.
- Diabetes.

This is not an exhaustive list. Any condition that affects ability to work, or which would affect the safety of others must be reported to the management.

28. OFFICE EQUIPMENT

Associated Hazards

There are a number of potential hazards associated with the use of office equipment. Typical office equipment includes:

- PC workstations.
- Fax machines.
- Photocopiers.
- Printers.
- Shredders.
- Franking machines.
- Laminators.
- Filing cabinets / storage.
- Stapling machines.
- Multi plug adaptors.

In general terms the hazards associated with the use of this equipment are entrapment, burns, electric shock, slips, trips, falls and exposure to hazardous substances. It is when people with a little knowledge take it upon themselves to repair, maintain and move equipment of this nature that the conditions leading to an incident arise. For example, if somebody takes it upon themselves to unblock a paper jam within the mechanism of a photocopier or printer, without sufficient training or knowledge of the equipment, then there is an increased risk of entrapment or electric shock as a result. Another example is if a PC had been moved and the cable on a PC workstation is not correctly routed away from the walkways within an office, then there is an increased risk of trips and falls.

There are other hazards involved with the use of office equipment that include the long term ill health effects that may be caused as a result of poor workstation layout e.g. repetitive strain injury (RSI) or work related upper limb disorders (WRULD).

Legal Duties

Under general health and safety legislation, assessments should be carried out to ensure that equipment is suitable and sufficient for the task for which it is purchased or hired to undertake. This equipment should be maintained within the manufacturer's recommendations and meet the electrical compliance requirements. Equipment purchased or hired should meet the requirements of the European Community Directives (CE).

Recognised Control Measures

Prior to the use of any equipment within the office, suitable and sufficient risk assessments relating to the use and maintenance of the equipment, should be undertaken. Consideration should be given to the location of the equipment so that it can be isolated from the main electrical supply in the event of an emergency or when maintenance work is to be carried out.

Training should be provided for those who may be involved in the use of the equipment. This training should include information and instruction regarding the safe system of work to be implemented as a result of the findings of the risk assessment and information provided by the manufacturers. In some cases this will include training by the manufacturers and accredited bodies.

The siting and layout of work equipment within the office is extremely important. Consideration should be given to the ease of isolating the equipment from the power source (electrical), as well as safe access requirements for maintenance purposes.

Consideration should also be given to the hazards posed when toner cartridges in printers and photocopiers are replaced. The chemicals present within these cartridges can pose significant health risks.

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OFFICE SAFETY

MANAGING HEALTH AND SAFETY EFFECTIVELY IN YOUR WORKPLACE

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There are several safety hazards to be encountered in the office, but with a little vigilance and by remembering to follow these guidelines, you should be able to work safely in the office without incurring injury or ill health.

ERGONOMIC SAFETY

MANUAL HANDLING

When handling a load:

•Ask for help if you need it

•Lift with feet apart, your back straight and knees bent

•Hold load close to the body with a firm grip

WORKSTATION POSTURE

When operating display screen equipment:

•Pay attention to posture – put both feet flat on floor, have forearms horizontal to desk, ensure spine is straight etc.

•Take regular breaks

•Ensure your seat is correctly adjusted

SAFETY AROUND THE WORKPLACE

•Ensure all equipment is switched off at the end of the day / after use

•Do not allow wires to trail across walkways

•Ensure hazardous wires are taped down

•Close drawers after use

•Do not leave obstructions in walkways

•Clean spillages up immediately and put up signage to warn of slippery surfaces

•Make yourself aware of who is responsible for health and safety in the office and how to report a hazard

FIRE AND FIRST AID

FIRE

•Always familiarise yourself with fire exit signage, escape routes and assembly points as well as the location of fire extinguisher points

•Do not allow fire exits to become obstructed

FIRST AID

•Familiarise yourself with First Aid Points and the location of First Aiders / 'Appointed Persons'

•Leave premises swiftly and quietly upon hearing the fire alarm

•Make yourself aware of who is responsible for fire safety in your office


PENINSULA

29. PERMITS TO WORK

Introduction

A permit to work can be described as a formal, written system used to control certain types of work where there is a greater than normal risk of injury, ill health or fatality. The permit is a written document used to specify the procedural arrangements that are to be taken to control the potential risk. Many maintenance activities utilise these documents and control measures to ensure extra precautionary measures are taken. The permit forms part of a safe system of work and when used in the correct manner the work can only be started after the safety procedures have been identified. The formalisation of the written procedure provides a clear record of the foreseeable hazards that should be considered. They are also used as a method of communication between parties i.e. those authorising the work, those doing the work.

Associated Hazards

Typical foreseeable hazards that present a risk to warrant the use of a permit to work system are:

- Electric shock – where there is an increased likelihood of contact with electric currents lock off procedures should be installed and a permit activated.
- Fire risks – where there is an increased risk of fire when hot work is likely to be carried out such as welding or flame cutting.
- Asphyxiation – where Maintenance Engineers or other persons are required to enter confined spaces and there is an increased likelihood of fumes and toxic gases.
- Falls from height – where roof working etc. is to be carried out and there is an increased risk of fatality due to falls.
- Chemical exposure – where Maintenance Engineers enter areas that would normally contain chemicals and other substances.
- Inadvertent machinery start-up – this can pose a serious hazard and can be either mechanical and / or stored energy such as pressurised systems.
- Exposure to asbestos – asbestos is a known carcinogenic (cancer causing) substance, that may cause a serious health risk.

Legal Duties

Under general health and safety legislation organisations must safeguard the health and safety of their employees / volunteers and those that may be affected by their undertaking. The fact that these high risk hazards present themselves as a foreseeable risk has also prompted some specific legislative requirements, such as those regarding electrical work, working at height and confined spaces. Permits to work have a legal status and can be used to confirm that you have provided a safe system of work. Those performing work under a permit to work system must adhere to the requirements, activities and practices established within the permit.

Recognised Control Measures

When initially undertaking the task risk assessment, high risk hazards will generally present themselves as obvious areas of concern. This will initiate the need to set up a safe system of work that integrates the use of a permit to work system.

The general principle of a permit to work system is to ensure that effective communication takes place between all those who may be involved in an operation. The permit to work should also take into account any site conditions and requirements. Separate permit forms should be used for different tasks, for example, confined spaces, electrical isolation and working at height. This is to ensure that suitable and sufficient emphasis can be given to particular hazards and the necessary precautions.

A typical permit to work should contain the following information:

- The title of the permit.
- Any particular reference numbering system that may be in place.
- The location of the task to be undertaken.
- Any identification numbers pertaining to plant and equipment.
- A description of the work to be carried out which will include any restrictions or limitations.
- Identification of the hazards present and the necessary emergency procedures.
- Identification of the precautions necessary e.g. information relating to atmospheric testing and / or any decontamination or cleaning that has taken place to prepare for the work.
- Identification of any protective equipment necessary.
- Authorisation procedures.
- Signatures confirming that isolations have taken place, these should be dated and timed. It is also important to note the duration of the permit.
- Signatures accepting confirmation and an understanding of the work to be done, the hazards involved and the precautions required.
- Extensions, for example, to cover shift patterns or work that overruns into another day. This will also cover any new permit duration requirements.
- Hand back arrangements to certify the work has been completed.
- Cancellation to enable certification that tests have been carried out and the equipment has been recommissioned.
- Regular supervision is required to ensure that workers are carrying out their duties in accordance with the permit to work requirements.

30. PERSONAL PROTECTIVE EQUIPMENT

Introduction

Personal protective equipment (PPE) can be described as equipment which is designed to directly protect persons against physical and chemical agents. It is intended to be worn or held by a person at work.

PPE broadly falls into the following categories:

- Hearing protective equipment (ear defenders).
- Eye and face protective equipment (goggles).
- Respiratory protective equipment (RPE).
- Protective clothing (hard hats, overalls, chemical protection suits, aprons and high visibility clothing).
- Protection for the skin (gloves).
- Protection against the cold (gloves to retain heat to assist circulation when using vibration transmitting tools).
- Protection for legs and feet (safety footwear).

Personal protective equipment has serious limitations due to the fact that it does nothing to control the hazard at source. Should the equipment fail and not be noticed by the person wearing the equipment, then the risk increases dramatically.

Associated Hazards

PPE should be provided, as a last resort, to protect the individual from various workplace hazards such as head injuries from falling parts, particles ejected by moving machinery and hearing damage as a result of excessive noise levels etc.

PPE can be a very important control measure for maintenance personnel. They may be required to work within systems where other controls are not functioning.

However, providing PPE may cause hazards in certain situations. For example:

- Wearing protective clothing and gloves may affect dexterity and restrict movement during manual handling tasks.
- Untrained employees / volunteers may select inappropriate PPE for the task or use the equipment incorrectly resulting in inadvertent exposure to the hazard.
- Ear plugs inserted with dirty or contaminated hands may cause infection or other medical problems.
- PPE may restrict the wearer to some extent by limiting mobility or visibility or by requiring additional weight to be carried.

Legal Duties

To ensure compliance with current health and safety legislation, PPE should only be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. Alternative controls and any PPE that is required should be identified in the risk assessment completed for the task being undertaken.

For good hygiene reasons, PPE should be issued to each individual employee / volunteer for their exclusive use. This would apply to gloves, ear plugs etc.

When PPE is established as an effective means of controlling the risk of injury or ill health, as a result of a comprehensive risk assessment, legislation states that it should be available free of charge for use at work.

You are also required to provide appropriate storage facilities for PPE and to ensure that it is maintained and then replaced where necessary. It is also important that you provide appropriate information, instruction, training and supervision to ensure that PPE is used effectively.

All reasonable steps should be taken by the organisation to ensure that PPE is properly used, maintained and stored in the proper manner.

Recognised Control Measures

To ensure the correct type of PPE is chosen, the associated hazards in the workplace need to be carefully considered. A risk assessment should be carried out for each work task and suitable and sufficient PPE identified. This should be in addition to other control measures, where it can provide additional protection from the hazard to the individual.

All PPE supplied should have been CE marked in accordance with the requirements of the European Directive. The CE mark signifies that the PPE satisfies the criteria of the safety requirements and in the majority of cases will have been tested by the appropriate accredited bodies such as BSI.

It is the duty of all self-employed persons to ensure that they provide themselves with adequate PPE.

The following factors should be considered when assessing the suitability of PPE:

- Is it appropriate for the risks involved and the conditions where exposure to the risk may occur? For example, eye protection designed to protect against pesticides may not offer adequate face protection for someone using an angle grinder to cut steel or stone.
- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Does it take account of the ergonomic requirements of the person wearing it?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of those who will be wearing it been taken into account?
- What are the needs of the job and the demands it places on the wearer? (Think of the length of time the PPE needs to be worn, the physical effort required to do the job and the requirements of visibility and communication).
- If more than one item of PPE is being worn, are they compatible? For example, if head protection and hearing protection are required then an integral piece of protective equipment could be used.
- Comfort is a major factor to consider when providing personal protective equipment. Consideration should be given to the length of time that the equipment is required to afford protection.

All users need to be made aware of why the PPE is required, when it is to be used, repaired or replaced, its limitations and any storage arrangements. Due to the fact that PPE is the last resort, after other control measures have been exhausted, it is important that users wear the equipment at all times when they are exposed to the hazard.

Information concerning the use of PPE should be provided in the form of signage. Erecting signage in the workplace, indicating the type of PPE necessary in the environment or for a particular task, will assist in reinforcing the mandatory requirements.

Line Managers are responsible for ensuring that PPE is worn correctly at all times when wearers may be at risk. The effectiveness of supervision and the level of enforcement of usage can be monitored by spot checks.

Equipment needs to be well looked after and be properly stored in suitable accommodation when not in use, e.g. a dry, clean cupboard, a wall-mounted hook, or for smaller items, a box or case. You must remember that keeping items secured is important for personal hygiene reasons.

Items should be kept clean and maintained in good repair. The manufacturers' maintenance schedules should be followed (including replacement periods and shelf lives – this is particularly important in the case of some respirator filters and masks).

Some items of PPE have shelf life spans. When storing replacement filters etc. consideration must be given to these requirements. Individual or identification marking of PPE may be required to ensure proper tracking of maintenance and records need to be kept.

