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## CONTENTS

It's your business - so look after it! .....	5
Enforcing Health and Safety Law .....	6
The Health and Safety at Work etc. Act 1974 explained .....	9
Information, Instruction and Training .....	13
Management of Health & Safety at Work Regulations 1999 .....	15
Risk Assessment .....	17
Topic Based Inspection and Relevant Legislation .....	20
Manual Handling Regulations 1992 .....	21
The Display Screen Equipment Regulations 1992 .....	23
Slips and Trips at Work .....	25
The Work at Height Regulations 2005 .....	26
Workplace Transport .....	30
Work-related Stress .....	34
The Workplace (Health, Safety & Welfare) Regulations 1992 .....	39
Control of Substances Hazardous to Health Regulations 2002 .....	43
The Control of Noise Regulations 2005 .....	46
Personal Protective Equipment at Work Regulations 1992 .....	47
The Health and Safety (First-Aid) Regulations 1981 .....	48
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 .....	51
Provision & Use of Work Equipment Regulations 1998 (PUWER) .....	53
Lifting Operations and Lifting Equipment Regulations 1998 .....	56
Electricity at Work Regulations 1989 .....	58
Liquefied Petroleum Gas (LPG) .....	59
Asbestos .....	60
The Control of Asbestos at Work Regulations 2006 .....	61
Working Time Regulations 1999 .....	63
Self Audit Assessment .....	65
Useful Addresses .....	70

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62

## IT'S YOUR BUSINESS – SO LOOK AFTER IT!

The aims of South Gloucestershire Council are to protect the Health, Safety and Welfare of employees and to safeguard others, principally the public, who may be exposed to risks from work activities. We are also committed to the success of the business community in the district.

The reality is that every working day over 6000 people in Great Britain are injured at work. 300 people a year tragically lose their lives at work, around 158,000 non-fatal injuries are reported each year and an estimated 2.2 million people suffer ill health caused or made worse by work. The mistake is to believe that these things only happen in exceptional circumstances and that they could never occur in your workplace – this is not the case.

Accidents, absenteeism through work-related ill health and consequently higher liability insurance premiums, affect everyone in South Gloucestershire. This booklet is an introduction to health and safety in the workplace. It highlights the key areas of

risk you need to know about, your responsibilities under the regulations and tells you where you can get more information on each particular subject.

No matter what your business, you can use this booklet as a first step in learning more about Health and Safety.

The Health and Safety staff in the Environmental Services Department are dedicated professionals who are committed to improving workplace health, safety and welfare and assisting businesses to comply by education and consultation rather than confrontation.

Unless otherwise stated, all the guidance referred to in this publication may be obtained from HSE books. (HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA. Tel: 01787 881165. Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk))

If you require help or assistance on any health and safety at work issue, please do not hesitate to contact us – we are here to help.

**Les Pursglove**  
**Head of Environmental Services**

## ENFORCING HEALTH AND SAFETY LAW

### What can I expect when an Inspector calls?

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

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

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

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

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

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

**Informal Notice** – In the form of letters or premises inspection reports.

Any correspondence will be sent as soon as practicable and, if appropriate, the inspector will tell the business at time of the visit when they should expect a letter. Where remedial action is required the letter will set out what

needs to be done, why, within what period, and what law applies.

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

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

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

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

Copies of the Environmental Health Services Enforcement Policy are available by contacting us.



## How to Appeal:

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

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

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



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

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

### Duties of employers

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

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

### Duties to others

An employer or self employed person must conduct his undertaking in such a way that it does not affect the health and safety of others, i.e. other employees, or members of the public.

### Duties of employees

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

Further information

HSC15 – Health and Safety Law – What you should know.

