

Environmental Health

A Guide to Health and Safety



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Foreword

Welcome to the second edition of Test Valley Borough Council's health and safety handbook. We have prepared this booklet to help provide you with up to date information and practical advice on how to comply with health and safety legislation. We hope that you find the contents useful and informative, and that you will keep it handy for future reference.

The importance of good health and safety is evident to anyone who has seen the consequences of health and safety failure. The people who suffer most are the injured, the ill and the bereaved. Getting injured at work is not something we like to think about.

The reality is that the personal and economic cost can be enormous. 250 people a year lose their lives at work in Britain. In addition, around 141,000 non-fatal injuries are reported each year and an estimated 2.2 million suffer from ill health caused or made worse by work. 36 million days were lost overall - 30 million due to work-related ill health and 6 million due to workplace injury.

Test Valley Borough Council has for many years worked in partnership with local businesses to achieve and maintain high standards of health and safety through co-operation, constructive dialogue, partnership working and where necessary, enforcement action.

The handbook provides useful advice on health and safety management and the law. However, it is by no means exhaustive and details of further reading are included. If you have a particular problem, are thinking of starting a new business or changing your existing premises or practices, officers from the Commercial Team will be pleased to advise you.

Health and Safety does not just happen by chance. It needs to be managed just like any other aspect of your business. We look forward to your continued co-operation in making Test Valley a safer place to live, work and visit.



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Introduction

This handbook has been produced to assist employers and the self employed to comply with the law, which places great emphasis on self-regulation of the workplace.

The handbook contains information and advice on:

- The Health and Safety at Work etc Act 1974
- Other health and safety legislation
- What to expect from a visit by a Health and Safety Inspector
- When and how to report accidents
- When and how to register your business and certain work activities
- Responsibilities of enforcing authorities – local authority, HSE, Fire Service
- Health and Safety training
- Useful sources of information.

Each section will tell you how to get more information on that subject.

The guidance in the booklet is intended to advise you of ways to improve health and safety and increase awareness of the subject. However, it cannot be all embracing. If you require further advice or assistance please contact us:

The Commercial Team
The Housing, Health &
Communities Service
Test Valley Borough Council
Beech Hurst, Weyhill Road
Andover, SP10 3AJ

Tel: 01264 368460
Fax: 01264 368499
Email: envhealth@testvalley.gov.uk
Website: www.testvalley.gov.uk

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Revitalising Health and Safety

What is Revitalising Health and Safety (RHS)?

It is a 10-year strategy to improve health and safety at work, launched jointly by the government and Health and Safety Commission on 7 June 2000.

It is about injecting new impetus into better health and safety in all workplaces through:

- helping people at work to protect themselves and their business
- making work a better place to be
- helping you decide how to make your work safer and healthier

Revitalising Targets

Revitalising targets for the health and safety system have been set to:

- **reduce** the number of **working days lost** per 100,000 workers from work-related injury and ill health by **30%** by 2010;
- **reduce** the incidence rate of **fatal and major injury accidents** by **10%** by 2010;
- **reduce** the incidence rate of cases of **work-related ill health** by **20%** by 2010

Partnership Working

To meet the targets it is vital that everyone engaged in workplace safety, be they Inspectors, Employers, Self-Employed, Employees, Trade Associations, Trade Unions work together in partnership to deliver them.

Fit 3

A Fit for Work, Fit for Life Fit for Tomorrow (Fit 3) roadmap has been developed to assist meeting targets and contribute to the health and well being of communities.

It is expected that:

- Businesses will be proactive in taking measures to improve workplace standards and self regulate themselves
- Inspectors will target poor performers and highest risk premises and activities making better use of resources
- The bureaucratic and economic burden on businesses and the inspectorate will be lessened
- The health, safety and welfare of employees and members of the public will be improved.

Helping You to Meet Your Responsibilities

Test Valley Borough Council's health and safety inspectors are responsible for enforcing health and safety in approx 1,436 business premises including for example offices, warehouses, residential care homes, shops, pubs, restaurants and leisure premises.

Inspectors have an important role in protecting the health, safety and welfare of employees and members of the public. During an inspection, Inspectors will assess your management of health and safety having regard to the condition of your workplace, the nature of work carried out and the controls in place to minimise risk of injury.

They will concentrate on several priority areas, namely slips, trips and falls, work at height, musculoskeletal disorders (including manual handling/lifting and display equipment use), vehicle transport and risk of ill health due to exposure to asbestos, noise, legionella or other substances hazardous to health. These cause the majority of workplace accidents and days lost due to ill health.

Inspectors will want to see your risk assessments and control measures (including safe working procedures) for these key areas and any others that are specific to your business.

Health and Safety Enforcement Policy

Inspectors are not here to simply penalise employers that fail to comply with the law.

Our aim is work in partnership with you to help you understand what you need to do, and point out what might be wrong. Through accessible and authoritative information we aim to work with you to help make workplaces in Test Valley safer.

Test Valley Borough Council has its own clear and publicised enforcement policy. This policy has been formally adopted by the Council and is available on the Council's website www.testvalley.gov.uk

If there is a serious problem, Inspectors may issue Improvement Notices requiring you to make improvements within a fixed period of time. They may also issue Prohibition Notices to stop a process or the use of dangerous equipment if there is an imminent risk of serious injury to people. They have a right to seize and take away equipment for examination or as evidence. Inspectors do have powers to prosecute a business or individual for breaking health and safety laws but this would normally only be considered as a last resort or where the offence is serious. They will take into account your attitude and safety record. Fines for health and safety offences can be up to £20,000 per offence, on conviction in the magistrates court or unlimited in the crown court.

Annual Service Delivery Plan

Test Valley Borough Council prepares an annual health and safety service delivery plan which has been agreed by the Council

and makes clear our arrangements for contributing to current Health and Safety Commission priorities.

The service delivery plan takes account of local needs, while addressing national priorities: identifies both reactive and proactive work, reviews the previous year's work and includes details of planned initiatives - for example work with builders merchants, tyre & exhaust retail premises, furniture and carpet retailers, legionella control and achieving smoke-free work environments.

The plan is reviewed every year. We would welcome your views and comments on it

and any suggestions on how it could be improved. A copy of the service delivery plan is available on the Council's website www.testvalley.gov.uk

Further Reading

HSC 14 What to expect when an Health and Safety Inspector calls (free)

WCOVL 100 What to expect when a Health and Safety Awareness Officer Calls

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The Health and Safety at Work etc Act 1974

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in the United Kingdom. It covers all work premises and everyone at work. Its purpose is to make provision for securing the health, safety and welfare of persons at work, for protecting others against risks to health or safety in connection with the activities of persons at work, for controlling the keeping and use of dangerous substances and for controlling certain emissions into the atmosphere. It says that you as an employer, or self employed person must look after yourself, everyone working for you and anyone who could be affected by what you do – including the public and visitors to your premises.

The Health and Safety at Work etc Act 1974 also places certain general duties on employers:

- To provide a safe place of work and maintain all plant, equipment and machinery.
- To ensure that materials are properly stored, handled, used and transported.
- To provide information, instruction, training and supervision to employees and others at risk of injury.
- To provide a safe and healthy work environment, including safe access to and from the workplace.
- To provide a written safety policy where there are five or more employees within the organisation.

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- To look after the health and safety of people other than employees who may be affected by their work activities.

The Act is supported by a comprehensive set of Regulations, Codes of Practice and Guidance relating to a wide range of work activities and specific hazards. Some of these are referred to in this booklet. You must find out about which laws apply to you – you can ask your trade federation, chamber of commerce or your local health and safety inspector.

In particular, you have legal responsibilities for the safety of people in relation to the following: -

- Working procedures must be safe and healthy.
- The workplace must be safe, clean and healthy.
- If computers are provided, risk assessments need to be undertaken to ensure safe use.
- Machines must be safe to use and if necessary fitted with suitable protective guards.
- Workplace transport must be controlled - delivery vehicles and fork lift trucks.
- Manual lifting/handling must be reduced as much as possible.
- Work at height must be planned and controlled to prevent risk of injury from falls.
- Health risks must be properly controlled.
- Noise at work needs to be assessed and controlled to prevent hearing damage/loss.
- The workplace premises must be surveyed to assess presence of asbestos.
- Maintain electrical and gas appliances in a safe condition
- Plan for things that might go wrong – eg fires or accidents.

Other Health and Safety Legislation

Statutory Instruments (SIs) are the secondary type of legislation made under specific Acts of Parliament.

These cover a wide range of subjects, including:

- control of asbestos at work,
- control of noise at work,
- management of the workplace,
- personal protective equipment,
- control of substances hazardous to health,
- manual handling operations,
- lifting operations and lifting equipment,
- working at height,
- working hours,
- welfare facilities,
- smokefree workplaces
- electrical, gas and fire safety,
- accident record keeping and
- the reporting of injuries, diseases and dangerous occurrences.

Offices, Shops and Railway Premises Act 1963

If you employ, or intend to employ, any person or persons to work in a shop or office premises you are required to notify the local authority, Test Valley Borough Council, by completing an OSR1 registration form.