Wearers should be made responsible for basic maintenance activities such as a regular visual inspection and cleaning of PPE, more complicated repairs should only be undertaken by specialist personnel. With complex equipment, a high standard of training will be required and it may be appropriate to establish maintenance contracts with the manufacturer, suppliers or specialist maintenance firms.

Maintaining Records

Records should be maintained to provide evidence that PPE has been issued and that employees / volunteers have received training concerning the correct use, fitting, maintenance and storage.

All maintenance of PPE, e.g. filter changes or testing of safety harnesses, should be recorded to provide a complete record regarding its suitability for use.

PPE ISSUE

Form PPI

NAME OF PERSON RESPONSIBLE FOR ISSUE OF PPE ITEMS: *F Saunders*

Employee's / volunteer's name (receiver of PPE)	Description of PPE issued	Date of issue	Training received in use and maintenance (dates)	PPE and training received by (employee's / volunteer's signature)
Elspeth Brookes	*Safety spectacles*	*18/01/05*	*18/01/05*	*E Brookes*
Warren Hampson	*Protective gloves*	*17/05/05*	*17/05/05*	*W Hampson*

EXAMPLE

PENINSULA

PPE ISSUE

Form PPI

NAME OF PERSON RESPONSIBLE FOR ISSUE OF PPE ITEMS:

Employee's / volunteer's name (receiver of PPE)	Description of PPE issued	Date of issue	Training received in use and maintenance (dates)	PPE and training received by (employee's / volunteer's signature)

31. PEST CONTROL

Introduction

Pests are usually regarded as small animals such as rodents, insects and pigeons. However, domestic pets such as cats and dogs, birds and wild animals such as hedgehogs, bats and foxes etc may, in certain circumstances, also be classified as pests.

Pests can be defined as organisms which, in a particular environment or set of circumstances are destructive, noxious or troublesome to humans.

Associated Hazards

Pests can pose a significant risk to the health and safety of employees and others within the workplace.

Pests may cause ill health or injury by:

- Bites and scratches caused by direct contact.
- Stings
- Causing slips and falls on contaminated floors and surfaces.
- By causing bacterial or viral infection (microbiological hazard).

Birds may also pose a risk to the safety of employees by roosting on fire escapes.

Safety hazards such as floods, electrical fire and short-circuits and mechanical failure may also be caused by pests, particularly rodents, gnawing through electricity cables, pipes, hoses and pipelines.

An infection may be acquired by bite / scratch wounds, handling infected animals, direct contact with blood, tissues, organs or urine which is infected or through contact with a contaminated environment.

Rodents are often a source of Leptospira, the bacteria which causes Leptospirosis or Weil's disease and dogs, hedgehogs, foxes, pigs and cattle may carry the bacteria in their kidneys and excrete it in their urine.

Rodents may also carry salmonella in their droppings and may harbour parasites such as fleas. Rats may cause ill-health by transmitting diseases such as typhoid, cholera, tuberculosis, cryptosporidiosis, toxoplasmosis, listeriosis, tularaemia, rotavirus and Hanter virus.

Flies may cause ill-health by spreading salmonella and / or dysentery etc.

Birds often carry salmonella and campylobacter bacteria and may spread disease as a result.

Legal Duties

Health and safety legislation requires that all employees, volunteers and visitors are protected, so far as is reasonably practicable, from any risk to their health or safety.

Controlling the hazards associated with pests and ensuring that the risks and control measures are understood by and communicated to staff and volunteers, is also required by legislation.

Recognised Control Measures

Any measures taken to control pests in the workplace should be acceptable to the local Enforcing Authority and care should be taken to ensure compliance with legislation governing the use of listed chemical substances and the protection of endangered species. Specialist advice should always be obtained from a competent person.

Please note that some "pests" such as bats are protected by wildlife protection legislation. You must seek advice before taking any action.

To minimise the risk of infection and injury due to the presence of pests, risk assessments should be undertaken and the outcomes communicated to employees.

Controlling pests may involve:

- Preventing access to an area by physical means.
- Adopting practices which do not encourage pests to enter the area.
- Implementing measures to eradicate pests.
- Establishing good hygiene practices which minimise the risk of infection if contact should occur.
- Communicating the hazards and associated control measures to employees.

Preventing pests from accessing areas using physical barriers helps reduce the associated risks. Secure fencing should be used to keep pets and larger animals from entering the site.

The use of fly screens, fitting self-closing door mechanisms and the closing of doors and windows will also help keep pests out of the building. Indirect ventilation systems should be provided to make it possible to keep windows and doors closed as much as possible. It may be appropriate to fit metal plates to the bottom of doors in order to stop rodents gnawing through the surface in order to gain access to a building.

Pest proofing buildings may also include:

- Fitting fine mesh grills to openings.
- Fitting bird repellent strips to reduce the availability of perching points for birds.

Pest control should also involve the adoption of practices which controls waste materials and thus removes potential sources of food. Waste should be stored securely in appropriate receptacles. Paper waste and boxes should not be permitted to accumulate as these provide ideal nesting materials for rodents and other pests.

Pests should not be fed as this encourages them to return to the premises on a regular basis.

The regular cleaning of equipment and furniture which may be contaminated by pests, e.g. garden furniture, should also be established to minimise the risk of infection from contact with contaminated surfaces.

Measures may need to be taken to eradicate pests. This may involve the use of pesticides and other chemical agents. These substances should be used by a trained and competent person and should be stored in accordance with Local Authority regulations.

Specialist pest contractors should be engaged to monitor the presence of pests in the vicinity and to provide advice should an infestation occur.

In addition to chemical controls, specialist contractors may be able to recommend, install and manage physical trapping devices.

Aerosol fly sprays, electric fly traps and fly papers may be appropriate control methods in some circumstances, however these should only be used where the risk assessment indicates that these measures are appropriate and will not pose a greater risk to the health or safety of employees or others in the area.

Frequent and effective hand washing and the covering of open wounds should be implemented in areas where pests are present or are likely to have been present and may have contaminated surfaces.

Personal protective equipment such as disposable gloves may be required for certain work activities where contact with pests, excretions and / or contaminated environment is likely. The need for protective equipment should be identified in the risk assessment.

Employees and volunteers should receive information, instruction and training concerning the hazards associated with pests, the existing physical and procedural control measures, infection control procedures, hand washing protocols and the procedure to be followed if pest infestation is suspected or evident from observations made.

In situations that pose a higher risk of ill health affects such as Tuberculosis, Hepatitis A and B, where employees and volunteers are required to deal with pest issues, consideration should be given to an immunisation programme to ensure the risk of infection is reduced to a minimum.

32. PREMISES

Introduction

Churches are organisations which look after the interests of a considerable number of people and whilst this is mainly in relation to their pastoral needs, there are inevitably other responsibilities, including health and safety.

Churches own or utilise properties including church buildings, church halls and churchyards. There is a potential for accidents especially in older buildings which may be more difficult to maintain and therefore more difficult to make safe.

Any premises that house an undertaking should be suitably constructed and sufficiently maintained to ensure that situations do not arise which may threaten the health and safety of employees / volunteers and anybody else that may enter the working environment. Areas that should be controlled include:

- Ventilation and temperature controls.
- Lighting.
- Cleanliness.
- Work space.
- Windows and doors.
- Sanitary conveniences and washing facilities.
- Supply of drinking water.
- Changing facilities.
- Rest areas.
- Traffic routes.

General tidiness and cleanliness of the premises is a key factor in the promotion of health and safety and can contribute greatly to reducing risks, accidents and ill health.

Associated Hazards

Premises construction and maintenance can pose significant health and safety hazards.

- Poor ventilation and temperature control within an area can pose long-term health problems which include breathing difficulties and stress.
- Inadequate lighting can cause headaches and discomfort, especially in areas where the accurate measurement of items is critical.
- Allowing the premises to deteriorate to an unclean condition can pose an ill health risk from microbiological agents. Failure to clear waste in an efficient manner will eventually increase the risk of slips, trips and falls.
- The general structure of the premises, especially the condition of windows and doors, can pose unsafe conditions that may result in entrapment and falls.
- Sufficient provision of washing and sanitary facilities must be provided. Failure to provide a sufficient amount of sanitary conveniences may result in employee / volunteer discomfort.
- Facilities should be in place to enable employees / volunteers to have a clean and hygienic supply of drinking water. Failure to provide this will result in stress and discomfort.
- Where employees / volunteers are required to change out of their every day clothing, changing facilities should be provided to enable them sufficient privacy and storage of their personal belongings.
- Corridors, staircases, roads and building access and exit areas must all be kept in a suitable condition so they do not present risk to employees / volunteers and others.

Legal Duties

Under general health and safety legislation organisations must ensure that facilities are provided and maintained to an acceptable standard. More specific requirements are identified within the workplace health, safety and welfare legislation. These concern areas such as those mentioned above.

Recognised Control Measures

When establishing premises for your undertaking you need to consider the level of controls which should be installed to enable you to meet the workplace health and safety requirements. These will include the following:

- When looking at the lighting requirements in the premises you should consider the tasks that are being undertaken e.g. if persons are required to read small numbers on components in a dark area of the facility, then you will need to provide additional localised lighting in the area.
- The facility should be suitably and sufficiently decorated to enable an effective cleaning regime to be implemented. The importance of this is heightened in facilities where food is prepared or stored.
- When setting up workstations ergonomic considerations have to be taken into account. This will enable employees / volunteers to undertake their tasks without obstruction. In situations where employees / volunteers are required to work for long periods, the general rule is to allow $11m^3$ of space per employee / volunteer.
- The general structure of the premises should be of sound condition. Particular attention should be given to windows and doors in the premises that may pose an obstruction or vision problem. Consideration should be given to the positioning of windows so as not to pose a fall from height risk when they are opened. Windows are also required to be manufactured from toughened glass in situations where there is a heightened risk of breakage.
- The number of likely users of sanitary conveniences will determine the number of water closets and wash basins necessary for both genders that must be available within close proximity of the employees / volunteers. However, it is likely that the Church has already taken the needs of the congregation in to consideration.
- Due to the fact that it is a natural human requirement to drink adequate supplies of water, a supply of wholesome drinking water must be available at close proximity to the workforce.
- Walkways, staircases and traffic routes must be of suitable construction and designed to cope with the load to which they are likely to be exposed. Particular consideration should be given to pedestrian safety where vehicles are concerned. Segregation measures with clearly identified walkways are a means of providing this requirement. Particular areas of concern are staircases, gantries and corridors. These should be subject to a suitable housekeeping regime that reduces the likelihood of slip, trip and fall hazards in these areas.

Hot Surfaces

Burns may be caused by contact with hot surfaces. The risk to employees / volunteers may increase when dealing with aggressive or restricted mobility visitors. Employees / volunteers may also suffer injury when dealing with an emergency situation involving a visitor which results in unintended contact with a hot surface.

Heated surfaces of radiators and accessible pipes of panel type convectors should not exceed 43°C when the system is operating at maximum output. The risks of burns from hot surfaces should also be reduced by lowering flow temperatures or guarding the heated surface.

Reference should be made to the general safety of children, young people and the elderly with cross referencing to DDA (Disability Discrimination Act 1995) and child protection legislation. Note guidance re viewing panels in doors, door handles and locks, infant sanitary units, signage, low heat radiators etc.

Car Parks

Traffic routes should be clearly identified. Separate pedestrian routes should be available where possible, ideally with physical barriers between pedestrians and vehicles.

An "exclusion zone" should be demarcated around fire exits to stop cars being parked in such a way to block exits. This exclusion zone should be actively enforced.

To prevent slips, trips and falls in car parks and outside areas adequate lighting should be provided, a regular inspection of outdoor surfaces should be undertaken and employees / volunteers instructed to report any flooring that is in an unsafe condition.

Erect barriers around unsafe areas to ensure the safety of all persons and ensure that pot holes and uneven ground are filled in as soon as possible.

During the winter months plan ahead by checking the weather forecast. Arrange for car parks / outdoor areas to be gritted when it is icy.

Churchyards

It is necessary that churchyards are well maintained and paths, steps and drives have no potholes or unevenness. All these areas must be well drained and kept clear of algae and moss.

Instances of churches being liable because of an injury caused by a slippery flagstone or fallen gravestones are all too common.

Gates, boundary walls and trees should be regularly inspected by a competent person and any necessary remedial work carried out to reduce any danger from falling bricks or branches. Tree roots should not be allowed to invade and damage paths.