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

### Health and Safety Policy

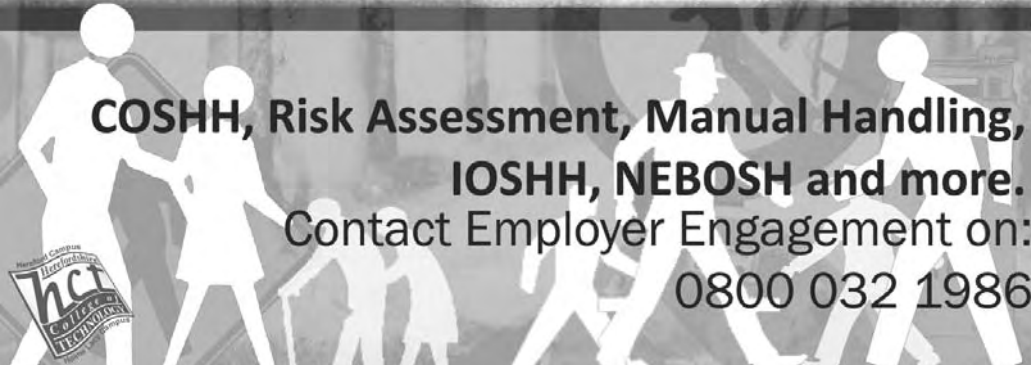
It is a legal requirement for any organisation employing five or more people to have a written policy for health and safety.

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

#### 1. Statement of Intent:

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

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56

## 2. Organisation:

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

## 3. Arrangements:

- Procedures for identifying hazards, assessing risks, precautions to be taken
- Methods of consultation with employees
- Accident reporting and investigation, fire and first aid arrangements
- Procedures for introducing new machinery, substances or processes.

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

Further information:

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

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



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18

## INFORMATION, INSTRUCTION AND TRAINING

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

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

Check:

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

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

### Consultation

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

Further information:

Safety Representatives and Safety Committees Approved Code of Practice and Guidance on the Regulations ISBN 0717612201 L87.

A guide to the Health and Safety (Consultation with Employees) Regulations 1996 Guidance on the Regulations ISBN 0717612341 L95.

<http://www.hse.gov.uk/pubns/indg232.pdf>



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58



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32



## MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

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

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

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

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

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

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

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

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

#### **Further information:**

L21 ISBN 0717604128 Management of Health and Safety at Work Regulations 1999  
Essentials of Health and Safety at Work HSE Books 1994 ISBN 0 7176 0716 X  
Successful Health and Safety Management HSG 65 ISBN 0 7176 7 1997



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– THE COMPETITIVE EDGE –

- Canopies • Ducting • Welding
- General Sheet Metal Work

## RISK ASSESSMENT

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

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

**Risk** is the likelihood or chance, great or small, that someone will be harmed by the hazard.

An effective risk assessment will:

### Identify hazards

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

### Identify those at risk

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

### Evaluate the risk

Consider how likely it is that each hazard could cause harm. This will determine

whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains. What you need to decide for each hazard is whether your control measures are sufficient. Significant findings of your risk assessments should be passed on to your employees. If you have five or more employees you must record the significant findings (i.e. hazards and conclusions). If there is any significant change in work practice (i.e. new machines, substances, procedures) these should be added to the assessment to take account of the new hazards. It is also good practice to review the assessment from time to time to make sure that the precautions are still working effectively and particularly if an incident occurs.

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

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

Further information:

5 steps to risk assessment INDG 163(rev 2).  
<http://www.hse.gov.uk/pubns/indg163.pdf>

# FIVE STEPS TO RISK ASSESSMENT

<b>Company Name:</b>
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## Step 1

### What are the hazards?

Spot hazards by:

- walking around your workplace
- asking your employees what they think
- visiting the “Your industry” areas of the HSE website or calling HSE infoline
- calling the Workplace Health Connect Adviceline or visiting their website
- checking manufacturers’ instructions
- contacting your trade association

Don't forget long-term health hazards

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## Step 2

### Who might be harmed and how?

Identify groups of people. Remember:

- some workers have particular needs.
- people who may not be in the workplace at the time.
- members of the public.
- if you share your workplace think about how your work affects others present.

Say how the hazard could cause harm

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<b>Step 5 Review date:</b>
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Date or risk assessment:

**Step 3**

**What are you already doing?**

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

**Step 4**

**What further action is necessary?**

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

**Step 5**

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

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

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

## TOPIC BASED INSPECTION AND RELEVANT LEGISLATION

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

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

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

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

## MANUAL HANDLING OPERATIONS REGULATIONS 1992

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

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

### Risk Assessment

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

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

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

### Who should carry out the Assessment?

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

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

### How detailed will the Assessment be?

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

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

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

- change your grip once carrying.
- Don't allow the load to obstruct your field of view - if it is too large seek assistance.
  - Set the load down gently, again with your back straight and knees bent.

For further information

Manual Handling Guidance on Regulations L23 ISBN 0717624153.

Manual Handling: Solutions You Can Handle HSG115 ISBN 0717606937.