The Office of Public Sector Information provides access to UK legislation online. Acts of Parliament from 1988-2006 and Statutory Instruments (SIs) from 1987-2006 are available on the site.

http://www.opsi.gov.uk/legislation/about_legislation.htm

Further Reading

INDG 259 (rev 1) An introduction to health and safety – health and safety in small businesses

Essential of Health and Safety ISBN 9780717661794 (priced)

The Health and Safety Starter Pack ISBN 0717662101 (priced)

Health and Safety Inspectors

Health and safety laws in Test Valley are enforced by an Inspector from Test Valley Borough Council or the Health and Safety Executive. See contacts page at back of book.

The enforcing authorities do more than just enforce the law. Much of their activities involve giving advice to people to help them meet the legal standards.

Inspectors do have a wide range of powers, which include right of entry to your premises, the right to talk to your employees and make investigations. They have the right to take photographs and make copies of documents. They also have the right to take away equipment for examination or as evidence.

Inspectors may visit your business without prior notice but you are entitled to see their identification before letting them in. The Inspector will treat you courteously and fairly. Normally their duties are carried out informally and with the co-operation of employers. If there is a serious problem, Inspectors may issue notices requiring you to make improvements within a fixed period of time. They may also issue notices to stop a process or the use of dangerous equipment if there is a risk of serious injury to people.

If you receive a notice you have the right to appeal to an Employment Tribunal.

Inspectors do have powers to prosecute a business or individual for breaking health and safety laws but this would normally

only be considered as a last resort or where the offence is serious. They will take into account your attitude and safety record. Fines for Health and Safety offences can be up to £20,000 per offence, on conviction in the magistrates court or unlimited in the crown court.

If you are not satisfied with the way you have been treated you can take the matter up with the Inspector or the Inspector's Manager, whose name is on all letters.

Further Reading

HSC 14 What to expect when a Health and Safety Inspector calls (free)

WCOVL What to expect when a Health and Safety Awareness Officer calls (free)

Safety Documents

The following is a list of the common safety documents that will be required to be kept. If an Inspector visits you he/she may wish to see these documents.

You may need some or all of these documents depending on your business.

- Written Health and Safety Policy: for employers with five or more employees.
- Record of findings of Risk Assessment: for employers with five or more employees (some employers may also require records of assessments for manual handling, display screen equipment, control of substances hazardous to health).
- Accident records.
- Accident reporting forms (F2508).
- The poster “Health and Safety Law What You Should Know”. Alternatively a leaflet of the same name may be given to each employee.
- Records of statutory examination of lifts, hoists, other lifting equipment, or pressure systems, (usually done by an insurance company).
- Employers’ Liability Insurance Certificate: must be displayed by employers.
- Fire Risk Assessment.
- Staff training records.
- Record of location and condition of any Asbestos Containing Materials in the building.

Health and Safety Policy

If you have five or more employees you must have a written health and safety policy. A policy is a document, which helps to clarify who is responsible for what and what your health and safety procedures are.

Policies should contain the following and be reviewed from time to time:

- A statement of your commitment to health and safety – what you are going to do.
- Details of how you are organised and how the policy will be put into practice – who is going to do what?
- Details of the health and safety risks present in your workplace and what you are doing to prevent those risks causing harm.

You may find that the policy is best linked with the risk assessment.

A skeleton policy statement and guidance on how to use it is available from HSE books. This is called “An Introduction to Health and Safety – Health and Safety in small businesses.”

Further Reading

Booklet INDG 259 (rev1)– An Introduction to Health and Safety – Health and Safety in small businesses (free).

Risk Assessments

Most businesses have hazards, which may affect health and safety at work. Many small businesses find risk assessment difficult but you must make an assessment of the risks in your business regardless of its size. The regulations require that you consider young people (those who are not yet 18 years old) and new and expectant mothers. An assessment of risk is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether or not you have taken enough precautions to prevent harm. The aim is to make sure that nobody is injured or becomes ill.

Many small businesses can do the assessment themselves particularly where there are few risks. For more complex activities you may have to get somebody to help do the assessment.

How to do an Assessment

The first step is to look for the hazards in your business. You may think that there are no hazards in your workplace but if you step back and think about what you do, or take a walk around the business, you may see a number of hazards.

A **hazard** means anything that can cause harm (e.g. chemicals, electricity, working on ladders etc.)

The next step is to think about what the risk is from the hazards you have seen, and who could be injured or made ill by the hazards.

Risk is the chance, great or small, that someone will be harmed by a hazard. Next, think about what you need to do to prevent people being harmed and decide whether or not you are doing enough. If you find something needs to be done to prevent harm you should give priority to the risks which are most serious. You should try to remove the hazard completely but if this is not possible you should find out how to control the risks so that harm is unlikely. Example risk assessments are available for viewing and downloading on HSE website: <http://www.hse.gov.uk/risk/casestudies/index.htm>

The examples show the kind of approach HSE expects a small business or workplace to take. They are a template that can be amended to address the hazards and risks specific to your workplace.

Every business is different – you need to think through the hazards and controls required in your business for yourself. Remember, even when the hazards are the same, the control measures you adopt may have to be different from those in the example to meet the particular conditions in your workplace.

Telling People about the Assessment

You must tell your employees about the risks to their health and safety and the measures that you have devised to control the risks. They must also be trained and supervised in the use of any safety devices

or personal protective equipment.

If you share your workplace tell the other employers or self-employed people of the harm your work could cause them.

Record the Findings

If you have fewer than five employees you do not need to write anything down but if you have five or more employees you must record the findings of the assessment.

There is an example of part of an assessment which you may find useful on the following pages of this guide but, by all means, produce one in your own form if it suits you better.

The assessment record should be kept for future use. It can help you if an Inspector calls or if you become involved in an action for civil liability.

Reviewing the Assessment

Things will change with time and you will need to consider whether or not the changes create more risks. If there are substantial changes you should repeat the assessment for the changes and record the fact that you have done this.

Remember – the aim of assessment is not to carry out a complex analysis but to make decisions about what needs to be done to make things safe and healthy. Simple risks can usually be dealt with simply and quickly.

Further Reading

INDG 163 (rev2) 5 Steps to Risk Assessment (free)

Safe Working Procedures

Having clear procedures helps to get things right and make sure work is done safely. The need for safe procedures can be identified when you do your risk assessment.

- Routine work including cleaning.
- Maintenance work.
- Emergencies such as fire or spillage's.

Think about: -

- Have safety procedures been worked out for the job?
- Are the equipment and tools right for the job?
- Do workers know about the safety procedures?
- Are the workers competent to carry them out?
- Do workers know what to do if something goes wrong?

If you can't answer yes to the five points above the job probably won't be done safely.

GHI Warehouse

Date of Risk Assessment: 10.01.08

Assessor: John Smith

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by whom	Done
Falls from height	Staff could suffer severe or even fatal injuries if they fell whilst climbing racking. Staff could suffer severe or even fatal injuries if they fell whilst changing light bulbs etc in the high ceiling.	<ul style="list-style-type: none"> All staff are given strict instructions never to climb racking – monitored by supervisors. Proprietary forklift cage used by maintenance worker for changing bulbs. Cage supplier's information shows it is manufactured to standard. 	<ul style="list-style-type: none"> Train maintenance worker to check cage is in good condition and properly secured before each use. 	RB	17.01.08	20.01.08
Manual handling Regular movement of cartons to pallets. Rolls of stretch wrap and flat pallets.	All warehouse staff could suffer from back pain if regularly lifting/carrying heavy/awkward objects.	<ul style="list-style-type: none"> Conveyor system used to reduce manual handling materials in and out of delivery trucks. Lift trucks used for most manual handling. A range of manual handling tasks still required. 	<ul style="list-style-type: none"> Manual handling training to be given to all warehouse staff. Remaining manual handling tasks to be risk assessed using HSE's Manual Handling Assessment Chart. 	SP JB	06.02.08 20.01.08	01.02.08 20.01.08
Slips, trips and falls	All staff may suffer sprains or fractures if they trip over debris or slip on spillages.	<ul style="list-style-type: none"> Flooring kept dry and quality maintained. All staff trained to maintain good housekeeping standards and ensure stock does not project into gangways. 	<ul style="list-style-type: none"> Suitable absorber to be made available for liquid spills. Staff to be trained to clean and dry any spillages immediately. Extra bins to be provided for waste material near loading bays. 	RB JB RB	18.01.08 11.01.08 12.00.08	16.01.08 11.01.08 12.01.08
Falling objects From racking and during movement	A member of staff or any other person in the warehouse may suffer serious injury if struck by a falling object.	<ul style="list-style-type: none"> Racking is designed to be suitable for the loads carried and has not been modified. Staff report any damage to racking immediately. System in place to detect defective pallets Protective footwear used by all entering warehouse. 	<ul style="list-style-type: none"> Sign fixed to racking stating maximum loads/configuration. 	RB	14.07.08	