Open graves must be covered and shored up to make sure they are safe.

Gravestones, tombs and vaults can deteriorate over a period of time. They can become unsafe from a number of causes including frost and water. An appointed person should carry out an annual inspection and physical test of the stones to discern whether the mortar is still binding and mountings are still firm. Records of all inspections and testing should be maintained.

Gravestones are ultimately the responsibility of the relatives, but where they cannot be traced then it then becomes the responsibility of the church.

33. PURCHASING

Introduction

Many situations associated with undertakings require standards to be met to ensure that articles and services purchased for use do not pose a health and safety and risk within the workplace. Typical situations that require standards to be adhered to are:

- Personal protective clothing e.g. high visibility coats and safety shoes.
- Personal protective equipment e.g. respiratory protective equipment and hearing protection.
- Equipment and machinery guarding e.g. impact resistant design to contain projectiles.
- Electrical safety standards e.g. double insulated tooling.
- Lifting equipment e.g. meets the statutory testing requirements and is marked with the safe working load.

Legal Duty

Current legislation requires organisations to purchase Personal Protective Equipment (PPE) that is CE marked and conforms to European Community standards.

Machinery purchased for work within the workplace must comply with current legislative requirements and electrical equipment must conform to current standards. This is to name a few and consideration must be given to the legal requirement when purchasing any items for use in the workplace.

Recognised Control Measures

You should have purchasing procedural arrangements so that you can trace items purchased to ensure that they meet the necessary standards. You should only buy articles or services which will meet the health and safety standards set by official bodies, including the European Community (EC) and British Standards (BS).

You should not purchase pieces of machinery or equipment unless they conform to all the requirements and statutory specifications. The supplier will be able to supply you with a certificate of conformity from the manufacturer.

When any equipment or article is purchased, you must seek adequate health and safety information e.g. those who supply information are bound by legislative requirements to provide you with information and instruction on the safe use of the equipment.

Any hazardous substance purchased from a supplier should include the material safety data sheet (MSDS) specifying the ingredients etc. of the substance, in order to assist in the production of a relevant risk assessment. Substances bought in small amounts may have the information on the packaging.

When purchasing any article or substance, you should try to acquire items that present the least risk in terms of health and safety and environmental protection.

When purchasing items for use within your undertaking, consideration should be given to environmental impacts and the safe disposal of any waste or by-product, which may be associated with the use of the product within your organisation, e.g. empty pesticide containers.

34. RISK ASSESSMENT

Introduction

Risk assessments are designed to encourage a proactive approach to health and safety within your organisation. By applying a step by step, logical approach to the risks associated with your Church undertaking, you will be able to identify the high risk areas within your organisation. You will also meet your legal duty and benefit from the findings of the assessment therefore enabling you to prioritise the actions required to combat the associated hazards.

Legal Duty

Current health and safety management regulations impose a statutory duty upon organisations to undertake risk assessments. These may include:

- General Risk Assessment (e.g. working at height; slips, trips and falls; car parks etc.).
- Fire Risk Assessment.
- Hazardous Substances Risk Assessments.
- Display Screen Equipment Risk Assessment.
- Manual Handling Risk Assessment.
- New and Expectant Mothers Risk Assessment.
- Young Persons Risk Assessment.
- Noise Risk Assessment.

You should recognise the various aspects of health and safety legislation and make suitable and sufficient assessments of the degree of risk associated with an employee's / volunteer's undertaking of tasks at the workplace.

Organisation

Prior to undertaking a risk assessment programme within your organisation you should ensure that you are able to trace the risk assessment to the tasks being undertaken. In some cases, you may only require a single assessment to cover a particular task that you undertake in many areas.

You should carry out a written assessment of the hazards and present your findings to your employees/volunteers, visitors and contractors. Where five or more persons are employed in the same organisation, the risk assessment and actions taken or required to control the risk, must be in writing.

You should identify a competent person, i.e. a person having the necessary training and relevant practical experience, to undertake assessments and ensure that assessments are sufficient, appropriate and properly reflect the situation under review.

All relevant information and the specific control measures should be brought to the attention of all concerned. If you require any assistance with the risk assessment process then please contact the Peninsula Health and Safety 24 hour Advice Service.

Wherever possible you should carry out the risk assessment before the job is started or a piece of equipment or machinery becomes operational or if a person who is particularly vulnerable is employed e.g. young person, new or expectant mothers. You should reassess your findings at least annually or if the situation changes.

Reviews should be undertaken at agreed intervals and all employees / volunteers should be informed of the results of any assessments affecting them and anyone who may be affected by their actions. In situations where hazardous substances are used, additional information should be displayed in the area where individuals are working. All the required control measures identified within each of the assessments are for the protection of employees / volunteers and others whilst on the premises.

Supplied below is an example of the sort of tasks within an organisation that pose a significant risk and would require a suitable and sufficient risk assessment (see below). This is by no means an exhaustive list; it is just designed to enable you to get a better understanding of the sort of tasks that require risk assessments.

Description of Process/Activity/Source	Area	Last Assessed
General Daily Business Activities		
Fire (from any source)		
Use of Electric Drills		
Slips / Trips / Falls		
Stairs and Steps		
Use of Ladders		
Noise		
Manual Handling (general)		
Continuous Use of VDU Equipment		
Legionellosis (from hot and cold water systems)		
Poisoning from Pest Control Substances		
Pregnant and Nursing Mothers		
Young Persons At Work		
General Workshops Activities		
Lifting / Carrying of Equipment		
Use of Lubricants, Solvents, Adhesives etc.		
Use of Cleaning Materials and Substances		
Use of Pressure Wash Equipment		
Kitchen Areas (Food Preparation and Storage)		
Fire (especially from hot fat / oil)		
Burns / Scalds / Sears		
Slips / Trips / Falls (especially from spillages)		
Injury from Sharp Utensils		
Electrical Shock		
Food Poisoning (from storage / cross-contamination)		
Window Cleaning (By Employees / Volunteers)		
Falls from Height Whilst Using Ladders		
Falling Objects		
Manual Handling of Ladders		
Slips / trips / falls on the ground		

RISK ASSESSMENT FORM

Form RA

Assessment No: *RA01* Assessment Date: *10/01/04*	Location / Dept: *All rooms* Assessor's Name: *J Sheldon*	**Further assessments required:** Fire ☐ COSHH *(see COSHH01)* ✓ Manual Handling *(see MHA02)* ✓ Display Screen Equipment ☐ Nursing and Expectant Mothers ☐ Young Persons ☐	**Persons involved in or affected by the task:** Employees ✓ Visitors ✓ Contractors ☐ Members of the public ☐ Others ☐	**Special Groups: (Where individual assessments have been completed)** Nursing and Expectant Mothers ☐ Young Persons ☐ Disabled ☐ Service Users ☐
Task / Activity / Area Assessed: *Cleaning carpets within the community hall.*				

THE POINTS RAISED BELOW ARE NOT MEANT TO BE COMPREHENSIVE AND HAVE BEEN CHOSEN FOR THE PURPOSE OF ILLUSTRATION

Hazards Identified	Worst Case Outcome	Current Control Measures in Place	Likelihood	Score	Rating
Back strain due to incorrect lifting of carpet cleaning machine / furniture.	*Severe injury (8)*	*Maintenance man has attended manual handling training. See manual handling assessment MHA02.*	*Unlikely (2)*	*(2x8)* ***16***	*Low*
Use of cleaning agents.	*Minor injury (3)*	*Protective gloves are provided. Chemicals supplied in small, easy to manage containers with pouring spouts to reduce spillage. Low level hazard chemical used. See COSHH risk assessment ref COSHH01.*	*Unlikely (2)*	*(3x2)* ***6***	*Low*
Trailing cables present tripping risks.	*Severe injury (8)*	*Hazard warning signs displayed, cables routed to reduce possibility of tripping.*	*Unlikely (2)*	*(8x2)* ***16***	*Low*
Electrical shock from portable equipment.	*Fatality (10)*	*Residual Current Device used at all times, maintenance man trained in use of machine, visual check carried out before each use and recorded.*	*Remote (1)*	*(10x1)* ***10***	*Low*
Contact with biological hazards e.g. faeces, urine.	*Lost time injury (5)*	*Maintenance man provided with PPE (latex gloves) and aware of associated hazards.*	*Unlikely (2)*	*(5x2)* ***10***	*Low*

Worst Case Outcome

10	8	5	3	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury

Likelihood given precautions in place

10	8	5	2	1
Certain / imminent	Very likely	Likely	Unlikely	Remote

Risk Rating Table

High 50-100 | Medium 20-49 | Low 1-19

PENINSULA

RISK ASSESSMENT FORM

Form EXAMPLE **RA**

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Enforce use of protective gloves. *Ensure hazard warning signs are legible and used.*	*10/02/04(one month)* *17/01/04 (one week)*	*J Sheldon Community Hall Manager 10/02/05* *J Sheldon Community Hall Manager 19/01/05*
Further actions that may require longer term consideration:	Action Review Date	Action Completed (Name and title) / Date
Manual handling training to be updated as necessary. *Ensure machine is put on list to be included for annual portable appliance testing.*	*10/01/05 (one year)* *10/07/04 (six months)*	*J Sheldon Community Hall Manager*

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Portable appliance test to be carried out on carpet cleaner 15/08/04. J Sheldon Community Hall Manager.

Signature:	Date:

Assessment Review Date (as required): *10/01/05*	Assessment Review Date (as required):
New risk assessment required: ~~Yes~~ / No	New risk assessment required: Yes / No
Completed by (Name): *James Sheldon*	Completed by (Name):
Signature: *J Sheldon*	Signature:

PENINSULA

EXAMPLE

RISK ASSESSMENT FORM

Form RA

Assessment No: Assessment Date:	Location / Dept: Assessor's Name:	**Further assessments required:** Fire ☐ COSHH (see COSHH01) ☐ Manual Handling (see MHA02) ☐ Display Screen Equipment ☐ Nursing and Expectant Mothers ☐ Young Persons ☐	**Persons involved in or affected by the task:** Employees ☐ Visitors ☐ Contractors ☐ Members of the public ☐ Others ☐	**Special Groups: (Where individual assessments have been completed)** Nursing and Expectant Mothers ☐ Young Persons ☐ Disabled ☐ Service Users ☐
Task / Activity / Area Assessed:				

Hazards Identified	Worst Case Outcome	Current Control Measures in Place	Likelihood	Score	Rating

Worst Case Outcome

10	8	5	3	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury

Likelihood given precautions in place

10	8	5	2	1
Certain / imminent	Very likely	Likely	Unlikely	Remote

Risk Rating Table

High 50-100 Medium 20-49 Low 1-19

PENINSULA

RISK ASSESSMENT FORM

Form RA

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Further actions that may require longer term consideration:	**Action Review Date**	**Action Completed (Name and title) / Date**

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Signature:	Date:

Assessment Review Date (as required):	Assessment Review Date (as required):
New risk assessment required: Yes / No	New risk assessment required: Yes / No
Completed by (Name):	Completed by (Name):
Signature:	Signature:

PENINSULA

35. SLIPS, TRIPS AND FALLS

Introduction

Slips, trips and falls account for the vast majority of reportable incidents to the Health and Safety Authorities. There are many areas within the workplace where there is a potential for these hazards. For example, a damaged carpet on a staircase poses a trip and fall hazard, an unmarked wet floor during cleaning operations poses a slip hazard and documents poorly stacked on the top of a cupboard poses the risk of injury by falling onto a person below.

Associated Hazards

The causes of slips, trips and falls seem to be obvious, but accidents are often caused by complex factors. Slips may occur when the shoe contact with a floor surface does not have an effective grip. The most common cause of this situation is when liquids are spilt on the floor. However, the same effect may be caused by dryness or dust contamination or by the presence of solid material between the shoe and the floor surface (e.g. wood dust or grains of dried rice). A very common cause of slippage is accumulations on the floor surface of wax or varnish compounds used in furniture finishing, resulting in the likelihood of a slip increasing dramatically. Other common causes are:

- Hazardous storage of tools and equipment during maintenance operations.
- Spills and splashes of liquids.
- Ingress of rain under doors, carried in by pedestrians or from roof leaks.
- The use of unsuitable floor cleaning methods with the effect of increasing the likelihood of slips occurring.
- Inadequate drying of floor surfaces with no warning to persons in the vicinity e.g. signage.
- Changes in floor levels.
- Inadequate maintenance of floors and pavements.