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

Upper Limb disorders in the workplace HSG60.

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

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

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## THE DISPLAY SCREEN EQUIPMENT REGULATIONS 1992

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

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

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

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

### Work Station Assessments

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

A useful VDU checklist can be downloaded from the HSE website: [www.hse.gov.uk/msd/campaigns/vduchecklist.pdf](http://www.hse.gov.uk/msd/campaigns/vduchecklist.pdf)  
<<http://www.hse.gov.uk/msd/campaigns/vduchecklist.pdf>>

### Requirements for Work Stations

#### Equipment

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

#### Display Screen

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

#### Keyboard

Must be tiltable and separate from the screen. The space in front of the keyboard must be sufficient to provide support for the hands and the wrists of the user. The symbols of the keys must be legible. The surface or desk must be sufficiently large, have a low reflective surface and allow for a flexible arrangement of the equipment.

#### Chair

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

#### Foot Rest

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

#### Lighting

Lighting must achieve an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirement of the user. Reflection and

glare from windows and other sources must be eliminated. Windows should be fitted with a suitable system of adjustable coverings to control the daylight that falls on the work station.

### **Noise**

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

### **Heat**

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

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

Whenever possible, work at display screens should consist of a mixture of screen based and non-screen based work. When this is not possible deliberate breaks or pauses must be introduced.

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

### **Eyes & Eyesight**

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

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

### **Training**

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

Further Information :-

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

Guidance on the regulations L26 ISBN 0717604101.

The law on V.D.U's An Easy Guide How to Comply With the Health & Safety (Display Screen Equipment) Regulations 1992 HSG90 ISBN 0717607356.

Working with VDU's -INDG 36(rev 2) ISBN 07176 22223.

<http://www.hse.gov.uk/pubns/indg36.pdf>

## SLIPS AND TRIPS AT WORK

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

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

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

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

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

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

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

### Further Information:

Slips and Trips: Guidance for Employers on Identifying Hazards and Controlling Risks HSG 155 HSE Books 1996 ISBN 0 71761145 0.

Slips and Trips: Guidance for the food processing industry HSG 156 HSE Books 1996 ISBN 0 7176 0832 8.

Preventing Slips and Trips at Work HSE INDG 225 Books ISBN 0 7176 2760 8.  
<http://www.hse.gov.uk/pubns/indg225.pdf>

## THE WORK AT HEIGHT REGULATIONS 2005

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

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

### What is 'work at height'?

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

### Do the rules apply to you?

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

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

- report any safety hazard to them
- use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think it would be unsafe, in which case you should seek further instructions before continuing).

You need to take account of:

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

The need for emergency evacuation.

### Exemptions

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

### What you must do as an employer

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

### The control hierarchy

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

Duty holders must:

1. Avoid work at height where they can e.g. long handle cleaning systems

2. Use work equipment or other measures to prevent falls where they cannot avoid working at height e.g. high level pickers or tower scaffolding
3. Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur such as a personal fall arrest harness.

### **Duty holders' responsibilities**

The Regulations require duty holders to ensure:

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

### **Planning**

You must:

- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height
- ensure that the work is properly planned, appropriately supervised,

and carried out in as safe a way as is reasonably practicable

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

### **Weather**

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

### **Staff training**

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

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

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

## Equipment, temporary structures and safety features

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

When selecting equipment for work at height you must:

- use the most suitable equipment
- give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses)
- take account of: the working conditions; and risks to the safety of all those at the place where work equipment is to be used.
- ensure that all equipment, temporary structures (e.g. scaffolding), and safety features comply with the detailed requirements of schedules 2 to 6. of the Regulations.

## Fragile surfaces

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

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

## Falling objects

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

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

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

Further information:

Work at Height Regulations 2005 SI 2005/735 The Stationery Office 2005  
(Available online at:  
[www.hmso.gov.uk/si20050735.htm](http://www.hmso.gov.uk/si20050735.htm))

Management of Health and Safety at Work Regulations 1999 SI 1999/3242 The Stationery Office 199 ISBN 0 11 085625 2

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

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

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

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

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

## WORKPLACE TRANSPORT

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

### Identify Hazards

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

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

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

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

## WORKPLACE TRANSPORT CHECKLIST

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

### THE WORKPLACE

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

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

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

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



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

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

#### THE VEHICLES

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

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

- Is there safe means of access to and exit from the cabs and other parts that need to be reached?
- Is there a need for driver protection against injury in the event of overturn, and to prevent the driver being hit by falling objects?