<p>Operation of Lift Trucks</p>	<p>injuries such as fractures or at worse fatalities can be caused as a result of:</p> <ul style="list-style-type: none"> the vehicle crashing into other vehicles etc. staff/visitors hit by lift trucks lift trucks falling over being crushed by the mast 	<ul style="list-style-type: none"> All operators trained and competent for use of the lift truck. System in place for refresher training of drivers. Gangways / aisles having sufficient space. System to keep vehicles & pedestrians separated. Trucks have seat belts and roll cages. 	<ul style="list-style-type: none"> Supervisor to ensure truck drivers check trucks each day before starting Separate pedestrian entrance(s) with protective barrier rails to be provided next to roller-shutter doors. Strict requirement that only competent drivers operate lift trucks to be explained to all staff. Disciplinary action taken against anyone breaking this rule. 	<p>JB</p> <p>RB</p> <p>SP</p> <p>SP</p>	<p>10.01.08</p> <p>20.08.08</p> <p>23.01.08</p> <p>23.01.08</p>	<p>10.01.08</p>
<p>Machinery Stretch-wrap machine</p>	<p>All staff using the machine. Moving parts can trap parts of the body (eg fingers/hand/arm) causing crush injuries. The whole body may also get trapped between moving pallet load and fixed structure. Staff can also cut themselves & scald on hot parts.</p>	<ul style="list-style-type: none"> Only standard palletised loads wrapped. Machine is relatively new & instructions show it meets the relevant guarding standard. Emergency stop button provided. Fixed guards on moving parts. Mechanical parts maintained regularly. Staff trained to use correctly. 	<ul style="list-style-type: none"> Area around machine to be kept unobstructed at all times Area around machine to be indicated by use of markings in fluorescent orange-red. Weekly check on guarding and condition of machine. 	<p>JB</p> <p>RB</p> <p>JB</p>	<p>18.01.08</p> <p>28.04.08</p> <p>18.01.08</p>	<p>18.01.08</p>
<p>Portable electrical equipment Mess room: Industrial cleaner, kettle and heater</p>	<p>All staff could incur potentially fatal electrical shocks or burns if they use faulty electrical equipment.</p>	<ul style="list-style-type: none"> Fixed electrical installations are maintained to a suitable standard and inspected every five years. 	<ul style="list-style-type: none"> Manager to arrange and record the six monthly inspection and testing of portable equipment. Instruct staff to report faults immediately. 	<p>SP</p> <p>JB</p>	<p>01.05.08</p> <p>13.01.08</p>	<p>13.01.08</p>
<p>Hazardous substances Vehicle exhaust fumes</p>	<p>The fumes may cause staff eye irritation and respiratory irritation.</p>	<ul style="list-style-type: none"> Drivers not allowed to leave engines running in warehouse. Roller shutter doors & warehouse windows open 	<ul style="list-style-type: none"> No further action required. 			
<p>Lighting</p>	<p>Poor lighting is likely to result in higher levels of work error and accidents.</p>	<ul style="list-style-type: none"> Good quality lighting provided throughout the warehouse. Stacking of materials restricted in order to avoid blocking light and creating shadows. 	<ul style="list-style-type: none"> No further action required. 			

Health and Safety Training

Information, Instruction and Training

A lack of training is often a significant factor in the cause of accidents. 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.

What are the benefits of training staff?

Training will encourage you and your staff to adopt safer practices. It should also enable you to foresee and prevent problems, rather than having to cure them once they have occurred. Training will help you to comply with your legal duties and should result in a more cost effective and efficient business. Health and Safety Training to nationally recognised standards and certificated by the **Chartered Institute of Environmental Health (CIEH)** and **Institute of Occupational Safety (IOSH)** are offered by various accredited training providers, details of which can be found on their respective websites www.cieh.org and www.iosh.co.uk

For example training is available on

- workplace safety management;
- risk assessment;
- principles of COSHH;
- manual handling;
- first aid;
- conflict resolution and personal safety.

Accidents and Emergencies

As far as possible, accidents at work should be prevented. If you have the proper safety arrangements in place injuries should not happen. Doing a proper risk assessment will help you do this.

What to do in an emergency

Your priorities are to:

- assess the situation – do not put yourself in danger
- make the area safe
- assess all casualties and attend first to any unconscious casualties
- send for help – do not delay

Check for a response

Gently shake the casualty's shoulders and ask loudly 'are you all right?'

If there is no response, your priorities are to:

- shout for help
- open the airway
- check for normal breathing
- take appropriate action

If injuries do happen you should have clear procedures for providing first aid, getting assistance, investigating and reporting the accident to the authorities where appropriate.

Proper accident investigation can prevent similar injuries and should be carried out straight away.

Reporting Accidents

Certain accidents, illnesses or dangerous

occurrences must be reported to the enforcing authority.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require that you must report the following **immediately**:

- Death
- Major injury
- Member of Public taken to hospital as a result of a workplace injury
- Dangerous Occurrence

An **over-three-day injury** or **work related disease** must be reported **within 10 days**.

This should be done via the **Incident Contact Centre (ICC)**.

This system allows you to report all cases to a single point, the ICC based at Caerphilly. The Centre means that you no longer need to be concerned about which office and which enforcing authority you should report to.

You can report incidents in a variety of ways, by telephone, fax, via the internet or by post.

Please send postal reports to the following address:

**Incident Contact Centre, Caerphilly Business Park
Caerphilly, CF83 3GG**

For Internet reports please go to:

www.hse.gov.uk/riddor

By telephone: 0845 300 9923

By fax: 0845 300 9924

By e-mail: riddor@natbrit.com

Alternatively you can continue to report directly to your enforcing authority, Test Valley Borough Council or the Health and Safety Executive (HSE).

Reportable Major Injuries are:

This list summarises the 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);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable Dangerous Occurrences are:

This list summarises each of the dangerous occurrences

- collapse, overturning or failure of load-

- earing parts of lifts and lifting equipment;
- explosion, collapse or bursting or any closed vessel or associated pipe work;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- failure of, industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- Malfunction of breathing apparatus while in use or during testing immediately before use;
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- Unintended collision of a train with any vehicle;
- Dangerous occurrence at a well (other than a water well);
- Dangerous occurrence at a pipeline;
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;

- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls;
- Explosion or fire causing suspension of normal work for over 24 hours;
- Sudden, uncontrolled release in a building of: 100 kg or more flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- Accidental release of any substance which may damage health.

Reportable Diseases include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as: leptospirosis, hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- other conditions such as: occupational cancer; certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

The full list of reportable diseases can be found in the detailed guide to the regulations and in the pad of report forms.

First Aid

All businesses have to make arrangements for first aid treatment. You must have:

- Someone to take charge in an emergency.
- A first aid box.
- Notices telling people where the box is and who the appointed person is.
- A trained first aider and first aid room if your business is particularly hazardous.

Remember: Qualified first aiders must be trained by an organisation registered with the Employment Medical Advisory Service (EMAS).

Record Keeping

It is good practice to use a book for recording any incident involving injuries or illness which you have attended. Include the following information in your entry:

- the date, time and place of incident
- the name and job of the injured or ill person
- details of the injury/illness and any first aid given
- what happened to the casualty immediately afterwards (eg went back to

- work, went home, went to hospital)
- the name and signature of the person dealing with the incident.

This information can help identify accident trends and possible areas for improvement in the control of health and safety risks.

Accident book

The Accident Book BI510 is a valuable document that organisations can use to record accident information as part of their management of health and safety.

A tick box is included on each page of the Accident Book asking whether the injured person gives his or her consent to the disclosure of the information contained in that record to safety representatives.

The employer should:

- if the injured person has ticked the tick box (and signed the form), disclose the information contained in the accident record, so far as it relates to the injured person, to safety representatives and/or representatives of employee safety;
- anonymise the information if the injured person does not tick the tick box and disclose it to safety representatives and/or representatives of employee safety.

The arrangements to pass on this information should be discussed between employers, employees and/or their representatives. The aim should be to make the best possible use of this (and other) information to meet health and safety objectives. By following this approach you and your employer will not be infringing the Data Protection Act (DPA) or confidentiality law.

Safety representatives are legally entitled to inspect records of accidents that employers have to keep under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). HSE Accident Book ISBN : 0717626032 can be purchased from HSE Books.

Contact details:

**HSE Books, PO Box 1999,
Sudbury, Suffolk CO10 2WA.**

Tel: **01787 881165**

Website: **www.hsebooks.com**

Further reading:

MISC 769 RIDDOR Ring & Report (free)

L 73 A guide to RIDDOR – ISBN
0717610128 (priced)

INDG 214 First Aid at Work – your
questions answered (free)

INDG 347 (rev1) Basic Advice on First Aid
at Work (free)

INDG 355 Reduce risks – cut costs (free)

The Workplace

The following is a brief summary of the 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 wherever 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.

Ventilation

Suitable and sufficient ventilation must be provided either by natural or mechanical means.

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

A reasonable temperature of at least 16°C must be maintained in all workplaces. There are a few exceptions to this requirement and a lower temperature of

13°C can be acceptable for work which involves physical effort. Any means of heating provided must be safe.

Cleanliness

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

Floor & Stairs

All floors and stairs must be maintained in a sound condition, free from holes etc. The stairs must be kept free from obstruction and be provided with handrails, it may be necessary to highlight nosings. In some areas slip resistant floor coverings may be needed.

Other safety requirements

Precautions must be taken to ensure that people are not able to fall from a height and injure themselves. Similarly, it must be ensured that people cannot be hurt by objects falling on them.

Glass, doors and partitions

If glass doors or partitions are located where there is a specific need for health and safety protection, they must be made of safety material or adequately protected. They must also be marked so that it is not possible to mistakenly walk into them.

Seating

If the work can be done sitting, appropriate seating and if necessary a foot rest must be provided, otherwise suitable seats for staff

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to sit on when the opportunity arises must be arranged.

Drinking Water

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

Rest facilities

It may be necessary to provide a rest room 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.