Factors that increase the possibility of slips, trips and fall incidents are:

- Lack of action to manage and reduce the risks. This may include housekeeping, floor cleaning regimes, specification about what footwear is used etc.
- Insufficient information, training and instruction to employees / volunteers.
- Horseplay, running and rushing.

Legal Duties

Legislation requires that organisations provide safe access to and egress from the workplace and to maintain all places of work in a safe condition and safeguard the health and safety of visitors, contractors and any member of the general public who could be affected by the activities.

This will include the need to manage floor spaces and walkways (this includes staircases, balconies and gantries) so that slips, trips and falls do not occur.

Recognised Control Measures

You should identify key areas where there may be an increased risk and ensure that control measures are made to reduce the risk of injury. Careful selection of materials for floors, equipment / systems for cleaning and prevention of liquid spills are imperative.

Nominated staff should be given responsibility for ensuring that conditions do not arise which may lead to slips, trips and falls. This will involve cleaning up spillages immediately, using warning signs for wet floor areas, maintaining good levels of lighting, ensuring stairways are kept clear and good housekeeping is maintained so that walkways are clear of items that may pose a trip hazard.

Senior personnel should ensure that cleaning regimes are carried out and a planned schedule is followed to maintain good, general housekeeping standards. Any liquid leaks that may result as part of a process or poor maintenance of equipment should be kept to a minimum. Prompt spillage action is a must in these situations. Records of cleaning and maintenance should be kept.

Information, instruction and training will be required dependant on the work and type of workplace involved and must be provided, as necessary to employees / volunteers. Training and / or supervision of contractors and members of the public may be required.

Accidents in relation to slips, trips and falls should be closely monitored to encourage preventative strategies. Assessments should be continually reviewed especially following incidents (and at least annually) to ensure that necessary changes are implemented.

All floor cleaning systems should be designed to minimise slips, trips and falls and provide a surface that is safe for use.

Floors should be regularly checked for defects that may cause slips, trips and falls (holes, cracks, loose finishes, loose rugs / mats, liquid leaks). Do not use cardboard to soak up liquids – it usually becomes another trip hazard. Liquid spillage cleaning systems should be implemented with spill containment materials kept on site to deal with such events especially if they are foreseeable (e.g. in kitchens and around machines that are difficult to maintain).

Equipment should be properly maintained to prevent liquid leakage or spillage, with strict maintenance regimes implemented.

All persons should be instructed to remove articles that may be trip hazards; to clean up liquid spillages immediately and not to allow cables to cross floors without suitable protection (e.g. rubber cable covers).

Employees / volunteers should wear the correct type of footwear which should be of a slip-resistant type as necessary. The assessment of the need for employees / volunteers to use personal protective equipment may require the issue of special footwear.

36. SMOKING

Introduction

There are many well known hazards associated with smoking, but when it comes to the working environment, an employer is now required by legislation and has a duty of care to protect those who do not smoke, who have reason to enter areas of their control. Failure for an employer to provide a smoke free work environment may result in prosecution and employees caught smoking in smoke free workplace may be fined.

Passive smoking for non smokers must be eliminated in sport centres, enclosed public spaces, shopping centres, schools and hospitals, in fact the majority of places where people are likely to be at work. Where the continued smoking of employees is to be facilitated by the employer, smoke elimination must be achieved through the adoption of accepted control measures and the provision of dedicated facilities for this purpose.

Legal Duties

Employers are legally obliged to provide a workplace which is free from all forms of tobacco smoke.

The organisation must take steps to protect the health and safety of employees and others affected by workplace activities. Protecting the health of individuals requires the issue of smoking whilst at work to be addressed and a smoking policy outlining the employer's adopted methods of control must be produced and communicated to employees to tackle this issue.

Where the smoking policy requires a total non smoking workplace the provision of facilities for smoking will not be necessary, the decision rests firmly with the employer as to whether employees will be allowed to continue smoking and if it is to be so, then the employer will need to make the necessary adjustments to accommodate this and to protect non smokers from the risks presented by the presence of smoke.

In practice this will mean (in some circumstances) providing an area for employees to smoke outside of the normal workplace that is of a construction that has 50% or more of its total structure open to air (this percentage should not include windows and doors). Employers will also have to provide suitable signage to alert both employees and others of the areas in which they can and cannot smoke.

The safety implications relating to smoking, particularly in relation to the outbreak of fire, should also be considered, with particular attention be paid to designated areas where smoking may still be allowed. Suitable receptacles should be provided for the disposal of cigarette litter.

Recognised Control Measures

A risk assessment should be conducted to establish the necessary control measures in order to eliminate the risk posed.

A Smoking Policy must be developed and adopted prohibiting smoking within the workplace and this should be done in consultation with employees.

The Smoking Policy should include:

- A description of the reasons why the policy has been introduced.
- A statement of the rules relating to smoking which apply.
- Details of the management of the policy, including any disciplinary actions, which may be taken against individuals who fail to comply with its requirements.
- A statement indicating the means by which the policy is and will be communicated to staff volunteers and visitors.

- The name of the senior person allocated responsibility for implementing and monitoring the policy and the date of issue.
- Adhering to any signage that is displayed.

Consideration should also be given to the establishment of a complaints procedure for problems experienced with the policy by smokers and non-smokers.

A sample Smoking Policy for an organisation which has established a total ban of smoking in the workplace is included at the end of this guidance note.

There are several types of Smoking Policy which may be implemented. These include:

- A total ban on smoking.
- A smoking ban within the work area, with the provision of designated **external** areas for smoking.
- Restricting smoking for non employees to their dwellings, for those who live or have their homes within recognised workplaces (e.g. a residential home or prison etc).

Where the prohibition of smoking is not possible due to the nature of the premises, for example prisons, care homes and hotels etc, measures should be taken to control the hazard. A range of measures may be implemented to control the risk.

Signs should be displayed to clearly define areas where smoking is not permitted and the designated areas where it is allowed.

Information, instruction and training should be provided for employees and, where necessary, visitors, to ensure that they are aware of the rules and procedures governing smoking on the site.

A best practice consideration is to provide occupational health and / or counselling support for employees who have been encouraged to stop smoking as part of the organisation's commitment to implementing a smoking policy at the workplace (Practical support such as the provision of Nicotine Replacement Therapy products may also be provided at the discretion of the employer).

Maintaining Records

The risk assessments relating to smoking are: -

General Risk Assessment
Fire Risk Assessment

Other records include:-

Ventilation equipment maintenance records;

Training and instruction provided for employees / volunteers.

SAMPLE SMOKING POLICY

SMOKE FREE POLICY FOR (Enter name of congregation)

PURPOSE

The aim of this Policy is to protect all employees / volunteers and visitors from exposure to second-hand smoke and to comply with the Smoking (Northern Ireland) Order 2006 which was enforced by District Councils from 30th April 2007.

Second-hand smoke has been scientifically proven to cause lung cancer and heart disease in non-smokers as well as many other illnesses and minor conditions (Report of the Scientific Committee on Tobacco and Health, Department of Health 1998).

(Enter Name of Congregation) acknowledges that breathing second-hand smoke poses a risk to health. The following Policy has been agreed between (Enter name of Congregation) and the employees / volunteers.

POLICY

It is the Policy of (Enter name of Congregation) that all our properties are smoke-free and all employees, volunteers and visitors have the right to a smoke-free environment.

PREMISES

Smoking is prohibited throughout our properties with no exceptions.

DUTIES OF THE CHURCH

No smoking signs should be displayed as required by legislation.

Ensure employees / volunteers and visitors do not smoke in smoke-free places.

Investigate complaints regarding employees / volunteers and visitors smoking.

Inform, consult and train employees / volunteers on this Policy.

EMPLOYEES' / VOLUNTEERS' DUTIES

Ensure that they or others do not interfere with no smoking signs.

Comply with the Smoke-Free Policy.

Ensure visitors do not smoke in smoke-free places.

Report all incidents of smoking in smoke-free areas to the Leader in charge.

VISITORS' DUTIES

Visitors are not permitted to smoke in smoke-free areas or Church vehicles.

HELP FOR THOSE WHO SMOKE

This Policy is not concerned with whether anyone smokes but where they smoke and how it affects others. To help smokers adjust to the changes occurring they should contact the Smokers Helpline on 0800 858 585 who can advise of local support services.

ENFORCEMENT OF THIS POLICY

Employees who fail to comply with this Policy will be dealt with through our disciplinary procedures. Visitors or members of the public who breach the Policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this Policy will be recorded in writing. Be aware that, in addition to action taken under this Policy, the local council may take legal action against individuals who smoke in smoke-free places.

Signed Position Date

37. STRESS IN THE WORKPLACE

Introduction

Stress is a commonly used term which is rarely clearly understood.

Many situations involve some form of pressure such as the need to achieve deadlines, the need to perform a task to specific standards and attain production targets etc. This is a naturally occurring situation that in itself is not harmful. In fact, without some form of pressure being applied, it is difficult to achieve the best results in personal and business development.

However, there are occasions where too much pressure can result in the development of stress in an individual that can, in some cases, lead to what are called "Stress Related Illness". Typical examples of this are:

- Where the workload of an individual is greater than they are able to carry out.
- Where excessive pressure is applied by management to meet targets with the threat of disciplinary action for failing.
- Where the work is beyond the capability of the individual to carry out e.g. through lack of training.

Associated Hazards

Stress can result in behaviour which may put the individual or other employees at risk in the workplace. These behaviour changes include:

- Deteriorating relationships.
- Irritability.
- Aggressive and / or violent behaviour.
- Indecisiveness.
- Reduced performance.
- Excessive use of alcohol.

Individuals may also suffer from physical symptoms and in worst cases psychological symptoms; these may result in injury to themselves and / or others. The physical symptoms include inability to sleep properly, fatigue, headaches, increased likelihood of collapse due to lack of nutrition caused by loss of appetite, constipation, lower back pain, nervousness, allergies, nightmares, alcohol abuse, indigestion, nausea, peptic ulcers, heart palpitations, sexual problems, feelings of anger and many others. Psychological effects of stress include feelings of depression, anxiety, worry, guilt, apprehension and feelings of insecurity. There is also the possibility that any medication taken to combat any of these symptoms can cause tiredness and weakness.

Legal Duties

Under the general requirements of health and safety legislation, employers have a legal duty to ensure that employees are not subject to conditions that may give rise to ill health whilst in their employment.

Current legislation also requires that employers assess the risk of stress caused or exacerbated by work. Those who are at risk should be identified, control measures introduced and the risk assessment recorded and periodically reviewed.

Current management regulations require that health surveillance should be established for individuals who are identified as high risk groups or individuals who have suffered adverse effects to workplace stress in the past. Contact should be made with an Occupational Health Practitioner who specialises in this field to provide a service to cover this area.

Recognised Control Measures

Employers should make themselves aware of situations that may give rise to stress related conditions.

- Environmental stressors – the work environment in which employees are required to carry out their duties can pose a risk of discomfort. This includes extremes of temperature, poor ventilation, inadequate lighting, presence of dust, gases, vapours and fumes, as well as noise and vibration.
- Occupational stressors – conditions that can lead to accidents or health deterioration can derive from working excessive hours, too light or too heavy a work load and complexity of the task which you are expecting your employees to undertake, too much or too little responsibility, poor human relationships, deficiencies in interpersonal skills, to name a few.
- Social stressors – these are associated with family life, marital relationships, every day problems of coping with life, coping with children, mortgage payments, trouble with neighbours and death.

When an employer becomes aware that an individual has or is suffering from stress, the risks or stressors to which that vulnerable individual is exposed at work should be assessed and reasonable steps taken to protect that person from harm.

Some people are more vulnerable to stress than others. If someone who is more vulnerable to stress because of their circumstances is identified, the employer should look at the way their work is organised to see if there are ways to relieve pressures so that they do not become excessive. The employer can assume that all employees are mentally capable of withstanding a reasonable amount of pressure from work unless they have knowledge to the contrary.

An initial assessment checklist (such as the checklist included at the end of this guidance note) may be used to help the organisation identify factors within the organisation and its work activities which may give rise to occupational stress. This assessment checklist should be examined in greater detail and assist in the risk assessment process.