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

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

#### DRIVERS AND OTHER EMPLOYEES

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

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

Check what your drivers and other employees do when undertaking their work activities. For example:

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

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

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

## VEHICLE ACTIVITIES

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

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

## LOADING AND UNLOADING

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

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

Further information:

Workplace transport safety ISBN 0 7176 2821 3 INDG 199.

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

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

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

## WORK-RELATED STRESS

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

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

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

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

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

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

## WORK-RELATED STRESSORS

### Culture

Problems that can lead to stress:

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

### What management can do:

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

### Demands of the job

Problems that can lead to stress:

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

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

- Prioritise tasks, cut out unnecessary work, try to give warning of urgent or important jobs
- Make sure individuals are matched to jobs, provide training for those who need more, increase the scope of jobs for those who are over-trained
- Make sure other workplace hazards, such as noise, harmful substances and the threat of violence, are properly controlled

### **Control**

Problems that can lead to stress:

- Lack of control over work activities

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

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

### **Relationships**

Problems that can lead to stress:

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

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

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

### **Change**

Problems that can lead to stress:

- Uncertainty about what is happening
- Fears about job security

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

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

### **Role**

Problems that can lead to stress:

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

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

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

### **Support and the individual**

Problems that can lead to stress:

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

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

- Support and encourage staff, even when things go wrong



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- Encourage a healthy work-life balance
- See if there is scope for flexible work schedules (e.g. flexible working hours, working from home)
- Take in to account that everyone is different, and try to allocate work so that everyone is working in the way that helps them work best

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

Listen to them! If the stress is work related:

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

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

Further information:

<http://www.hse.gov.uk/stress/standards/standards.htm> HSE Website

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46

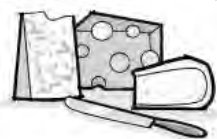
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49



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

These Regulations apply to all places of work.

### What is a Workplace?

Any premises other than a domestic dwelling made available to any person as a place of work and includes any place within premises to which that person has access e.g. lobby, corridor, stairs, loading bay, restrooms, private roads etc.

The following is a brief summary of the employers requirements:-

### Access to the Workplace

The route used for people to get to and from any workplace must be safe and without hazard; this includes passages, floors, walkways, stairs, ladders, etc. all of which should be in accordance with current safety standards and without hazard. Where any work surface is above ground level, precautions must be taken to prevent persons falling.

Where there are vehicles and pedestrians, arrangements should be made, where ever possible, to separate them.

### Lighting

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

For clarification on emergency lighting please contact Avon Fire & Rescue, tel: 0117 926 2061 [www.avonfire.gov.uk](http://www.avonfire.gov.uk).

### Ventilation

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

### Space

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

### Temperature

The temperatures in workrooms should be reasonable comfortable without the need for special clothing.

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

### Cleanliness

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

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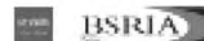
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## Floor & Stairs

All floor and stairs must be maintained in a sound condition, free from holes, not uneven etc. Stairs must be kept free from obstruction and be provided with hand rails, it may be necessary to highlight nosings. In some areas slip resistant floor coverings may be needed.

## Falls or Falling objects

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

## Transparent and Translucent Doors, Walls and Windows

Windows, transparent or translucent surfaces in walls, partitions, doors and gates should, where necessary for reasons of health and safety, be made of safety material or protected against breakage. They must also be marked so

that is not possible to mistakenly walk into them.

It should be possible to reach and operate the control of openable windows, skylights and ventilators in a safe manner. Suitable provision should be made so that windows and skylights can be cleaned safely.

## Drinking water

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

## Rest facilities

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

## Toilets

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

## Storage

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

- Check the safe loading of racks, shelves and floors and do not exceed it. Mark the safe working load on racking.

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- Use a properly constructed rack for storage and secure it to the wall and floor if necessary for stability.
- Ensure stacks on floors or racks are stable and do not protrude into gangways and not likely to fall and cause injury. Bind or wrap stock if necessary.
- Make sure there is a safe way for assessing loads on racks and that any ladders or steps used are appropriate and in good repair.
- Store heavy items as near to floor level as possible.
- Check loads that might roll, such as drums or pipes are secure.
- Inspect racking and pallets regularly for damage and set up a defect reporting system.