Transport

If you operate any vehicles as part of your work activity or if other vehicles visit your workplace you should:

- Ensure roadways are clearly marked, properly maintained and well lit.
- Supervise vehicle movements, particularly at blind corners and when reversing

- Ensure the safety of banksmen and loading personnel
- Separate vehicles and pedestrians whenever possible by providing clearly marked walkways and crossing points.
- Ensure drivers are properly trained before they are authorised to drive
- Check that vehicle loads are stable and secure

Storage

Safe storage applies to almost every business from the largest warehouse to the smallest shop or office and should be considered as part of the risk assessment process. Use the following checklist to review your storage arrangements:

- Check the safe loading of racks, shelves and floors and do not exceed it
- Use a properly constructed rack for storage and secure it to the wall for stability.
- Ensure stacks on floor or racks are stable and do not protrude into gangways.
- Make sure there is a safe way for

Number of people at Work

1 to 5
6 to 25
26 to 50
51 to 75
76 to 100

Number of water closets

1
2
3
4
5

Number of wash basins

1
2
3
4
5

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. Do not overload racking.
- Check loads that might roll, such as drums or pipes.
- Inspect racking and pallets regularly for damage, corrosion, bending etc and set up a defect reporting system.

Further reading:

L 24 Approved Code of Practice – ISBN 9780717604125 (priced)

INDG 173 Officewise

INDG 212 Workplace Health and Safety: glazing

INDG 244 (rev2) Workplace health, safety and welfare (free)

INDG 225 (rev1) Preventing slips and trips at work (free)

INDG 293 (rev1) Welfare at Work – guidance for employers (free)

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Slips and Trips

Slips and trips are the most common cause of major injuries at work. Around 90% of these are broken bones. They represent 33% of all reported major injuries and cost employers over £500m a year plus £800m in costs to society. In addition there is incalculable human cost and suffering to those injured.

Legal action following an injury can be extremely damaging to business, especially where the public is involved. Insurance only covers part of the cost.

The Management of Health and Safety at Work Regulations 1999 build on the general duties of the Health and Safety at Work etc Act 1974 to include duties

- on employers to assess slip and trip risks to employees and others who may be affected by their work activity and take action to control these risks
- on those who employ cleaning contractors in their premises to make sure the contractors are given information on health and safety in those premises.

The Workplace (Health, Safety and Welfare) Regulations 1992 require floors to be suitable for the purpose for which they are used and free from obstructions and from any article or substance which may cause a person to slip, trip or fall. Poor design and the installation of unsuitable floor surfaces, use of

inappropriate footwear and unsafe methods of floor cleaning are the main cause of slip and trip accidents. Effective solutions are often simple, inexpensive and can lead to other benefits.

Premises Design

The Construction (Design and Management) Regulations 2007 place a statutory duty on architects, designers and others who are involved in the design and construction of workplace premises to make provision to eliminate slip and trip hazards.

This will involve providing measures for safe access to, egress from and movement through the workplace. Consideration must be given to traffic routes, floor surface materials, traffic volume, contamination risks, human behaviour and management controls. Extensive guidance has been produced by HSE, local authorities, trade and industry organisations on this matter.



The most effective approach is to ensure that slips and trip hazards are designed out of a building.

Safety Footwear

Selecting the right footwear can be another cost-effective way to help reduce accidents. Choosing the most suitable slip-resistant footwear for a particular environment/work activity will involve discussion with suppliers having regard to the nature of the floor surface, contamination risks, and cleaning methods. Footwear selection should take account of factors, such as comfort, durability and any additional safety features required, such as steel mid-sole. Suppliers can assist purchasers in making the right choice by facilitating field trials of footwear.

Cleaning

Cleaning is another key factor in controlling slips and trips. It affects the surface properties of the floor, the safety of pedestrians (and cleaners themselves) and the control of contamination and obstacles. The Health and Safety Executive (HSE) have produced extensive guidance including information sheets and case studies on this matter, which are available free of charge on HSE website

www.hse.gov.uk/slips

It will be useful for those who:

- are involved in the construction, design and/or management of workplace premises
- employ or supervise cleaners
- manage cleaning contracts

- manage premises where cleaning takes place (either in-house or contracted out)
- are responsible for purchasing, issuing and maintaining personal protective equipment (PPE) which includes safety footwear.
- are involved in workplace health and safety, for example safety representatives.

Further Reading

INDG 411 – A quick guide on Construction (Design and Management) Regulations 2007

INDG 255 (rev1) Preventing Slips and Trips at Work. (free)

HSE Information Sheets – Slips and Trips: the importance of floor cleaning
 HSE Catering Information Sheet No 6 (revised) – Preventing slips and trips in kitchens and food service
 HSE Food Sheet – Slips and trips: Summary guidance for the food industry

Work at Height

All work at height must be properly planned and organised and undertaken by competent persons. The following hierarchy should be applied to all work at height:

- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use equipment or other measures to minimise the distance and consequences of a fall should one occur.

Window Cleaning

Windows usually need cleaning periodically and cleaners will need safe access to windows. Where your windows cannot be cleaned from the ground you should make sure that one or more of the following is done:

- Make sure windows can be cleaned from inside e.g. pivot windows.
- Provide access and a firm level surface for ladders or other mobile access equipment.
- Where ladders over 6 metres long are needed provide points for tying or fixing the ladder.
- Provide suitable anchorage points for safety harnesses.
- If you have a high building, take specialist advice.

Falls or Falling Objects

Secure fences must be provided where there is a risk of falling a distance liable to cause personal injury. The fencing should have at least two guard-rails and an up-stand or toe-board to prevent objects falling from the edge.

Any openings in fences or floors should be covered. The covers should only be removed for access and be replaced as soon as possible afterwards.

Further reading:

INDG 401 (rev1) The Work at Height Regulations 2005 (as amended)

– A brief guide (free)

INDG 402 Safe use of ladders and stepladders – An employers guide (free)

MISC 611 Safety in window cleaning using suspended and powered access equipment (free)

MISC 612 Safety in window cleaning using rope access techniques (free)

MISC 613 Safety in window cleaning using portable ladders (free)

MISC 614 Preventing falls from boom-type elevated work platforms (free)

INDG 284 Working on Roofs (free)

INDG 220 Construction (Health, Safety and Welfare) Regulations 1996 (free)

INDG 395 Avoiding Falls from Vehicles (free)

INDG 413 Preventing falls from Vehicles – Advice for workers

INDG 403 A Toolbox talk on leaning ladder and stepladder safety (free)

INDG 405 Top tips for ladder and stepladder safety (free)





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Lifting and Handling



The Manual Handling Operations

Regulations 1992 (as amended) require employers to carry out a risk assessment on manual handling tasks.

Manual handling includes any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force.

Musculoskeletal Disorders (MSDs) are the most common cause of occupational ill health in Great Britain, currently affecting 1.0 million people a year and costing society £5.7 billion. MSDs affect the muscles, joints, tendons and other parts of the musculoskeletal system.

It is important to understand the risks associated with manual handling and take appropriate measures to assess and ultimately reduce these risks, so the likelihood of suffering from MSDs such as back pain are reduced.

Employers have a legal obligation to protect their health and safety and that of their workforce. The Health and Safety Executive (HSE) have produced detailed guidance (revised in March 2004) which includes a checklist to help you assess the risk posed by workplace pushing and pulling activities

These Regulations require employers to:

- **Avoid** the need for hazardous manual handling so far as is reasonably practicable
- **Assess** the risk of injury from any hazardous manual handling that can't be avoided, and
- **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Avoid Manual Handling –

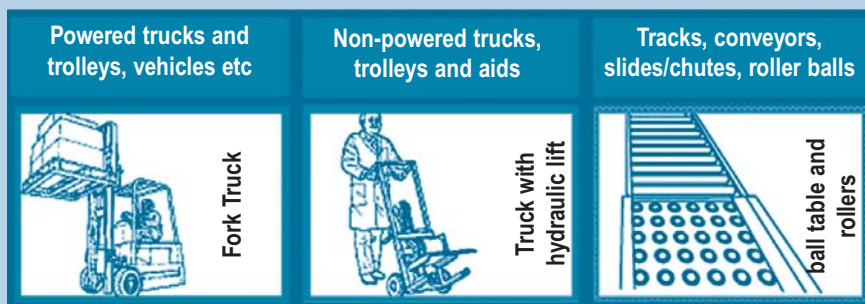
Check whether you need to move it at all. For example, does a large workpiece really need to be moved, or can the activity safely be done where the item already is ?

Consider automation, particularly for new processes.

Think about mechanisation and using handling aids. For example: a conveyor, pallet truck, electric or hand-powered hoist, a lift truck but be aware of new hazards from automation or mechanisation.

Assessing and reducing the risk of injury

The assessment is the employers



responsibility. You should be able to do most assessments in-house. You, your employees and safety representatives know your business better than anyone else. Most situations will require just a few minutes observation to identify ways to make the activity easier and less risky, i.e. less physically demanding. Later in this booklet you will find easy to use guidelines to help decide whether there are risky lifting activities where a full assessment is required. Advice from outside experts may be helpful in difficult or unusual cases, or to get you started.

How far must you reduce the risk ?

To the lowest level 'reasonably practicable'. This means reducing the risk until the cost of any further precautions – time, effort or money – would be far too great in proportion to the benefits. You should definitely provide mechanical aids if it is reasonably practicable to do so and the risks identified in your risk assessment can be reduced or eliminated

by this means. But you should consider mechanical aids in other situations as well – they can improve productivity as well as safety. Even something as simple as a sack truck can be a big improvement.