It is wise for organisations to take this subject seriously and establish a frame work for dealing with stress related issues. Undertaking a general risk assessment which deals with stress related situations will form part of the basis of dealing with the situation. Using the findings of this assessment will assist in the establishment of a control policy should the situation arise within your organisation.

These may be related to doing the job, role and responsibilities, personal relationships, organisational culture, control, change or support and the individual.

Some people are at higher risk of work related stress than others. These include those who:

- Work with valuables or medications.
- Work alone.
- Work in situations or roles where there is risk of violence.
- Work in conditions where noise, heat or safety issues pose threats to safety and security.
- Are in positions of authority or enforcement roles.
- Work with those who suffer from mental ill-health and the elderly.
- Work with those who take drugs or alcohol.
- New and expectant mothers.

These groups must be identified within the risk assessment and appropriate control measures established to reduce the risk of workplace stress as far as possible.

Precautions and controls which you may introduce to help reduce or control occupational stress are listed below.

Stressors relating to the demands of the job may be controlled by:

- Increasing the variety of tasks to reduce boredom.
- Realistic timescales for completion of work.
- Control of physical dangers in the workplace.
- Prioritise work and give notice of urgent or important jobs.
- Increase the scope of jobs for those who are over-trained.
- Match individuals to jobs.
- Provide training for those who require it.

Stressors relating to role and responsibilities may be controlled by:

- Giving individuals more responsibility.
- Making sure everyone understands their responsibilities and how their role is linked to business objectives.

Stressors relating to personal relationships may be controlled by:

- Fair treatment of staff.
- Clear equal opportunity policies and grievance procedures.
- Team building exercises.
- Providing interpersonal skills training.
- Utilising management techniques.

Stressors relating to the culture of the organisation may be controlled by:

- Developing a stress prevention and control policy.
- Corporate awareness and understanding of stressors, symptoms of stress and preventative measures to minimise stress in the workplace and prevent ill-health.
- Clearly defining the structure of the organisation.
- The allocation of resources throughout the organisation.
- Adopting suitable management styles.
- Managers setting good examples and not working long hours.
- Encouraging employees to take time out during the working day i.e. lunch breaks.
- Developing a 'no blame' culture.
- Consulting the workforce.

Stressors relating to issues of control may be managed by:

- Giving a group of workers greater responsibility for effective performance of the group.
- Providing opportunities for staff to contribute ideas, particularly in planning and organising their own jobs.

Stressors relating to organisational change may be controlled by:

- Effective communication.
- Change of management.
- Training needs analysis.

Stressors may also be controlled by considering support and the individual. This may involve:

- Providing an access point for help for those suffering from stress or concerned about their health or welfare.
- Monitoring sickness absence.
- Offering a counselling service.
- Introducing a return to work programme.
- Individual capability considered during recruitment and when promoting or re-structuring the organisation.
- Family friendly policies and flexible working patterns.
- Encourage a healthy work-life balance.
- Stress-awareness training.
- Training needs analysis.
- Appraisals and regular training for staff.

Initial Workplace Stress Assessment

Form IWSA

Hazards	Who Could be Harmed	High Risk	Medium Risk	Low Risk
Poor management control				
Lack of communication and consultation				
Blame culture				
Organisational change				
Redundancy programme				
Large projects				
Confusion over job role				
Lack of definition of organisational goals				
Poor relationships with other people				
Responsibility for other people				
Bullying				
Sexual or racial harassment				
No support or skills development				
Lack of support for problem solving				
Low participation in decision making				
Complex decisions to be made regularly				
Under use of skills				
Under or over promotion				
Career stagnation				
Low social value to work				
Rigid supervision				
Performance related pay				
Conflicting demands of home and work				
Individuals with no control over their work activities or work rate				
Physical danger or threat of violence				
Poor physical working conditions				
Extreme cold				
Excessive heat				
Noisy work environment				
Shift working				
Unpredictable hours				
Long or unsocial hours				
Inflexible work schedules				
Boring or repetitive work				
Too little to do				
Too much to do				
Too much to do and too little time				
Too little training for the job				
Too much training				
Individuals exhibiting signs of stress				
Previous history of work related stress				
Other organisational factors:				
Other individual factors:				
Other factors:				

Precautions or controls in place:	Additional precautions or action required:
High risk occupations or individuals identified within the organisation:	Special precautions for high risks occupational groups and individuals:
Initial assessment completed by: Print _____ Sign _____ Assessment completed on: _____	Individuals identified and separate stress assessment completed for: Name: Date completed:

38. SUBSTANCE AND ALCOHOL USE / ABUSE

Introduction

Although this issue will be dealt with primarily by employment legislation through your rules of conduct it has serious health and safety implications. Therefore you should recognise that substance and alcohol abuse is a major medical and social problem, with profound occupational health implications.

Associated Hazards

Should you fail to detect employees / volunteers within your organisation that are under the influence of alcohol, drugs or solvent related abuse then this may lead to serious injury or even fatality. This is due to the fact that these substances can cause severe impairment of judgement, can affect a person's balance and invoke mood swings.

Legal Duties

Under general health and safety legislation the welfare of employees / volunteers is a major consideration and situations that arise involving this issue, within your organisation, should be dealt with in the proper manner.

Recognised Control Measures

You should emphasise your commitment to help members of staff who may be suffering from alcohol, drug or solvent-related problems.

Substance and alcohol abuse problems in employment may present themselves in different ways. Where an employee / volunteer appears to be intoxicated or abusing any substance at work a disciplinary procedure may be invoked. This is outside the scope of this guidance system and should be dealt with in accordance with your employment contract procedures.

However, where no breach of discipline occurs and an employee / volunteer appears to have a problem, then the following principles should be followed:

- The focus of concern should be connected to the issue of job health and safety performance. No judgement about substance and / or alcohol abuse should be made. This is due to the fact that specialist assistance may be required.
- An employee / volunteer with a problem relating to substance and / or alcohol abuse should receive the same care and consideration that the organisation extends to employees / volunteers having any other form of illness.

Should an employee / volunteer raise an issue of concern with you then you should support them in the correct manner. This will require, where necessary, that you seek specialist advice and the time off to enable the employee / volunteer to attend any consultation sessions. All this should be in the strictest confidence.

You should encourage employees / volunteers to recognise their own problems relating to alcohol, drugs or solvents and to seek professional advice and help. If the employee / volunteer fails to seek help for his / her problem, then the successful operation of this policy should rest with the senior person's ability to recognise a problem of substance and / or alcohol abuse amongst his / her staff as early as possible.

There are various indicators that may lead senior persons to believe that a substance and / or alcohol abuse problem exists:

- Unexplained deterioration in job performance.
- Sporadic lateness and absenteeism.
- Unreliability.
- Poor relations with colleagues.
- Impaired concentration, memory and judgment.
- Increased number of errors / accidents.
- Irrational behaviour.

The above could all be due to a number of different factors but they may be signs that someone has a substance and / or alcohol related problem. If the senior person believes that anyone in his / her organisation may have a problem, then the senior person must seek advice from their senior. Concerns should then be discussed with a view to assisting the employee / volunteer in entering an appropriate rehabilitation / treatment programme.

The employee's / volunteer's senior should be informed of any necessary absence from work, but no confidential information should be disclosed. The employee / volunteer should be granted the necessary sick leave if treatment is required.

The organisation should recognise that the employee / volunteer may require some time off after his / her return to work to maintain the rehabilitation programme.

The employee / volunteer should understand that his / her continued employment depends on his / her ability to maintain a satisfactory work performance. Failure to do so may result in disciplinary action.

You should offer help and / or rehabilitation to employees / volunteers who have an identified substance and / or alcohol abuse problem. Should the employee / volunteer decline to avail themselves of this, discontinue the rehabilitation programme before satisfactory completion, or whose work standards remain unacceptable, they may then become subject to disciplinary procedures.

39. TRAINING

Introduction

The importance and value of health and safety training cannot be over emphasised. If your employees / volunteers are fully aware of their responsibilities relating to the health and safety of themselves and their colleagues, then this will contribute to a safer working environment for everyone. Training should follow a continuous programme to be able to react to changes in the working environment and personnel within the organisation. Dependant on the situations that arise, you must ensure that senior persons and employees / volunteers are provided with sufficient amounts of information, instruction and training to enable them to undertake their day to day responsibilities and tasks in a safe and healthy manner.

Legal Duty

Current health and safety legislation imposes a duty upon organisations to ensure that their employees / volunteers receive adequate information, instruction and training. These appear in the main health and safety legislative requirements and the health and safety management regulations.

Implementing the System

You should ensure that all new employees / volunteers receive induction training as soon as possible upon commencement of employment. The induction training should cover the following, in so far as each item is relevant to the employee's / volunteer's tasks and responsibilities:

- The fire and emergency arrangements for all areas.
- The first aid arrangements and accident reporting procedures.
- Accidents, incidents, diseases or dangerous occurrences reporting.
- Any safe system of work that the employee / volunteer will be required to follow.
- Electrical safety arrangements.
- Manual handling safety.
- The safe use of equipment.
- The safe use of machinery.
- The procedural arrangements for the use, handling and storage of hazardous substances.
- The risk assessment arrangements and where they are kept.
- Protective and preventative measures adopted as a result of the risk assessments.
- The correct use of personal protective equipment and clothing.
- Employees' / volunteers' responsibilities.
- The safe use of display screen equipment.

New employees / volunteers should be escorted around the premises to familiarise them with key features such as fire escape routes, fire and emergency procedural arrangements and assembly areas. Information relevant to an employee's / volunteer's particular tasks or job should be provided by the relevant person.

You should continually review the health and safety training needs of employees / volunteers and ensure that employees / volunteers are competent for the task they are required to perform. Any employee / volunteer who requires further information, instruction or training should request this in the first instance from his or her Leader. Leaders in turn should receive adequate training to enable them to supervise employees and volunteers and manage health and safety effectively.

40. TRANSPORT / OCCUPATIONAL ROAD SAFETY

Introduction

This guidance note is aimed at Congregations who require staff or volunteers to drive a vehicle or ride a motor cycle or bicycle for Church business. This does not include commuting, unless travelling from their home to a location which is not their usual place of work. Guidance is also given to Congregations who may occasionally hire coaches for trips etc.

Congregations who use or hire vehicles for church purposes should carry out a risk assessment to consider the hazards that their employees, volunteers and others may be exposed to.

Associated Hazards

Employers of persons who use vehicles as part of their duties should carry out a risk assessment to consider the potential hazards their employees and others affected by their actions could be exposed to. These hazards include:

- Impact with other vehicles / property / pedestrians.
- Vehicle overturning.
- Fatigue / tiredness.
- Stress.
- Distraction caused by a mobile telephone.
- Bad posture due to ill adjusted seat / driving position.
- Fuel filling.
- Lone working.

When looking for hazards, consideration should be given to the following:

- Is the journey necessary, could you travel by another means of transport?
- The design of the vehicle, is the vehicle suitable for the task?
- Does the driver hold the correct licence for the vehicle being driven?
- Has sufficient time been allowed for the journey?
- Is the vehicle serviced regularly, as per manufacturer's recommendations?
- Have hands free kits been fitted to all vehicles?

Legal Duties

Health and safety legislation requires that risk assessments of all activities are undertaken. The assessments should be documented where five or more persons are employed. Specific risk assessments will be required for the use of and maintenance of vehicles.

Recognised Control Measures

Once risk assessments relating to the use and maintenance of vehicles have been completed, adequate information, instruction training and supervision should be given to all relevant staff.

All staff and volunteers that drive vehicles or ride motorcycles or bicycles as part of their duty should be suitably qualified, with the correct licence for the type of vehicle being used. Copies of employee's licences should be kept on file and updated regularly to ensure they are still legally permitted to drive the vehicle.

Employees should be made aware that it is their responsibility to inform / advise of any changes to the validity of their licence regarding penalty points and disqualifications. Employees must also inform of any medical condition or treatment which may affect their ability to drive.

You should inform all drivers that they must not drive a vehicle on church business whilst under the influence of alcohol or drugs (including certain medicinal drugs).

All vehicles used for church business, owned by the congregation or privately owned, should be properly insured.