Further information:-

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

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

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

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

<http://www.hse.gov.uk/pubns/indg136.pdf>

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19

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

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

Hazardous substances cause injury by:-

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

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

### What substances are hazardous to health?

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

### Hazardous substances often found at work:

- Bleach, oven cleaner or clinical wastes found in nursing or care homes.

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

Are you using any of these in your business?

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

You must **assess** all the substances that are involved with your work activity, identify those that are hazardous and then decide what actions need to be taken to prevent, or control the exposure of persons to them. This should only be done by a competent person.

The person carrying out the assessment will have to consider, not just how a substance is used, but how it is stored or handled and whether substances, e.g. hazardous fumes, are given off from any process carried on in the business. The assessor will have to have all the necessary information, training and knowledge available. They can be 'in house' or where special circumstances exist, may have to be a suitable specialist consultant.

## The assessment should identify?

- What is the known effect of the substance on a person?
- What are the known long and short term effects on that person?
- How the substance is used, who by and for how long?
- Is the substance already officially recognised as toxic, irritant, corrosive or harmful with a workplace exposure limit and, if so, is this being exceeded?
- Are any existing precautions being taken and how effective are these?
- If these precautions fail, what exposure is likely to occur?

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- If there is an accidental spillage, what exposure is likely and to whom?

## What do I have to tell employees?

All employees must be given information, instruction and training regarding the nature and risk to health of substances that they use and the precautions that they must take to prevent them being exposed to these risks.

There are further more specific requirements in the regulations, e.g. maintenance of records and health surveillance where employees are exposed to certain substances.

## Legionnaire's Disease

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



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a high fever, chills and headache with Pneumonia following and can be fatal.

If conditions are favourable the bacteria may grow creating conditions in which the risk from legionnaire's disease is increased. It is therefore important to control the risks by adopting methods outlined in the Approved Code of Practice and guidance document Legionnaire's disease – The Control of Legionella bacteria in Water systems (L8)

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

There is a requirement on a person in control of premises, with certain plant (wet cooling towers and evaporative condensers) to register with the local authority.

The risk of other types of occupational disease such as Hepatitis or Dermatitis should also be included in the COSHH assessment where appropriate.

Further reading:-

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

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

Approved Code of Practice L5 ISBN 07176 1670 3.

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

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

## THE CONTROL OF NOISE REGULATIONS 2005

These regulations set out a basic framework to protect people against health risks from excessive noise at work.

Exposure to high noise levels can cause incurable hearing damage involving loss of hearing ability, possibly made worse by permanent tinnitus (ringing in the ears), and other effects.

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

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

Further information:

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

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

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

Check:

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



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## PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

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

PPE is any equipment which protects the wearer from a health or safety risk. It includes respiratory protective equipment, eye and face protection, hearing protection, head protection (safety helmets), safety boots and gloves. Weather proof and insulated clothing and high visibility jackets are also PPE because they help protect employees from adverse weather and the risk of being struck by moving vehicles. PPE should be used only as a last resort, when the employer cannot eliminate or adequately control the risks in other ways. If employees need PPE employers must provide it free.

For further information:

Personal protective equipment at work -

Guidance on regulations

(ISBN 0-11-886334-7)

HSG53 - Respiratory Protective  
Equipment, a guide

Check:

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



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

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

### First Aiders

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

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

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

### What is an appointed person?

An appointed person is someone who is authorised to take charge of the situation (e.g. to call an ambulance) if there is a serious injury or illness. The person will act in the absence of a trained first aider, or where a first aider is not required, i.e. a small nonhazardous work area. Emergency first aid training should be considered for all appointed persons.

### First aid training

First aiders must have undertaken

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

### Records

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

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

### First Aid Boxes and Kits

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

### Suggested Numbers of First-Aid Personnel.


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

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

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

#### Guide to contents:

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



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

#### Further information

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

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

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

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

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

Report the following events, to the enforcing authority within 10 days via the incident contact centre (ICC) if there is an accident connected with work and

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

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

Examples of major injuries:

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

Examples of dangerous occurrences:

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

Further information:

Everyone's guide to RIDDOR 95 HSE31  
<http://www.hse.gov.uk/riddor/guidance.htm>

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

- notify the enforcing authority via the Incident Contact Centre (ICC) at Caerphilly by either using the appropriate form (F2508 for accidents and dangerous occurrences and F2508A for cases of disease) within 10 days; F2508 report forms may be downloaded from the website - [www.riddor.gov.uk](http://www.riddor.gov.uk) or via the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) or by **phone**, fax or emailing the centre.