Training

Training is important but remember on its own it can't overcome:

- a lack of mechanical aids
- unsuitable loads
- bad working conditions

Training should cover:

- Manual handling risk factors and how injuries can occur
- How to carry out safe manual handling including good handling techniques
- Appropriate systems of work for the individual's task and environment
- Use of mechanical aids
- Practical work to allow the trainer to identify and put right anything the trainee is not doing safely.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.

Lifting and Lowering.

Use Figure 1 to make a quick and easy assessment. Each box contains a guideline weight for lifting and lowering in that zone. As you can see the guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to occur. The guideline weights assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position.

Further Reading

INDG 143 (rev2) Getting to grips with manual handling - A short guide. (free)
 INDG 348 Mark a parcel save a back. (free)
 INDG 383 Manual Handling Assessment Charts (MAC) (free).
 INDG 398 Are you making the best use of lifting and handling aids (free)
 L23 Manual Handling Guidance on Regulations - ISBN 071762823X (priced)

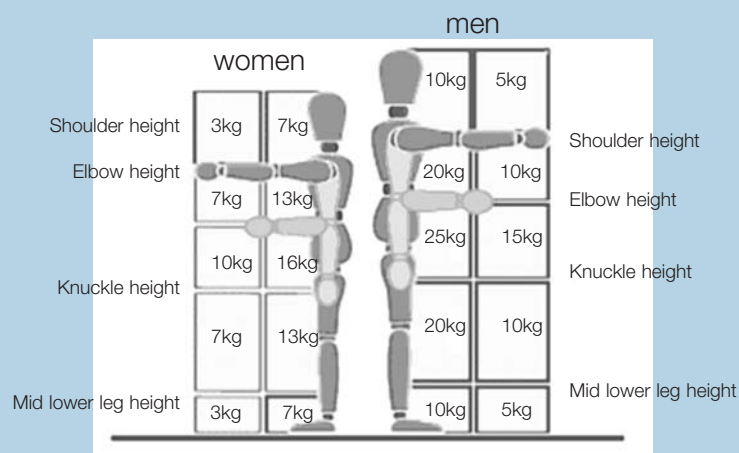


Figure 1. Lifting and Lowering

Workplace Transport

Every year, a significant number of people are killed by accidents involving vehicles in the workplace, and many people are injured. A lot of damage is also done to property and profit. Better planning, training and awareness, and the appropriate use of vehicles, can avoid most of these accidents.

Workplace transport means any vehicle that is used in a work setting such as fork-lift trucks and delivery vehicles. It can also include cars, vans and large goods vehicles that are operating off the public highway. For example a goods vehicle that is loading or unloading on the public highway is regarded as workplace transport. Guidance has been produced by the Health and Safety Executive (HSE) to help people involved in transport in the workplace reduce the chances of accidents happening.

Managing for safety is about reducing risks, not eliminating them. Think about what accidents might happen, and take steps to try and make sure they are avoided. This is called a 'risk assessment', and every employer has to do it by law.

First, identify the work activities involving vehicles (including visiting vehicles) over a reasonable period (eg over the course of a week). Activities include:

- arrival and departure
- travel within the workplace
- loading, unloading and securing loads

- sheeting
- coupling, and
- vehicle maintenance work

Next identify the risk associated with these activities. Ask yourself, what the possible dangers are, and what is causing those dangers. For example,

- Could someone be hit by a moving vehicle ?
- Could someone fall from a vehicle while getting in or out, or during loading?
- Could someone be hit by an object falling from a vehicle ?
- Could a vehicle tip over ?

When looking for hazards, include:

- **The vehicles themselves.** Are they safe and suitable for their use ? Are they properly maintained ? Do they need to be replaced with new, safer vehicles ?
- **The routes or roadways used by vehicles.** Are they safe and suitable for the type and number of vehicles using them? Are they properly maintained? Have you considered nearby obstructions, curbs or edges?
- **What drivers are doing?** Are there pressures on operators that might encourage them to work less safely? For example, so they have to rush to complete their work on schedule? Is

there a risk drivers becoming over tired? Are they working safely, eg when getting into or out of vehicles, during loading, unloading and are they observing routes and speed limits? Look out for 'short cuts' that drivers may be tempted to use in both routes and safety procedures.

- **What other people are doing?** Are other workers, customers or members of the public kept clear of workplace vehicles wherever possible?

Are drivers and any other workers at the site (including contractors or members of the public) kept clear of workplace vehicles wherever possible?

Remember, the risk assessment should always be kept up to date, regardless of any reviews that may be due 'soon'. If you introduce new vehicles, equipment or working practices, look at the risk assessment and see if it needs updating.

Getting on and off a vehicle

More than 2000 serious injuries to people falling from vehicles are reported to HSE each year. Many of these injuries are broken arms or legs, resulting in weeks off work and possible loss of earning. There are probably many more injuries that are not reported.

Employees need to be made aware that they may suffer permanent knee damage many years later after having jumped down off the back of a lorry or from an elevated work

area. They should be instructed to always use steps and handholds if provided and take a few seconds to climb down from the cab, load area or catwalk facing the vehicle whilst using the handhold.

Further Reading

- INDG 136 Workplace Transport Safety – An employers' guide (free)
- INDG 199 (rev1) Workplace Transport Safety – An overview (free)
- INDG 395 Avoiding Falls from Vehicles (free)
- INDG 413 Preventing falls from Vehicles – Advice for workers (free)
- INDG 313 Safe Unloading of Steel Stock (free)
- INDG 382 Driving at Work – Managing work related road safety (free)

Work Equipment

There are many hazards associated with work equipment which can cause serious injuries. Even if the dangers are so obvious that you think nobody will take risks near work equipment you are mistaken. You cannot rely on employees to avoid dangerous parts.

The following points will help you ensure that work equipment is used safely.

- Make sure all dangerous parts are guarded.
- Provide instruction and training for all operators. Don't allow untrained people to use machines.
- Make sure controls are properly marked and that emergency stops are brightly coloured and easily reached.
- Keep work equipment in good working order. Some work equipment (such as lifting equipment and air receivers) must be inspected regularly by a competent person – usually an insurance company engineer.

Lifting equipment includes such equipment as cranes, lift trucks, goods lifts, vehicle inspection hoists, ropes, bell hoists and vehicle tail lifts.

Thorough Examination and Inspections

The Safe Use of Lifting Equipment Operations and Lifting Equipment Regulations 1998 (LOLER) require that lifting equipment on initial use after

installation and periodically during its life must be thoroughly examined by a competent person. This person is often an insurance company engineer but could be anyone sufficiently knowledgeable and trained for the purpose.

For a person lift the intervals should be at least every 6 months, for any other lifting equipment at least every 12 months e.g. a fork lift truck.

Reports of thorough examinations and other documents such as current record of inspection, servicing and repair documentation, and any daily checks should be kept and readily available at the workplace.

Written Schemes of Examination

The Pressure Systems Safety Regulations 2000 require users and owners of pressure systems to demonstrate that they know the safe operating limits, principally pressure and temperature, of their pressure systems, and that the systems are safe under those conditions.

They need to ensure that a suitable written scheme of examination is in place before the system is operated. They also need to ensure that the pressure system is actually examined in accordance with the written scheme of examination.

A **written scheme of examination** is a document containing information about selected items of plant or equipment which

form a pressure system, operate under pressure and contain a 'relevant fluid'. The term relevant fluid is defined in the Regulations and covers compressed or liquified gas, including air, at a pressure greater than 0.5 bar (approximately 7 psi) above atmospheric pressure, pressurised hot water above 100 C; and steam at any pressure.

The following **pressurised systems** are **likely** to require a written scheme of examination:

- a compressed air receiver and the associated pipework, where the product of the pressure in bars multiplied by the internal capacity in litres of the receiver is equal to or greater than 250 bar litres;
- a steam sterilising autoclave and associated pipework and protective devices;
- a steam boiler and associated pipework and protective devices;
- a pressure cooker;
- a gas loaded hydraulic accumulator;
- a vapour compression refrigeration system where the installed power exceeds 25 kW
- a narrow gauge steam locomotive;
- the components of self-contained breathing apparatus sets (excluding the gas container);
- a fixed LPG storage system, supplying fuel for heating in a workplace.

The following pressurised systems are **not likely** to require a written scheme of examination:

- an office hot water urn (for making tea);
- a machine tool hydraulic system;
- a pneumatic cylinder in a compressed air system;
- a hand-held tool;
- a combustion engine cooling system
- a portable compressed air receiver and the associated pipework, where the product of the pressure in bars multiplied by the internal capacity in litres of the receiver is less than 250 bar litres;
- any pipeline and its protective devices in which the pressure does not exceed 2 bar above atmospheric pressure;
- a portable fire extinguisher with a working pressure below 25 bar at 60°C and having a total mass not exceeding 23 kilograms;
- a portable LPG cylinder;
- a tyre used on a vehicle.

These are typical examples for guidance purposes only. You must decide whether your pressurised system is covered by the Regulations in practice.

Dangerous Equipment

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 Reading

INDG 290 Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998 (free)

INDG 291 Simple guide to the Provision and Use of Work Equipment Regulations

1998 (free)

INDG 339 (rev 1) Thorough Examination and Testing of Lifts

INDG 178 (rev 1) Written Schemes of Examination (free)

INDG 261 (rev 1) Pressure Systems – safety and you (free)

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Electrical Safety

Electricity can kill and even no-fatal shocks can cause severe and permanent injury. Electric shock, burns, fires and explosions can all be caused by poor electrical standards.