In Northern Ireland any vehicle over four years old should have a current and valid MoT certificate. In the Republic of Ireland any vehicle more than three years old must have a current and valid NCT certificate.

The vehicles should also be serviced and maintained to manufacturer's standards and specification.

Before setting out on a journey or at the start of each working day the following should be checked by the driver:

- Oil level.
- Water in radiator.
- Battery connections.
- Brake fluid.
- Lights (condition, bulbs, etc).
- Indicators.
- Washer water level.
- Wipers.
- Windscreen.
- Mirrors are in good condition and positioned correctly to give maximum vision.
- Number plate clean and readable.
- Horn.
- Footbrake.
- Handbrake.
- Tyres (condition, pressure, etc).
- Wheel nuts.
- Drivers' seat positioned to give comfortable support and full use of controls.
- Load (condition, stability, etc).

Journeys should be planned in advance, using the most appropriate roads for the vehicle. Motorways are suitable for all vehicles being driven by a person who holds a full licence for the type of vehicle being driven; minor roads may be unsuitable for passenger service vehicles due to weight restrictions, low bridges, level crossings and narrow carriageways.

When planning a journey, allow extra time for drivers to take a rest. It is recommended that drivers should take a fifteen minute break every two hours. There is specific legislation in place for vehicles with taco graphs fitted which is beyond the scope of this guidance note. Information regarding this legislation is available from the Department for Transport at www.dft.gov.uk. There is evidence that most sleep related accidents happen between 02:00 and 06:00 in the morning and 14:00 and 16:00 in the afternoon; take this in to account when planning a journey.

Church Buses

Remember that passenger service vehicles (PSV) will also be subject to additional legislative requirements; these legislative requirements take precedence over the general advice contained in this guidance note.

Please note in particular: -

- Since 31.12.1995 in Northern Ireland anyone who has passed their driving test will not automatically have a minibus entitlement on their license;

- As mentioned previously in respect to private vehicles, church minibus drivers must divulge medical conditions that may affect their ability to drive;

- All drivers must also divulge any penalty points that may have accrued on their licenses.

- Failure to comply with the above could invalidate the insurance cover for the minibus

Observe the speed limit at all times. Remember when driving a vehicle consideration should be given to the condition of the road, weather, volume and speed of traffic travelling on the road, your speed and driving should be adapted accordingly.

Whilst driving you should be considerate towards other drivers, don't allow yourself to become agitated or aggressive if another vehicle pulls out in front of you at a junction or on approach to traffic lights.

From 1st December 2003 it became illegal to use a hand held mobile phone whilst driving a vehicle. You must exercise full control of your vehicle at all times, therefore you should pull off the road and park the vehicle in a safe manner before making or receiving a call from a hand held mobile phone.

When transporting children and young people there are specific requirements regarding passenger liability cover, use of seatbelts and booster seats. Further information is provided in Section 4 of the Taking Care Manual.
Also visit: - http://www.presbyterianireland.org/takingcare/

Hire Buses

As with any contractor, the congregation should satisfy itself as to the hire company's driver and vehicle records, licensing, insurance, POCVA, PSV details etc. as appropriate (see section 9, above). Reputable and reliable hire companies will be used to supplying this information on request to prospective clients.

On Church Premises

Traffic routes within car parks should be clearly indicated by safety signage. Separate pedestrian routes should be available where possible (ideally with physical barriers between pedestrians and vehicles).

An "exclusion zone" should be demarcated around fire exits to stop vehicles being parked in such a way as to block exits. This exclusion zone should be actively enforced.

Where visibility is not good (e.g. blind corners or traffic routes around buildings), mirrors should be used with suitable warning signage. Drivers should be clearly instructed to sound the horn when approaching blind corners etc.

Speed limits should be set on all sites and should be strictly enforced.

41. VIOLENCE

Introduction

Violence at work is defined by the Health and Safety Executive (HSE) as 'any incident in which an employee / volunteer is abused, threatened or assaulted in circumstances arising out of the course of his or her employment'.

There are various types of violence:

- Attack - force is used to cause harm.
- Threat – expression of intent to cause injury.
- Harassment – behaviours which annoy or trouble.

Violence can often be predicted as a ladder of aggression exists. Early detection and diffusion of potentially violent situations can help manage and control violence and prevent injury. The various stages of aggression, as outlined by the Suzy Lamplugh Trust are below.

Physical violence
Threatening gestures
Harassment
Vandalism
Deliberate silence
Verbal abuse
Innuendo / insults
Dismissive behaviour
Personal space invasion
Offensive language / gestures
Ridicule
Sarcasm

Associated Hazards

Violence can result in various forms of injury either physical or psychological. Victims may suffer physical harm such as scratches, bites, bruising, bleeding, internal organ damage or the effects of battery, sexual assault or murder. Psychological effects often accompany physical injury and affect those threatened, bullied or harassed. Psychological effects include trauma, stress and depression. Trauma can be a major contributory factor to the development of alcoholism or substance abuse.

Several high-risk areas of employment have been identified using accident statistics. Employees / volunteers who provide care, advice or training, those who work with the mentally disturbed, those who work with alcoholics and drug addicts, Inspectors and Enforcement Officers, those who handle money or valuables and those who work alone are at greater risk of experiencing violence at work.

Legal Duties

General health and safety legislation requires organisations to ensure the health, safety and welfare of all their employees / volunteers. In some organisations there is a significant risk of injury or harm as a result of violence or aggression. These organisations should undertake a comprehensive risk assessment for the areas of concern. There is a specific legal requirement to provide counselling / health surveillance for those that may have suffered as a result of violence or abuse.

Every organisation has a duty to assess the associated risks, identify potential sources of verbal and physical violence and manage the risk effectively to ensure, as far as is reasonably practicable, the health, safety and welfare of employees / volunteers.

Recognised Control Measures

There are a number of factors which increase the risk of violence in the workplace. These include:

- Working alone.
- Handling medicines.
- Handling valuables or cash.
- Late night or early morning working.
- Providing or withholding a service.
- Exercising authority.
- Working with people who are mentally unstable.
- Working with people under the influence of drugs.
- Working with people under stress.
- Working in high crime areas, inadequate staffing levels.
- Incorrect invoicing, inadequate stock levels.
- Poor service levels and long waiting times, particularly in the service and health care sectors.

Where these situations exist they should be considered in the risk assessment and appropriate control measures put into place.

Physical controls may be put into place in some circumstances to reduce the risk of violence. For example, drugs should be stored under lock and key, entrances secured by keeping doors locked, key pad access and self-closing entrance doors, safety glass or 'bandit screen' enclosures or refuges may be provided and panic buttons installed to enable staff to raise the alarm in the event of an emergency.

Reception areas should be easily identifiable, accessible, adequately staffed and / or equipped with a bell to summon another member of staff in order to reduce the risk from aggressive behaviour. Physical control measures may also include the provision of adequate lighting, use of video surveillance (CCTV), displaying warning signs and fitting safes with time delay mechanisms. In certain circumstances, for example in security services, it may be appropriate to provide safety helmets and stab resistant vests to individual employees / volunteers.

Working procedures may also be adopted by the organisation in order to reduce the risk of violence in the workplace. For example, cash may not be kept on the site, lone working may be eliminated or discouraged by senior persons, offices may be locked when not occupied by two persons or during after hours working, buildings may be locked at specific times each evening, persons may be prohibited from locking the premises whilst unaccompanied, security companies may be engaged to remove cash and valuables from the premises, security staff may be employed by the organisation and potentially dangerous items stored securely within the premises.

Organisational controls should also be used to help control the risk of violence in the workplace. Adopting and implementing equal opportunity, anti-harassment, disciplinary and grievance, violence prevention and customer care and complaints policies and procedure will help ensure that employees / volunteers are fairly treated.

Recruitment and selection procedures for employing staff, effective disciplinary procedures and formal incident reporting procedures will also help manage the risk of violence in the workplace. Other organisational controls which may be adopted in order to control the risk of violence include:

- The introduction of behaviour observation programmes.
- Ensuring that tasks are assigned according to experience and competence.
- Ensuring that tasks are clearly defined.
- Cash control procedures.
- Queue management systems and providing appropriate staffing levels.
- Adapting opening hours to meet customer needs.

A list of emergency contacts should be provided for employees / volunteers to use in the event of an emergency or violent incident, these may include arrangements to notify senior persons. Employees / volunteers should be made aware of the organisation policy when aggressors demand money or valuables. It may be appropriate to adopt a 'hand over' policy in order to reduce the risk of physical attack should this situation arise.

Arrangements should include steps to be taken after a violent incident has occurred. This may include the introduction of critical incident stress de-briefings and / or Employee / Volunteer Assistance Programmes for victims of violence.

Awareness training should be provided for employees / volunteers who may be at risk. This training may be provided by a senior person or by a specialist training provider depending upon the nature of the business and the likelihood that violence will occur. Training may cover the causes of violence, recognition of warning signs, relevant interpersonal skills, details of policies; working practices and control measures, incident-reporting procedures and the help which will be made available to employees / volunteers should an incident of violence occur.

Training should also be provided for senior persons who will be responsible for investigating violent incidents.

If a Violence Prevention Policy is to be adopted by the organisation, the policy must clearly define the circumstances under which the Police will be contacted and the contents of the policy must be communicated to employees / volunteers.

Maintaining Records

Records of training and instruction provided for employees / volunteers and senior persons should also be retained.

Records of violent incidents should also be maintained. Physical attacks should be recorded in the **Accident Book** and other incidents recorded according to organisation procedures or the Violence Prevention Policy.

Please also refer to Section 2 in the Taking Care Manual.

42. VISITORS

Introduction

Visitors present themselves in a number of forms. These may be members of the congregation, public, contractors and personal visitors. Within any organisation visitors are at risk due to their limited awareness of the hazards associated with the organisation. This becomes a particular problem when the premises has to be evacuated in the event of an emergency e.g. fire. It is extremely important to limit access of visitors within the premises and raise their awareness of any procedural arrangements, especially where hazardous operations such as chemical handling are being carried out.

Associated Hazards

In the event of uncontrolled entry into the premises, visitors may be allowed to wander into areas that pose a significant risk of injury, ill health and in the worst case scenario, fatality. An example of a situation that may pose risk of a fatality is failing to control visitors within an area where extensive renovation work is being carried out. This is due to the fact that the visitors entering the hazardous areas may not be aware of the dangers involved e.g. items falling from height, trailing cables etc. Consideration should also be given to unauthorised visitors. If you have a hazardous substance or flammable substance stored at the rear of the facility and children are able to come into contact with it, then serious injury or a fatality may result.

Legal Duties

Under general health and safety legislation, those in control of premises must ensure the health and safety of all persons who may be affected by their undertaking.

Recognised Control Measures

The control measures required will vary according to the hazards associated with the undertaking. For example, ensuring that visitors are controlled within an office environment will usually just extend to ensuring that in the event of an emergency these people are accounted for at a roll call.

43. WELFARE / WORKING ENVIRONMENT

Introduction

The workplace can be described as any area in which someone is required to undertake a task for the benefit of the organisation. The organisation has a responsibility to ensure that the environment in which the task is being undertaken is safe and without risk to health. This includes ensuring:

- Adequate ventilation.
- Temperature controls are in place.
- Workplace lighting is adequate.
- Situations do not arise to increase the risk of slips, trips and falls.
- Adequately controlling the cleanliness of the workplace.
- Sanitary washing and drinking facilities are provided.

This only covers a number of the requirements and is not an exhaustive list.

Legal Duty

Current health and safety legislation imposes a duty upon organisations to ensure the health, safety and welfare of their employees / volunteers. The welfare requirements are covered under a specific piece of legislation that sets a minimum legal standard. You should remember that you also have a legal duty to undertake an assessment of the general working environment.

Recognised Control Measures

Organisations should ensure that every workplace belonging to the organisation is adequately ventilated. Air which is humid or hot because of the process and / or equipment in use should be removed and replaced with a fresh supply of air. Fresh air introduced to the workplace should, so far as is possible, be free from any impurity. Air inlets should be positioned so as not to introduce contaminated air.

During normal working hours the temperature in all workplaces should be maintained at a reasonable level, unless the process is such that it would be impracticable to maintain this. You should endeavour to have a temperature of at least 16°C in environments such as offices and shops and 13°C in areas where work involving physical effort takes place. Other factors such as air movement and relative humidity should be taken into consideration.