- keep a record of any reportable injury, disease or dangerous occurrence detailing the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.
- It is still acceptable to send the report directly to us but the Incident Contact Centre is intended to make this option easier.

The Incident Contact Centre (ICC) is located at:  
Caerphilly Business Park,  
Caerphilly CF83 3GG

F2508 Accident Reports may be notified by telephone:

(charges at local rate) 0845 300 9923

facsimilie: (charges at local rate) 0845 300 9924

email: [riddor@natbrit.com](mailto:riddor@natbrit.com)

**Accidents can also be reported directly on line at**

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

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

[Further Information](#)

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

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

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

### **Suitability of Work Equipment**

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

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

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

### **Maintenance**

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

### **Information, Instruction and Training**

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

### **Dangerous parts of Machinery**

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

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

### **Protection against specific hazards and high or low temperature**

If there is a risk of materials falling or being ejected from work equipment, or it breaking apart (scaffolding) or the intentional or un-intentional release of any substance used or stored in the equipment e.g. swarf ejected from a machine tool, then this needs to be prevented or controlled. Personal protective equipment being the last resort. Appropriate levels of protection need to be provided for any work equipment or substances used or stored which are either very hot or cold. This relates to gas cookers, cold stores or a pipe capable of causing injuries like scalds or frostbite.

### **Controls**

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

### **Stability**

Suitable precautions must be taken to secure work equipment, for example with bolts or clamps. A ladder could be either footed, tied or clamped.

### **Lighting**

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

### **Markings and Warnings**

Work equipment must be marked with any appropriate health and safety markings for example stop and start controls, maximum rotation speeds of abrasive wheels, safe working loads for lifting equipment. A warning device must be provided where a risk to safety or health remains after other measures have been taken. Warnings are usually in the form of a notice or devices giving a signal, typically a visual reversing light or audible reversing alarm. Warnings must be clear and understood.

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

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



## Rolling over of Mobile Work Equipment

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

Where a risk is identified of a crush injury from mobile work equipment or, the protective structure in the event of roll over, a restraining system or seat belt should be fitted.

## Self Propelled Work Equipment

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

## Drive Shafts

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

### Further Information:

Safe Use of Work Equipment Provision and Use of Work Equipment Regulations 1998 L22 ISBN 07176126.

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

Provision and Use of Work Equipment Regulations 1998 As applied to power presses L112 ISBN 07176 16274

Safety in the Use of Abrasive Wheels HSG17 ISBN 071756 04667.

Safety in Working with Lift Trucks HSG6 ISBN 07176 14409.

Rider Operated Lift Trucks/Operator Training L117 ISBN 07176 24552.

## LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

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

### Strength and Stability

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

has been designed for the purpose.

### Lifting Equipment for Lifting Persons

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

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34

## Marking

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

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

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

## Thorough Examination and Inspections

Lifting equipment on initial use after installation, periodically during its' life, in accordance with an examination scheme or, following exceptional circumstances must be thoroughly examined by a competent person. The examination should take into account the condition of the lifting equipment, the environment in which it is used and the

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

## Young Persons

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

### Further Information

Safe Use of Lifting Equipment, Lifting Operations and Lifting Equipment Regulations 1998 L113 ISBN.

## ELECTRICITY AT WORK REGULATIONS 1989

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

They impose duties in respect of:

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

Put simply, employers and self-employed people must make sure that everything that uses or carries electricity in the workplace is safe, that employees do not interfere with or abuse anything electrical that has been supplied for their use, or bring into the workplace anything electrical that is unsafe.

Employees must be instructed to report any damaged electrical equipment to their supervisor immediately and to not carry out any electrical work themselves, unless competent and authorised by the employer.

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

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

### Installation

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

Further Information :-  
[Electricity at Work: Safe Working Practices HSG85 ISBN 071760442X](#)  
[Maintaining Portable & Transportable Electrical Equipment HSG107 ISBN 0717607151](#)

## LIQUEFIED PETROLEUM GAS (LPG)

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

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

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

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

Further reading :-

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

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

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



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28

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23



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53

## ASBESTOS

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

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

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

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

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

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

## THE CONTROL OF ASBESTOS REGULATIONS 2006

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

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

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

others who may be affected by that work. Only licensed contractors may work on asbestos insulation, coatings or asbestos insulation board (AIB).