The Electricity at Work Regulations 1999 are intended to control the risks arising from the use of electricity at work. Simple common sense precautions can help, the main points for general safety are covered below:

- Make sure that all electrical wiring and equipment is sound. If wiring is old or has not been checked for some time it should be inspected by a competent person and repaired if necessary. Portable Appliance Testing (PAT) is a good way of ensuring portable electrical equipment is safe, but is NOT a legal requirement.
- Check that cables and sockets can cope with the loads on them.
- Make sure that switches including the mains switches are clearly identified and readily accessible.
- Take suspect or faulty equipment out of use and label it “DO NOT USE” until it is attended to.
- If you extend or join cables use a properly insulated connector or coupler. Do not use “chocolate block” terminal connections – they are not safe except in certain situations.
- Additional precautions are required if electrical equipment may reasonably

foreseeably be exposed to

- (a) mechanical damage;
- (b) the effects of the weather, natural hazards, temperature or pressure;
- (c) the effects of wet, dirty, dusty or corrosive conditions; or
- (d) any flammable or explosive substance, including dusts, vapours or gases. In such case equipment should be of such construction or as necessary protected as to prevent, so far as is reasonably practicable, danger arising from such exposure. Using water proof fittings, residual current devices are examples of safety measures that can be taken.

Batteries

Batteries are used to store electrical energy. Many of the things we use every day rely on the instant power provided by batteries. However, the larger batteries found in workplaces can be dangerous and may explode if used incorrectly. Every year at least 25 people are seriously injured when working with, moving handling or using large batteries at work. Injuries from batteries include serious chemical burns to the face, eyes and hands, and wounds from flying pieces of metal and plastic. Burns from metal objects that have become very hot or have exploded after short-circuiting the battery's terminals occur frequently. Serious electric shocks and burns are common in



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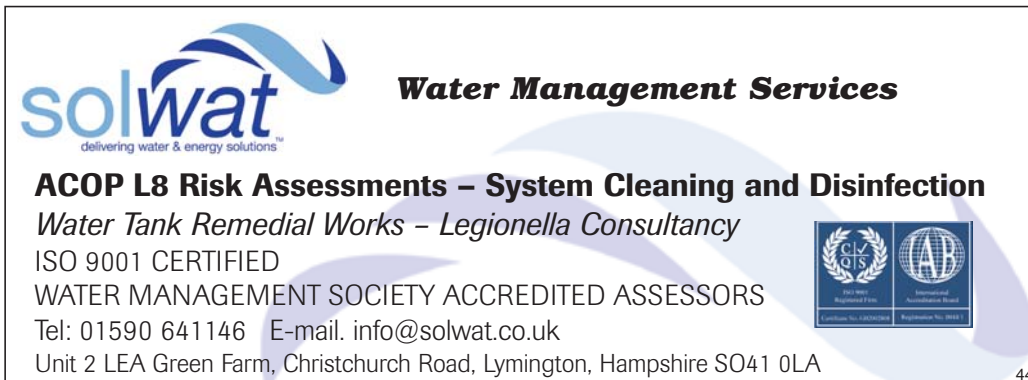


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Thorough examination, inspection and test intervals	
Electrical appliances (hotels, apart from high-risk areas such as kitchens)	<p>Portable:</p> <ol style="list-style-type: none"> 1 User check before use for damage to outside of equipment and its lead and plug; 2 Formal visual inspection, 6-12 months; 3 Combined inspection and testing, 1-5 years <p>Fixed: Inspection and testing 4-yearly as recommended by the Institution of Electrical Engineers (IEE).</p>
Electrical appliances (in kitchens)	<p>Because of the more demanding environment, the IEE recommends more frequent inspections for catering equipment in kitchens.</p> <p>For example, if portable:</p> <ol style="list-style-type: none"> 1 Formal visual inspection, 1 month; 2 Combined inspection and test, 6 months <p>Greater detail is beyond the scope of this summary table, and you should get advice from a competent electrician. All installations are different and it may be possible to reduce the frequency of inspections, based on initial results.</p>
Electrical circuit	As advised by a competent electrician

accidents involving high-voltage battery packs. HSE has produced guidance on using electric storage batteries safely.

Further Information

INDG 68 (rev1) Do you use a steam/water pressure cleaner – you could be in for a shock

INDG 139 (rev1) Using electric storage batteries safely

INDG 231 Electrical safety and you (free)

INDG 247 Electrical safety for entertainers (free)

INDG 236 Maintaining portable electrical equipment in offices and other low risk environments (free)

INDG 237 Maintaining portable electrical equipment in hotels and tourist accommodation (free)

HSE Catering sheet no 12 - Maintenance priorities in catering

Gas Safety

Fixed Installations

Every year people die from carbon monoxide (CO) poisoning caused by gas appliances and flues which had not been properly installed or maintained. Many others also suffered ill health. When gas does not burn properly excess CO is produced which is poisonous. You can't see it, taste it or smell it but CO can kill without warning in just a matter of hours.

Getting your gas appliances serviced regularly is essential. Boilers and other appliances should be given an annual service by a SafeGas registered engineer. SafeGas is the national watchdog for gas safety in the UK.

SafeGas believe in prevention – one death or injury from carbon monoxide or gas related explosion or fire is one too many. The organisation investigates complaints and advises on the safety of gas installations and connections.

If you are having gas work done the person doing the work must be SafeGas registered. They must also hold the correct qualifications to do the type of work you need.

Make sure that the installer shows you the SafeGas ID card before they start work. SafeGas estimate that there could be as many as 20,000 people working illegally across the UK.

A 'cowboy' may seem like a cheap option however they will probably cost you much more in the long term, as they may not

keep up to date with training, may not use the correct equipment, may not hold the correct qualifications to do the type of work you need, may leave you with unsafe appliances, may not provide a **Declaration of Safety Certificate of Building Regulations Compliance Certificate** for any installation or replacement of gas appliance in your workplace.

Using a cowboy may leave work errors leading to carbon monoxide poisoning. Report Illegal gas work to SafeGas if you suspect you have had work undertaken by a non registered person. If you have any doubts or concerns, you can contact SafeGas on freephone number **0800 408 5500**.

What to Do in an Emergency

- If you smell gas, call the **Emergency Helpline 0800 111 999** which operates a free 24 hour emergency service.
- If you are calling from a mobile phone, then go outside first.
- Do NOT smoke, do NOT turn light switches on or off and do NOT do anything to cause a spark
- Turn off the supply at the meter.
- If you do not have to switch on a light to do so, open doors and windows and wait outside for the emergency engineer to arrive.
- It is vital that any victim is removed immediately from the contaminated area, places in to the open air and given pure

oxygen, if available, victims should be kept at rest.

LPG

LPG is the generic name for commercial **propane** and commercial **butane**. They have the special property of becoming liquid at atmospheric temperature if moderately compressed, and reverting to gases when the pressure is sufficiently reduced. Butane is usually supplied to customers in cylinders. Propane can be supplied in cylinders or in bulk for storage in tanks at the customers premises

LPG (propane or butane) is a colourless liquid which readily evaporates into a gas. It has no smell, although it will normally have an odour added to help detect leaks. It can burn or explode when it is mixed with air and it meets a source of ignition. It is heavier than air, so it tends to sink towards the ground. It can flow for long distances along the ground, and can collect in drains, gullies and cellars.

LPG is supplied in pressurised cylinders to keep it liquefied. The cylinders are strong and not easily damaged, although the valve at the top can be vulnerable to impact. Leaks can occur from valves and pipe connections, most likely as a gas. LPG liquid can cause cold burns to the skin. Outdoor radiant patio heaters using an LPG cylinder are becoming more popular. Assembly maintenance and any repair should be undertaken by a competent

person. Care is needed when positioning them to ensure the products of combustion do not adversely affect people or property at burner level.

Guidance is available from LP Gas Association, Unit 14, Bow Court, Fletchworth Gate, Burnsall Road, Coventry, CV5 6SP **Email: mail@lpga.co.uk**

Precautions

- Keep all cylinders in a safe, well-ventilated place, preferably in the open air, and away from occupied buildings, boundaries and sources of ignition and of heat.
- Make sure the cylinders are properly secured and are kept upright. Keep rubbish and anything combustible well away,
- Keep weeds and grass in the vicinity cut down. Don't use chlorate-based weedkiller, as it can be a fire hazard.
- Don't let anyone have any electrical equipment, vehicles, bonfires, barbecues or other sources of ignition near the cylinders. Exceptions are items purpose-designed to use LPG, such as gas-fired barbecues.
- Do not smoke when changing cylinders
- Keep vehicles well away from the installation
- If a cylinder is no longer needed it should be returned to a local dealer. Local LPG suppliers and dealers can be found in the

Yellow Pages under Bottled Gas or Gas Bottles or Gas Suppliers.

Further Reading

INDG 238 (rev 2) Gas Appliances: Get Them checked, Keep Them Safe
HSE Chemical Information Sheet no 5. – Small scale use of LPG in cylinders (free)
LPGA Code of Practice 7, Storage of Full and Empty LPG Cylinders and Cartridges (priced).

Fire Safety

Regulatory Reform (Fire Safety) Order 2005

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

Examples:

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

It does not apply to:-

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

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

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

Who is responsible for meeting the order?