Where it is not practical to maintain those temperatures because for example, the rooms are open to the outside or the process includes cold work, the temperature should be maintained as close as possible to the advised level.

Where the temperature of a room is uncomfortably high, for example because of a hot process or building design, all reasonable practical steps should be taken to achieve a comfortable working temperature. This can be achieved by the following:

- Insulating the hot plant or pipes.
- Providing cooling plant.
- Shading windows.
- Resiting the workplace away from the heat source, etc.

Where a reasonable temperature cannot be achieved throughout the workplace, local heating or cooling should be provided as appropriate. This may sometimes be required for short spells, for example, should the heating system fail.

When possible a reasonable standard of illumination should be provided to every workplace where this is not achievable by natural means.

Suitable and sufficient lighting should be provided to enable the work tasks and movement around the facility to be undertaken in a safe manner. Consideration should be given to the task that is being undertaken, if the task is of an intricate nature then localised lighting may be required.

Lights and light fittings should be effectively cleaned and maintained. You should take steps to ensure that lighting does not give off excessive heat or glare.

It is recognised that poor housekeeping within organisations severely increases the risk of injury and / or ill health. You should install a system to enable a reasonable standard of housekeeping to be maintained at all times. All workplace furniture, furnishings, fixtures and fittings should be kept sufficiently clean and any paintwork should be maintained to a reasonable standard to enable the cleaning processes to be effective.

Waste material can pose a significant fire risk and should not be allowed to accumulate in the workplace except in suitable receptacles; these are to be emptied on a regular basis.

Suitable and sufficient sanitary conveniences should be provided in readily accessible places. They should meet the recognised standards and have adequate ventilation, lighting and be clean and orderly.

Washing facilities must be provided in sufficient numbers and in readily accessible places. These should contain an adequate supply of hot and cold, or warm, running water, soap and a means of drying hands and face. Such facilities should be kept in a clean and orderly condition.

Separate washing facilities should be provided for males and females.

Special provisions should be made to accommodate employees / volunteers with special needs.

An adequate supply of wholesome drinking water should be provided which should be readily accessible, conspicuously marked and with cups or containers provided, unless the water is from a drinking fountain.

Drinking water obtained from the mains supply by the provision of a tap should be identified with signs of the appropriate standard unless other taps are marked as being unsuitable.

Consideration must be given to disabled persons. Current legislation requires that you make provision for disabled persons for ease of access and egress from the premises, as well as making reasonable adjustments to the working environment and work station layout.

44. WINDOW CLEANING

Introduction

Window cleaning may be carried out by employees, volunteers and / or contractors.

Window cleaners have traditionally used portable ladders for cleaning windows at various heights.

Accidents are usually due to misuse of a ladder or error by the operative rather than faults in ladders. Misuse includes over-reaching, stepping off the ladder and working from window sills and ledges without any safeguards; working from sloping roofs and working from excessively long, unsecured ladders.

Associated Hazards

Common hazards associated with the use of ladders include:

- Falls from the ladder when stepping on and off the lower rungs.
- Falls due to the ladder slipping sideways at the upper resting point.
- Falls due to the ladder slipping outwards at the bottom.
- Falls due to the ladder moving because of unsuitable ground conditions.
- Falls due to the ladder being placed at an incorrect angle.
- Falls due to failure of the ladder.
- Falls or electric shock due to overhead electrical hazards.
- Falls due to adverse weather conditions.
- Injury during handling of the ladder.
- Injury to others from falling tools.

All window cleaners must be aware of over confidence and complacency when using ladders.

Recognised Control Measures

Traditionally window cleaners have worked from outside using ladders. However, if the window design of the premises permits, then consideration should be given to cleaning from the inside, which will effectively eliminate the risk of falling.

Use of long pole systems can also help avoid the risk of falling but these cannot be used in every situation. Consideration should be given to the risks from falling poles or contact with overhead power lines. Using this type of system means quantities of water created on the ground can result in an increased risk of slipping, especially if it freezes or is carried into your premises.

Some windows may be too dangerous to clean externally from a ladder and if they cannot be cleaned from inside or some other means of safe access used then the windows should be left uncleaned or consideration given to employing specialist window cleaning contractors.

Ladders should be secured as far as site conditions permit, such as by tying it, or using a stability device or footing of the ladder.

- Over-reaching is a common cause of ladder movement and avoiding this cannot be over-emphasised.
- Ladders should be fitted with anti-slip feet.
- Ladders should be placed at the correct angle (75° or 1 metre out for every 4 metres up).
- Both stiles must be in contact with the ground and the upper resting point of the ladder.
- The surface that the top of the ladder is resting on must be strong enough to withstand the load. Plastic gutters, infill panels and glass are not suitable surfaces to rest a ladder against.
- Ladder rungs and stiles should be clean and not slippery.

- The window cleaner should face the ladder at all times when going up and down.
- The window cleaner should always have one hand on the ladder or other secure handhold and both feet on the ladder at all times when working from the ladder.
- The window cleaner should wear suitable footwear that is in good condition, has good grip and is flexible enough to feel the position of the foot on the ladder rung. In practice, trainers with clean soles and a good grip satisfy these requirements.
- Ladders should not be left unattended.
- Warning signs should be displayed in public areas and protection from traffic is essential.
- Personal tools and equipment should be secured at all times when going up and down ladders. This can be achieved by the use of tool belts or carriers.

Carrying out a risk assessment will identify the particular risks of cleaning the windows on your premises and the appropriate precautions to put into place to minimise them. However, before work commences a competent person must ensure that the assessment is still valid and the conditions are safe for the work to proceed as conditions can change at the same building, for example at different times of the year due to weather or slippery surfaces.

Further information is available from the Peninsula Health and Safety 24 hour Advice Service.

45. WORKING AT HEIGHT

Introduction

Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. Any fall from a height may cause serious injury or a fatality in a worst case situation.

This section is intended to set a good practice standard and is based on recent changes to legislation regarding working at height.

Legal Duties

The current regulations consolidate previous legislation on working at height and implement European Council Directive 2001/45/EC concerning minimum safety and health requirements for the use of equipment for work at height.

What is "work at height?"

A place is "at height" if (unless the regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

What are "working platforms?"

The regulations have changed the meaning of working platforms, which have traditionally been understood to mean a fully-boarded platform with handrails and toe boards. A working platform can now be virtually any surface from which work is carried out, such as a roof, floor, platform on a scaffold, a mobile elevated work platform or the treads of a step-ladder.

Where it is impossible to avoid work at height, such that the work cannot be carried out safely, under appropriate ergonomic conditions, from a suitable surface, the work equipment most suitable to ensure and maintain safe working should be selected. All such equipment (ladders, scaffolds, mobile access work platforms and ropes) should meet specific requirements as detailed in legislation.

Handrails

Current legislation requires that handrails have a minimum height for construction work of 950mm, increased from 910mm previously required. Any gap between the top rail and any intermediate rail should not exceed 470mm.

Mobile Access Platforms

Mobile access platforms should include a guard rail and mid rail around the edge of the basket, a slip-resistant floor surface, toe-boards around the edge of the platform, 'dead man' controls, the use of stability devices (outriggers etc.) and 'locking-out' controls to prevent inadvertent operation. Full assessment of the use of such devices, training of operatives, use of safety harnesses etc., is required.

Scaffolding

There are very detailed requirements for the erection, inspection and recording of inspections and use of scaffolds.

Fall Arrest Equipment

Requirements for the use of safeguards for arresting falls include consideration of factors such as weather conditions and the use of nets, mats and inflated devices for catching falling persons and the use of personal fall protection are specified. The essential requirement is that all such equipment should be strong enough to withstand any forces that may be applied to it, with an adequate safety margin above that. Full assessment regarding application and use of such equipment is required.

Rope Access Equipment

When using rope access equipment for working at height, e.g. window cleaning operations, there are particular references to the use of safety harnesses and safety ropes. When a method statement is provided by a competent contractor the use of safety harnesses and safety ropes should form a significant part of the safety measures within the statement.

Ladders

Ladders should be industrial grade only, meeting the requirements of BS Class 1 (Heavy Duty Industrial), BS EN131 (Trade / Light Industrial) as appropriate, with step stools complying with BS2037, or BS 1129, or BS 7377, or BS EN131. Ladders should only be used where other potentially safer means of access (tower scaffolds etc.) are not reasonably practicable to use or where putting in a permanent staircase is not viable. Ladders should be placed at an angle of approximately 74° on a basis of 1:4 (horizontal to vertical) using tying on and footing techniques. If ladders are used you should make sure that a secure handhold and secure ladder supports are available, the work can be reached without over-stretching and that the ladder can be secured against slipping.

Recognised Control Measures

If work at height can be avoided, carry out the work from the ground. Where work at height cannot be avoided, steps should be taken to prevent falls either by working from a safe place of work (scaffold, mobile access work platform etc.) or, if this is not available, selecting the most suitable equipment for work at height. Consideration should be given to the duration of the work, the environment (weather, slope of the site etc.). If there is any risk of a fall, steps should be taken to minimise the effect, e.g. by the use of fall arrest equipment.

A full risk assessment regarding work at height should be undertaken. Following the assessment you should select the most appropriate method for the work to take place. The overriding principle is to prevent, as far as is reasonably practicable, any person falling a distance liable to cause personal injury. You should ensure that:

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

You should take account of the working conditions and the risks to the safety of persons at work, the access / egress, the distances involved in potential falls, the duration and use of equipment and the risks posed by the installation, removal, maintenance and use of such equipment.

Workers carrying out work at height activities, such as window cleaning operations, should be competent for the work involved. They require the right amount of training, experience and knowledge prior to the work commencing.

Collective measures should be in place to ensure the safety of workers. In the event of this not being possible, suitable personal fall protection equipment should be provided and maintained.

It is necessary to carry out a risk assessment which will identify significant hazards and, therefore, any potential health and safety risks.

Maintaining Records

All equipment used for work at heights should be subject to regular documented inspections, the period between inspections being pre-determined, as appropriate.

Training records for employees / volunteers should be retained.

46. WORK WITH CHILDREN

Associated Hazards

Hazards associated with working with children may arise from the facilities or equipment used during the work, or from contact with the children.

Employees / volunteers may be exposed to biological hazards through contact with infected children or bodily fluids. Infections and viruses may be transferred from children to the adults who are responsible for providing care for them.

Children may also be exposed to harmful viruses or infections which cause disease through contact with infected employees / volunteers or other children or by eating food which has not been prepared or stored safely and so causes food poisoning.

Employees / volunteers may also be verbally abused or physically attacked by children or angry parents / guardians during the course of their work.

Hazards are associated with the maintenance and cleaning of equipment and premises as well as during the preparation of food for children.

Legal Duties

Employers have a legal obligation to ensure that employees / volunteers, children and visitors are kept reasonably safe while using the premises. Equipment and facilities provided must be maintained in order to reduce the risk of injury and comply with legal duties.

Recognised Control Measures

Information, Instruction and Training

Employees / volunteers engaged in the supervision of children must have received appropriate instruction and training. Basic first aid training should be provided unless alternative arrangements for dealing with emergencies have been established. Information and instruction concerning work with children must also be provided and Child Protection issues must be considered.

The Presbyterian Church in Ireland "Taking Care Manual" should be consulted when working with children, young people and vulnerable adults.

Accidents and Emergencies

Rules and other key safety information should be provided to parents / guardians. Arrangements for first aid and the action required in the event of a fire or emergency should also be communicated to parents / guardians, Supervisors and employees / volunteers. When children are left in a supervised facility, parental permission should be obtained to take the child to hospital in the event of an emergency and emergency contact details established, before the parent / guardian leaves the premises. Parental consent forms must be renewed on an annual basis.

An up-to-date record of contact details for each child should be maintained. A contact telephone number and the usual location of the parent / guardian when a child is on the premises should be obtained.

Details of any medication, medical or physical condition or allergies and the name and telephone number of the child's GP should also be retained.

Records of all injuries should be entered in the **Accident Book**. Details should be retained for future reference. Investigations should be carried out in order to identify the cause/s of the incident and implement steps to prevent reoccurrence. Accident investigations should be completed using the pro-forma provided. All accidents / incidents should be reported to the parent / guardian as soon as possible by telephone.