Further information:

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

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

INDG289 - Working with asbestos in buildings.

HSG189/2 - Working with Asbestos cement.

HSG189/1 - Asbestos stripping techniques.

HSG227 - Managing Asbestos in Premises.

HSG210 - Asbestos Essentials Task Manual.

Manage Buildings? You must manage asbestos  
<http://www.hse.gov.uk/pubns/manageasbestos.pdf>

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38

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## WORKING TIME REGULATIONS 1999

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

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

Specific rights also exist for adolescents i.e. those over the minimum school leaving age, but under 18 years.

Employees or workers can agree to work longer and employers need to keep suitable records. Enforcement is split between Local Authorities and Industrial Tribunals.

Further reading:-

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

### EMPLOYMENT OF YOUNG PERSONS AGED 13 – 15 YEARS

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

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

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

### Work Experience


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

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

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

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

The Health and Safety (Young Persons) Regulations 1997 introduced new requirements to the Management of



Health and Safety at Work Regulations 1992. As a result employers are required to: Assess the risks to young people, under 18 years of age, before they start work:

- take into account their in experience, lack of awareness of existing or potential risks and immaturity
- address specific factors in the risk assessment
- provide information to parents of school age children about risk and the control measures introduced
- take account of the risk assessment in determining whether the young persons should be prohibited from certain work activities, except where they are over the minimum school leaving age and it is necessary for their training. These requirements do not apply to occasional work, or short-term work involving:
  - domestic service in a private household
  - work regarded as harmful, damaging or dangerous to young people in a family undertaking In this context “family undertaking” is thought to mean small and medium sized firms owned by, and employing

Further information:

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

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

## SELF AUDIT ASSESSMENT

### YOUR POLICIES

Has your business produced a written company safety policy?

Yes  No  No, there are less than five employees

Have you carried out a risk assessment at the premises? Yes  No

If so, have you produced a record of all the significant findings?

Yes  No  No, there are less than five employees

Is the Health and Safety Law "What You Should Know" Poster displayed at the premises?

Yes  No

[See Safety Policy & Risk Assessment Section](#)

### THE WORK PLACE

Are you satisfied that all workrooms are adequately ventilated? Yes  No

Are you satisfied that the temperature in all the workrooms is at least 16°C and not unreasonably hot? Yes  No

Are you satisfied that there is sufficient lighting to enable people to work and move about safely? Yes  No

Are you satisfied that the workplace is kept clean? Yes  No

Are you satisfied that all waste is stored in suitable bins, which are emptied regularly? Yes  No

Are you satisfied that all workrooms have enough free space to allow people to move about with ease? Yes  No

Are you satisfied that all workstations (i.e. desks, benches, counters) and seating are suitable for the people using them and for the work?

Yes  No

Are you satisfied that pedestrians and vehicular traffic can use your site safely? Yes  No

Are you satisfied that the building and its services such as mechanical ventilation systems are in a good state of repair and are regularly maintained?

Yes  No

Are you satisfied that all the flooring is in good condition, free from holes, is even and not slippery? Yes  No

Are you satisfied that staircases, walkways and fire exits are always kept free of obstructions, which could cause a person to trip or fall?

Yes  No

Are you satisfied that all staircases to the premises are well constructed with a handrail provided on at least one side?

Yes  No

Are you satisfied that all shelving and racking units are well made and strong enough for the loads placed on them?

Yes  No

Are you satisfied that all shelving and racking units are well made and strong enough for the loads placed on them?

Yes  No

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

Yes  No  No, there are no high shelves

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

Yes  No

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

Yes  No

Are there kickboards?

Yes  No

Are you satisfied that windows higher than the ground floor can be opened without danger?

Yes  No

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

Yes  No

[See Workplace Health, Safety and Welfare Section](#)

#### WORK RELATED STRESS

Work related stress may be reduced if identified and controlled

Do you monitor potential causes of work places stress?

Yes  No

#### VISUAL DISPLAY UNITS

Do any staff regularly use a computer?

Yes  No

If YES, have computer workstations been formally assessed?

Yes  No

If YES, do you provide:

Suitable desks with enough room for all the equipment?

Yes  No

Modern, fully adjustable 5-point chairs?

Yes  No

Enough room around each desk?