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

- The employer for those parts of premises staff may go to.
- The managing agent or owner for shared parts of premises or shared fire safety equipment such as fire-warning systems or sprinklers.
- The occupier, such as self-employed people or voluntary organisations if they have any control, or

- Any other person who has some control over a part of the premises.

Although in many premises the responsible person will be obvious, there may be times when a number of people have some responsibility.

How do I meet the order?

If you are the responsible person, you must make sure you carry out a fire-risk assessment although you can pass this task to some other competent person. However, you will still be responsible, in law, for meeting the order.

The responsible person, either on their own or with any other responsible person, must as far as is reasonably practical make sure that everyone on the premises, or nearby, can escape safely if there is a fire.

Five steps to Fire Risk Assessment:

1. Identify fire hazards. Identify:

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

2. Identify people at risk. Identify:

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

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

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

from a fire.

Protect people by providing fire precautions.

4. Record, plan, inform, instruct and train

Record any major findings and action you have taken.

Discuss and work with other responsible people.

Prepare an emergency plan.

Inform and instruct relevant people.

Provide training.

5. Review

Review your fire-risk assessment regularly.

Make changes where necessary.

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

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

Tel: 023 8064 4000
Fax: 023 8064 3178
www.hantsfire.gov.uk

You can obtain guides, suitable for your type of premises from good book shops and by downloading them from the internet at www.firesafetyguides.communities.gov.uk

Asbestos

Your building may contain asbestos. It is likely to be present if your building:

- Was constructed or refurbished between 1950-1980 and particularly if it has a steel frame.
- Has boilers with insulation.

If it is in good condition it is probably safest to leave it in position. 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 unaware what to do, seek specialist advice. Remember, work on asbestos insulation and lagging, including sealing and removal, must normally be done only by a contractor licensed by HSE. If in doubt don't disturb it.

The Control of Asbestos at Work

Regulations 2002 impose a duty on the persons in charge of buildings to proactively manage the risk from asbestos in non-domestic premises.

The duty requires you to manage the risk by:

- Finding out if there is asbestos in the premises, its amount and the condition it is in
- Presuming materials contain asbestos, unless you have strong evidence that they do not
- Making and keeping up to date a record of the location and condition of asbestos

containing materials (ACMs) or presumed ACMs in your premises

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

Asbestos legislation was further consolidated in **The Control of Asbestos at Work Regulations 2006**.



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Further Reading

INDG 223 (rev3) A short guide to

managing asbestos in premises (free)

INDG 418 Asbestos kills – A quick guide to
protecting yourself

INDG 419 Asbestos Kills - Protect yourself

Violence to Staff

People who deal directly with the public may face aggressive or violent behaviour. They may be sworn at, threatened or even attacked.

The Health and Safety Executive's definition of **work-related violence** is: *"any incident in which a person is abused, threatened or assaulted in circumstances relating to their work"*.

Verbal abuse and threats are the most common types of incident. Physical attacks are comparatively rare.

Who is at risk?

Employees whose job requires them to deal with the public can be at risk from violence. Most at risk are those who are engaged in:

- giving a service
- caring
- education
- cash transactions
- delivery/collection
- controlling
- representing authority

Is it my concern?

Both employer and employees have an interest in reducing violence at work. For employers, violence can lead to poor morale and a poor image for the organisation, making it difficult to recruit and keep staff. It can also mean extra cost, with absenteeism, higher insurance premiums and compensation payments.

For employees, violence can cause pain, distress and even disability or death. Physical attacks are obviously dangerous but serious or persistent verbal abuse or threats can also damage employees' health through anxiety or stress.

What the law requires

● The Health and Safety at Work etc Act 1974 (HSW Act).

Employers have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees.

● The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Employers must notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more consecutive days. This includes any act of non-consensual physical violence done to a person at work.

Effective management of violence

A straightforward four stage management process is set out below

- Stage 1 Finding out if you have problem
- Stage 2 Deciding what action to take
- Stage 3 Take action
- Stage 4 Check what you have done

It is important to remember that these four stages are not a one-off set of actions. If stage 4 shows there is still a problem then the process should be repeated again. Stages 1 and 2 are completed by carrying out a risk assessment.

What about the victims?

If there is a violent incident involving your workforce you will need to respond quickly to avoid any long-term distress to employees. It is essential to plan how you are going to provide them with support, before any incidents. You may want to consider the following:

■ **debriefing**

victims will need to talk through their experience as soon as possible after the event. Remember that verbal abuse can be just as upsetting as a physical attack;

■ **time off work**

individuals will react differently and may need differing amounts of time to recover. In some circumstances they might need specialist counselling;

■ **legal help**

in serious cases legal help may be appropriate;

■ **other employees**

may need guidance and/or training to help them to react appropriately.

The Home Office leaflet '**Victims of Crime**' gives more useful advice if one of your employees suffers an injury, loss or damage from a crime, including how to apply for compensation. It should be available from libraries, police stations, Citizens Advice Bureaux and victim support schemes. Further help may be available from victim support schemes that operate in many areas. Your local police station can direct you to your nearest one. Alternatively you can contact them yourself at the following address:

In England and Wales:

**Victim Support
National Office
Cranmer House
39 Brixton Road
London SW9 6DZ**

Tel: 020 7735 9166

www.victimsupport.org

What is Test Valley Borough Council doing?

Inspectors from the Test Valley Borough Council's Housing, Health, Communities Service which includes the Commercial Team & Community Safety Team are committed to working in partnership with the Hampshire Police and local businesses to help combat violent crime and safeguard employees and members of the public from violent incidents, robbery and crime. This is one of the Council's priorities to make Test Valley a safer place to live, work and visit.

Further Reading

INDG 69 (rev) Violence at work – A guide for employers
INDG 73 (rev) Working Alone in Safety - Controlling the risks of solitary work (free)

Smoke free Environments

On 1 July 2007 new legislation came into force in England, which bans smoking in virtually all enclosed public places and workplaces.

A smokefree England ensures a healthier environment, so everyone can socialise, relax, travel, shop and work free from secondhand smoke.

Smoking is prohibited in all 'enclosed' and 'substantially enclosed' public places and workplaces. From 1 July 2007, it has been an offence to:

- smoke in a smokefree premises
- allow others to smoke in a smokefree premises
- fail to display the correct no-smoking sign

The law means indoor smoking rooms are no longer allowed. Any workplace which is used by more than one person has to be smokefree.

Definition of enclosed and substantially enclosed

Premises are considered **'enclosed'** if they have a ceiling or roof and (except for doors, windows or passageways) are wholly enclosed either on a permanent or temporary basis.

Premises are considered **'substantially enclosed'** if they have a ceiling or roof, but have an opening in the walls, which is less than half the total area of the walls. The area of the opening does not include doors,

windows or any other fittings that can be opened or shut.

No-smoking signage

All smokefree premises and vehicles need to display no-smoking signs that meet the requirements of the law. No-smoking signs make it clear which premises and vehicles are smokefree and demonstrate that you are taking the necessary steps to meet the requirements of the new smokefree law.

Official guide to the smokefree law

The official 'Everything you need' guide to the new smokefree law is available to download from website

www.smokefreeengland.co.uk This is the official Government guidance and explains everything businesses and organisations need to know about the new smokefree law, including details of signage.

Monitoring Smokefree compliance in Test Valley

Inspectors from Test Valley Borough Council's Commercial Team conduct

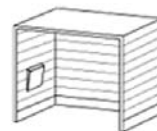


Fig 1
Example of substantially enclosed premises

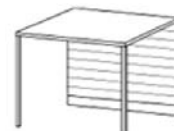


Fig 2
Example of non-substantially enclosed premises

random visits to smokefree premises to check compliance.

- Any smoking shelters which are found to exceed the 50 per cent rule may be subject to enforcement action.
- People found smoking in a smokefree premises may be issued with a fixed penalty notice of £50.
- Additionally anyone permitting smoking in a smokefree premises may be subject to enforcement action leading to prosecution with a fine of up to £2,000.



The council has become aware that some suppliers of smoking tents and marquees are approaching businesses to buy non-compliant smoking shelters.

Further Reading

The official 'Everything you need' guide to the smokefree law

Hazardous Substances (COSHH)

Using chemicals or other hazardous substances at work can put people's health at risk, so the law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both employees and others who may be exposed by complying with the **Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)**.

COSHH is a useful tool of good management which sets eight basic measures that employers, and sometimes employees, must take. These are set out by a simple step-by-step approach which help you to assess risks, implement any measures needed to control exposure and establish good working practices. If you as an employer fail to adequately control hazardous substances, your employees or others may become ill. Effects from hazardous substances range from mild eye irritation to chronic lung disease or, on occasions, death. This may:

- result in lost productivity to your business;
- leave you liable to enforcement action, including prosecution under the COSHH Regulations;
- result in civil claims from your employees

There can be **positive benefits to your business** from carefully following through the requirements of COSHH:

- improved productivity as a result of using more effective controls (eg less use of raw material);
- improved employee morale;
- better employee understanding and compliance with health and safety requirements.

Hazardous substances

Hazardous substances include:

- substances used directly in work activities (eg adhesives, paints, cleaning agents);
- substances generated during work activities (eg fumes from soldering and welding);
- naturally occurring substances (eg grain dust);
- biological agents such as bacteria and other micro-organisms.