Administration of Medication

Where staff need to administer medication to children, adequate controls must be established to ensure that a safe system of work is maintained. The task should be restricted to a nominated member of staff in order to ensure that accidental over-dosing does not occur.

Employees / volunteers should not be permitted to administer drugs or medication, or any other treatment unless they are trained and authorised to do so, in writing, by the parent / guardian.

When the nominated member of staff is administering prescribed medication from bottles they should ensure that:

- The bottle is clearly marked with the child's name and is current (i.e. not out of date).
- The medication is given as instructed on the bottle label.

Non-prescribed medications, e.g. paracetamol, cough medicines etc. should not be given under any circumstances.

If a child refuses prescribed medication, gentle persuasion should be tried. If this fails, staff should be instructed to consult the senior person in charge and inform the parent / guardian.

All medication should be stored in a locked cupboard.

Controlling Infection

Parents and guardians should be advised to keep children who are unwell, as a result of short-term infections or viruses, away from the premises in order to minimise the risk of employees / volunteers or other children being infected.

There is a risk that employees / volunteers who come into contact with infected blood or are engaged in cleaning up bodily fluids could become infected. In order to minimise this risk, appropriate control measures as identified in the risk assessment, should be introduced. These may include:

- Covering all cuts, sores, chapped skin or other open wounds with waterproof dressings.
- Wearing disposable rubber gloves when administering first aid.
- Instructing employees / volunteers not to use their teeth when putting on / removing gloves and to pull off gloves so that they are inside out.
- Disposing of gloves, aprons and contaminated paper towels in a clinical waste bag which is then removed for incineration by a registered waste carrier.
- Wearing disposable rubber gloves and apron when mopping up spillages of blood or other bodily fluids with paper towels.
- Cleaning up blood and other bodily fluids immediately, with paper towels, using a solution of one part bleach to ten parts water.
- Washing with cold tap water and seeking medical advice if the lips, eyes, mouth, tongue or broken skin are in contact with blood or other bodily fluids
- Encouraging employees / volunteers to routinely wash and disinfect their hands.
- Establishing regular washing and disinfecting of floors and surfaces.
- Encouraging employees / volunteers to be immunized where there is an incident of Hepatitis B among the children.
- Ensuring that staff will maintain a high degree of personal cleanliness and wear suitable, clean protective clothing.

Food Preparation

In addition, no person known or suspected to be suffering from, or to be a carrier of, a disease likely to be transmitted by food, or while suffering with infected wounds, skin infections, sores or diarrhoea, should be permitted to work in any food handling area in any capacity in which there is a likelihood of directly or indirectly contaminating food with a pathogenic microorganism.

Only trained persons should be permitted to prepare food for consumption by children.

Food preparation and storage arrangements should be strictly controlled and should be carried out in accordance with relevant legislation and industry best practice.

Maintaining Records

The **Accident Book** should be used to record details of accidents which occur, even those thought to be minor. Copies of accident investigations should be retained.

If necessary, report any accidents / incidents to the appropriate authorities as described in section three of this manual.

Records of training and instruction provided for employees / volunteers should also be retained**.**

Records of the issue and receipt of personal protective equipment should be retained using the forms provided.

When working with children and young people always refer to the "Taking Care Manual". It is essential that all staff, leaders and volunteers are recruited according to the guidelines and a POCVA check carried out.

Also visit: - http://www.presbyterianireland.org/takingcare/

47. YOUNG PERSONS AT WORK

Associated Hazards

The risks associated with young persons in the workplace are increased as a result of:

- Reduced capability.
- Limited risk awareness.
- Inexperience.

Injury or ill-health may result from using work equipment, chemical exposure, manual handling tasks, exposure to vibration and many other workplace hazards. For example:

- Inadequate supervision and lack of awareness of the associated risks may result in serious injury from using a saw if the guard is not properly adjusted.
- Ligament damage may occur as a result of trying to lift a load which is too heavy for the young person to move without assistance.

When identifying young people the following definitions should be applied:

i. Young Person – between 16 and 18 years of age.
ii. Child – not over compulsory school leaving age (i.e. under 16 years).

Restriction of Work Activities for Young Persons

Current legislation requires that young people do not carry out activities which:

- Is beyond their physical or psychological capacity.
- Involves harmful exposure to agents which are toxic, carcinogenic, can cause genetic mutations or chronically affect human health.
- Involves the risk of accidents which it may be reasonably assumed cannot be recognised, or avoided, due to insufficient attention to safety or lack of experience or training.

Exemptions to the Legal Restrictions

Where a young person is no longer a child the Regulations do not prohibit work:

- Where it is necessary for his training.
- Where the young person will be supervised by a competent person.
- Where the risk will be reduced to the lowest level that is reasonably practicable.

Information, Instruction, Training and Supervision

Providing information, instruction, training and supervision ensures that safety awareness is increased and competence levels are improved. Determining the level of training and supervision required involves considering the maturity and experience of the young person.

The Presbyterian Church in Ireland Taking Care Manual should be consulted when working with children, young people and vulnerable adults.

Other Measures to Control Risks

Risks to which young people are exposed may be minimised by various measures including:

- Introducing suitable work patterns.
- Reducing work rate.
- Modifying workstations to take account of the size of the young person.
- Maintaining equipment.

Provision of Information

Parents / guardians of young people should be informed of the risks, identified through the risk assessments undertaken, the measures put in place to control them and the procedures to be followed in the event of serious and imminent danger.

Before children under school leaving age are utilised, their parents or guardians must be provided with information concerning the risks identified in the risk assessment and the control measures used to reduce these risks.

Consent must be obtained from the parents / guardians before children under minimum school leaving age are employed.

Maintenance of Records

Copies of written consent documentation should be retained where children under the minimum school leaving age are employed. Copies of the information provided to the parent / guardians of young people and children under the minimum school leaving age should also be retained.

When working with children and young people always refer to the "Taking Care Manual". It is essential that all staff, leaders and volunteers are recruited according to the guidelines and a POCVA check carried out.

Also visit: - http://www.presbyterianireland.org/takingcare/

YOUNG PERSONS INFORMATION CHECKLIST

Form YPAIC

Name of Young Person: *James Wheeler*

Task Undertaken: *Manual handling of chairs and tables.*

Questions to consider:	Yes / No	Comments
Is the person a: **Young Person** (under 18)	*Yes*	*Volunteer 16 years old.*
Child (under school leaving age)	*No*	
The task – does it involve:		
Use of dangerous machinery?	*No*	
Use of other machinery?	*No*	
Lifting and carrying activities?	*Yes*	*Carrying chairs and tables.*
Repetitive handling of articles?	*No*	
Hot work (welding etc.)?	*No*	
Use of fixed electrical equipment?	*No*	
Use of portable electrical equipment?	*No*	
Use of air powered / pressure equipment?	*No*	
Driving of vehicles?	*No*	
Use of flammable substances?	*No*	
Use of hazardous substances?	*No*	
Exposure to toxic substances?	*No*	
Exposure to other dangerous substances?	*No*	
Work with animals?	*No*	
Work in places where articles may fall?	*Yes*	*Chairs are stacked, possibility may fall over.*
Maintenance of equipment?	*No*	
Work with display screen equipment / visual display unit?	*No*	
Pre-determined work rates?	*No*	
Work in high-pressure atmospheres?	*No*	
Work where structural collapse is possible?	*No*	
Environmental factors – does the work involve:		
Work in hot conditions?	*No*	
Work in cold conditions?	*No*	
Work in the open air?	*No*	
Work in wet conditions?	*No*	
Work in confined spaces?	*No*	
Working at height?	*No*	
Work near open pits, vats, reservoirs or tanks?	*No*	
Work in excavated areas?	*No*	
Work in noisy conditions?	*No*	
Work with ionising or non-ionising radiation?	*No*	
Use of personal protective equipment – does the task require the YP to wear PPE:		
Occasionally?	*No*	
All the time?	*Yes*	
Individual capability - does the task require:		
Unusual capability?	*No*	
Require special training (e.g. safety passport, manual handling etc.)?	*Yes*	*Manual handling / kinetic handling training.*
Other factors:		
Is there a possibility of hand-arm vibration or full body vibration due to use of equipment?	*No*	

Comments:

Task carried out as frequently as required.

Completed by: *J Sheldon*	**Date:** *10/07/05*
Position: *Community Hall Manager*	**Link to RA Form Ref:** *YPA01*

EXAMPLE

RISK ASSESSMENT FORM

Form RA

Assessment No: *YPA01* Assessment Date: *20/07/05*	Location / Dept: *Community Hall* Assessor's Name: *J Sheldon*	**Further assessments required:** Fire ☐ COSHH ☐ Manual Handling *(see MHA01)* ☑ Display Screen Equipment ☐ Nursing and Expectant Mothers *(see NEMA02)* ☑ Young Persons ☐	**Persons involved in or affected by the task:** Employees ☑ Visitors ☐ Contractors ☐ Members of the public ☐ Others ☐	**Special Groups: (Where individual assessments have been completed)** Nursing and Expectant Mothers ☑ Young Persons ☐ Disabled ☐ Service Users ☐
Task / Activity / Area Assessed: *Assisting other employees / volunteers to move tables and chairs within the community hall.*				

THE POINTS RAISED BELOW ARE NOT MEANT TO BE COMPREHENSIVE AND HAVE BEEN CHOSEN FOR THE PURPOSE OF ILLUSTRATION

Hazards Identified	Worst Case Outcome	Current Control Measures in Place	Likelihood	Score	Rating
Strains, sprains, back injury, upper limb injuries.	*Severe injury (8)*	*Control measures as per MHA01 implemented.* *In addition for young persons the following control measures apply:*	*Remote (1)*	*(8x1)* ***8***	*Low*
Slips and trips from varying levels within the community hall e.g. ramps and steps.	*Lost time injury (5)*	*Young person must be trained in safe manual handling techniques.* *Suitable supervision checks to be in place during the activity.*	*Unlikely (2)*	*(5x2)* ***10***	*Low*

Worst Case Outcome / **Likelihood given precautions in place**

10	8	5	3	1		10	8	5	2	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury		Certain / imminent	Very likely	Likely	Unlikely	Remote

Risk Rating Table

High 50-100 | Medium 20-49 | Low 1-19

RISK ASSESSMENT FORM

Form RA

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Arrange manual handling training.	*20/08/05 (one month)*	*J Sheldon Community Hall Manager20/08/05*
Further actions that may require longer term consideration:	Action Review Date	Action Completed (Name and title) / Date

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Signature:	Date:

Assessment Review Date (as required):	Assessment Review Date (as required):
New risk assessment required: Yes / No	New risk assessment required: Yes / No
Completed by (Name):	Completed by (Name):
Signature:	Signature:

EXAMPLE

YOUNG PERSONS INFORMATION CHECKLIST

Form YPAIC

Name of Young Person:		
Task Undertaken: Manual handling of chairs and tables.		
Questions to consider:	**Yes / No**	**Comments**
Is the person a: **Young Person** (under 18) **Child** (under school leaving age) **The task –** does it involve: Use of dangerous machinery? Use of other machinery? Lifting and carrying activities? Repetitive handling of articles? Hot work (welding etc.)? Use of fixed electrical equipment? Use of portable electrical equipment? Use of air powered / pressure equipment? Driving of vehicles? Use of flammable substances? Use of hazardous substances? Exposure to toxic substances? Exposure to other dangerous substances? Work with animals? Work in places where articles may fall? Maintenance of equipment? Work with display screen equipment / visual display unit? Pre-determined work rates? Work in high-pressure atmospheres? Work where structural collapse is possible? **Environmental factors** – does the work involve: Work in hot conditions? Work in cold conditions? Work in the open air? Work in wet conditions? Work in confined spaces? Working at height? Work near open pits, vats, reservoirs or tanks? Work in excavated areas? Work in noisy conditions? Work with ionising or non-ionising radiation? **Use of personal protective equipment** – does the task require the YP to wear PPE: Occasionally? All the time? **Individual capability** - does the task require: Unusual capability? Require special training (e.g. safety passport, manual handling etc.)? **Other factors:** Is there a possibility of hand-arm vibration or full body vibration due to use of equipment?		
Comments:		
Completed by: **Position:**	**Date:** **Link to RA Form Ref:**	

PENINSULA