Yes  No

Monitors with adjustable controls

Yes  No

Suitable keyboards or mouse controls?

Yes  No

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

Yes  No

Free eye-tests with an optician?

Yes  No

Regular breaks for staff away from the screen?

Yes  No

Adequate lighting, free from glare or distracting reflections?

Yes  No

Information to staff about problems of poor posture & fatigue?

Yes  No

[See Display Screen Equipment Section](#)

## MANUAL HANDLING

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

Yes  No

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

Yes  No

[See Manual Handling Section](#)

## WELFARE

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

Yes  No

Do you have sufficient hand washing facilities?

Yes  No

Do you provide drinking water?

Yes  No

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

Yes  No

Is it possible for staff to make a hot drink?

Yes  No

Are there any restrictions on smoking at work?

Yes  No

[See Workplace Health, Safety & Welfare Section](#)

## ACCIDENTS

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

Yes  No

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

Yes  No

[See Reporting of Accidents Section](#)

Do you have a first aid kit at the premises?

Yes  No

Is there one or more trained first-aiders?

Yes  No

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

Yes  No

[See First Aid Section](#)

## ELECTRICITY

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

Yes  No

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

Yes  No

[See Electricity at Work Section](#)

## FIRE PRECAUTIONS

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

Yes  No

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

Yes  No

Have you carried out your fire risk assessment?

Yes  No

## HARMFUL SUBSTANCES

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

Yes  No

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

Yes  No

Do you have showers; water features etc

Yes  No

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

Yes  No  [See COSHH Section](#)

## WORK EQUIPMENT

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

Yes  No

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

Yes  No

Is your lift thoroughly examined by a lift engineer every six months?

Yes  No  No, there are no lifts

## LADDERS & ACCESS

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

Yes  No

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

Yes  No

Do ladders undergo regular checks for wear and damage etc?

Yes  No

## GAS AND LPG APPLIANCES

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No  [See LPG Section](#)

## TRAINING AND CONSULTATION

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

Yes  No

Do all new employees receive health and safety induction training?

Yes  No

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

Yes  No

Are all staff trained in emergency evacuation procedures?

Yes  No

Date by which action should be taken:

Date for audit reassessment:

Assessor's name:

Signature:

## USEFUL ADDRESSES

South Gloucestershire Council  
Council Offices, Castle Street, Thornbury, South Gloucestershire BS35 1HF  
Tel: (01454) 863490 or fax: (01454) 863484

or

Civic Centre, High Street, Kingswood, South Gloucestershire BS15 9TR  
Tel: (01454) 863557 or Fax: (01454) 863772

Advisory Conciliation & Arbitration  
Service (ACAS)  
Public Enquiry Point  
Bristol  
Tel: (0117) 9744066

Avon Fire Brigade  
Yate Fire Station, Station Rd,  
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Fax: (01454) 323275

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Tel: Kevin Chidgey (01454) 864950  
Fax: (01454) 863886

Chamber of Commerce  
Business Link West  
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Tel: 0117 910 9200

Education Welfare Service  
(employment of children)  
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South Gloucestershire, BS34 6JX  
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Fax: (01454) 863263

EMAS  
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Government Buildings  
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Employment Tribunal  
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Health & Safety Executive (SW)  
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Bristol BS1 2ND  
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Fax: (0117) 926 2998

HSE Infoline  
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Caerphilly CF83 3GG  
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E-mail: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com)



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HSE Books  
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Tel: (01787) 881165 (Hse priced and free publications)

Institute of Occupational Hygienists  
(IOH)  
Suite 2, Georgian House  
Great Northern Road, Derby ED1 1LT  
(01332) 298087 (provides a directory of occupational hygienists).

Institution of Occupational Safety and Health (IOSH)  
The Grange, Highfield Drive  
Wigston, Leicestershire LE18 1PP  
Tel: (0116) 2573199 (provides a register of safety practitioners)

National Examination Board in Occupational Safety & Health (NEBOSH)  
The Grange, Highfield Drive  
Wigston, Leicestershire LE18 1PP  
Tel: (0116) 2634700 (provides details of nationally recognised safety courses)

Royal Society for the Prevention of Accidents (ROSPA)  
Egbaston Park, 353 Bristol Road  
Birmingham B5 7ST  
Tel: (0121) 2482000

The Chartered Institute of Environmental Health (CIEH)  
Chadwick Court, 15 Hatfields  
London SE1 8DJ  
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14