Effects of hazardous substances

Examples of the effects of hazardous substances include:

- skin irritation or dermatitis as a result of skin contact;
- asthma as a result of developing allergy to substances used at work;
- losing consciousness as a result of being overcome by toxic fumes;
- cancer, which may appear long after the exposure to the chemical that caused it;

- infection from bacteria and other micro-organisms (biological agents).

The 8 Step Approach to COSHH Compliance

Step 1: Assess the risks

Decide if there is a problem with the substance(s) your staff are using or those to which your employees are incidentally exposed. This is called a risk assessment.

Step 2: Decide what precautions are needed.

If you have significant risks, decide on the action you need to take to remove or reduce them to acceptable levels.

Step 3: Prevent or adequately control exposure

Step 4: Ensure that control measures are used and maintained

Step 5: Monitor exposure

Step 6: Carry out appropriate health surveillance

Step 7: Prepare plans and procedures to deal with accidents, incidents and emergencies

Step 8: Ensure that employees are properly informed, trained and supervised.

These requirements are vital. You must ensure your employees understand the risks from the hazardous substances they could be exposed to. Your control measures will not be fully effective if your

employees do not know their purpose, how to use them properly, or the importance of reporting faults.

Personal Protective Equipment (PPE)

Employers have basic duties concerning the provision and use of personal protective equipment at work. These are set down in the **Personal Protective Equipment at Work Regulations 1992**.

PPE is defined as 'all equipment (including clothing affording protection against the weather) which is intended to be worn to held by a person at work and which protects against one or more risks to health or safety.' E.g. safety helmets, gloves, eye protection, high visibility clothing, safety footwear and safety harnesses.

The COSHH assessment will identify necessary PPE to protect against injury from hazardous substances.

Further Reading

INDG 138 (rev3) COSHH: A brief guide to the Regulations 2002

INDG 174 (rev 1) A short guide to the Personal Protective Equipment at Work Regulations 1992

INDG 330 Selecting Protective Gloves for Work with Chemicals

Legionnaires' Disease

Legionnaires' disease is a potentially fatal pneumonia caused by legionella bacteria. Infection is caused by breathing in **small droplets of water contaminated by the bacteria**. The disease cannot be passed from one person to another. Everyone is potentially susceptible to infection but some people are at higher risk e.g. those over 45 years of age, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune system is impaired. Legionella bacteria are common in natural water courses such as rivers and ponds. Since legionellae are widespread in the environment, they may contaminate and grow in other water systems such as **cooling towers and hot and cold water services**.

They survive low temperatures and thrive at temperatures between 20°C and 45°C if the conditions are right, e.g. if a supply of nutrients is present such as rust, sludge, scale, algae and other bacteria. They are killed by high temperatures.

Cooling towers, evaporative condensers and hot and cold water systems have been associated with outbreaks. Other potential sources where precautions might be needed include **humidifiers, spa baths, fountains, car wash facilities, garden centre hosing**.

Controlling the risk

Under general health and safety law, you have to consider the risks from legionella that may affect your staff or members of the public and take suitable precautions. As an employer or a person in control of the premises (eg a landlord) you must :

- Identify and assess sources of risk
- Prepare a scheme (or course of action) for preventing or controlling the risk
- Implement and manage the scheme – appointing a person to be managerially responsible, sometimes referred to as the 'responsible person'
- Keep records and check that what has been done is effective and
- If appropriate notify the local authority that you have a cooling tower(s) on site.

You need to **prepare a written scheme** which sets out how you intend to control the risk from legionella. You should

- Ensure that the release of water spray is properly controlled
- Avoid water temperatures and conditions that favour the growth of legionella and other micro-organisms
- Ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipework
- Avoid materials that encourage the growth of legionella

- Keep the system and the water in it clean, and
- Treat water to either kill legionella (and any other micro-organisms) or limit their ability to grow.

Notification of Cooling Towers and Evaporative Condensers

If you have a cooling tower or evaporative condenser on site you must under the **Notification of Cooling Towers and Evaporative Condensers Regulations 1992** notify the local authority in writing with details of where it is located. You must also tell when/if such devices are no longer in use.

Notification forms are available from the Commercial Team.

If you have a case of legionellosis in an employee who has worked on cooling towers or hot water systems that are likely to be contaminated with legionella, you have to report this under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**.

Further Reading

IAC 27 (rev 2) Legionnaires disease: a guide for employers

INDG 376 Legionnaires disease: essential information for providers of residential accommodation

HSE Information Sheet Legionnaires disease – Controlling the risks associated with using spa baths

L8 Legionnaires disease: The control of legionella bacteria in water systems. ISBN 0717617726

CDM Regulations 2007

The Construction (Design and Management) Regulations 2007 apply to nearly all construction projects in the UK. A project is not only the construction work, but also includes all the planning, design, and management or other work until the end of the construction phase.

The CDM Regulations put in place procedures for improving the planning and health and safety management of construction projects of all types, throughout every phase and involving all parties (client, designer, contractor and subcontractor) in the management of hazard and risk.

The Regulations place a statutory duty on architects, designers and others who are involved in the design and construction of workplace premises to make provision to eliminate hazards in the finished workplace and especially during the construction process.

This will involve providing measures for safe access to, egress from and movement through the workplace. Consideration must be given to traffic routes, floor surface materials, traffic volume, contamination risks, human behaviour and management controls. Extensive guidance has been produced by HSE, local authorities, trade and industry organisations on this matter.

Health and Safety Plan

The principal contractor has to produce a construction phase health and safety plan

outlining the key arrangements to ensure that the work is carried out safely. You should not allow work to start on site until there is an adequate plan.

Health and Safety File

At the end of a construction project, the CDM coordinator must give you a health and safety file which should contain useful health and safety information to help you manage health and safety risks during any future maintenance repair, construction work or demolition. The file needs to be kept safe, made available to anyone who needs to alter or maintain the building and updated if circumstances change.

Notifiable Projects

A construction project is notifiable to the Health and Safety Executive (HSE) if the construction phase will be longer than 30 days or 500 person days of construction work.

Demolition Work

Demolition means the deliberate pulling down, destruction or taking apart of a structure, or a substantial part of a structure. Similarly, dismantling will be considered to be the taking down or taking apart of all, or a substantial part of a structure.

A plan detailing the arrangements for how demolition work will be carried out must be prepared before demolition or dismantling

work begins. This applies to all demolition work regardless of size, duration or whether the job is notifiable.

Clients Duties

As an employer or person in control of a premises where construction or major refurbishment is to take place, you must:

- Plan and co-ordinate work with others involved with the project in order to ensure the safety of those carrying out the construction work, and others who may be affected by it - i.e. your staff, members of the public.
- Ensure that contractors involved in construction work make arrangements for suitable welfare facilities to be provided from the start and throughout the construction phase.
- Ensure that designers, architects, contractors and others involved in construction or refurbishment of any fixed workplaces (e.g. offices, shops, warehouse, leisure facility etc) comply, in respect of their design and the materials used, with any requirements of the **Workplace (Health, Safety and Welfare) Regulations 1992**.

This means preventing injury from slips, trips, workplace transport, glazing, lighting, ventilation and welfare facilities

- Poor design and the installation of unsuitable floor surfaces, means of

access and egress and unsafe methods of floor cleaning are the main cause of slip and trip accidents. Inclement weather increases risk of injury externally and needs to be taken into consideration.

- Poor design of traffic routes are the main cause of pedestrian injuries
- Poor design of glazing, high level lighting and other workplace equipment and the need to clean and maintain same are the cause of many injuries associated with falls from height
- Installing lifts, hoists, pulley, conveyor systems will reduce manual handling injury associated with moving goods and equipment between different floor levels.

Asbestos in buildings present particular health risks. You should already hold information about the presence or otherwise of asbestos, but if you have no information, then you should arrange for a comprehensive asbestos survey (commonly referred to as a Type 3 survey) to be carried out by a competent person.

Further information:

INDG 411 Want Construction Work Done Safely – A quick guide for clients on CDM Regulations 2007 (free)

INDG 384 The High 5 – Five ways to reduce risk on site (free)

L144 Approved Code of Practice – Construction (Design and Management) Regulations 2007. (priced)

Consulting with Employees

Consulting employees on health and safety matters can be very important in creating and maintaining a safe and healthy working environment.

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

If a decision involving work equipment, processes or organisation could affect the health and safety of employees, the employer must:

- allow time to give the employees or their representatives information about what is proposed,
- give employees or their representative time to express their views,
- take account of these views before reaching a decision.

Information can be provided in whatever form is most suitable, as long as it can be understood by everyone. Employers may need to make special arrangements for employees who do not understand English very well, who cannot read or who have a condition that means they need to be given information in different ways.

The Safety Representatives and Safety Committees Regulations (SRSCR) 1977

If an employer recognises a trade union and that trade union has appointed a safety

representative under SRSCR 1977 then the employer must consult those safety representatives on matters affecting the group of employees they represent.

Members of these groups of employees may include people who are not members of that trade union.

Safety representatives are also entitled to see copies of any document that employers must keep under health and safety law, for example the important findings of risk assessments or information relating to occurrences of any accident, dangerous occurrence or notifiable industrial disease.

The Health and Safety (Consultation with Employees) Regulations (HSCER) 1996

Any employees not in groups covered by trade union safety representatives must be consulted by their employers under HSCER 1996. The employer can choose to consult them directly or through elected representatives.

If the employer consults employees directly, he can choose whichever method suits everyone best. If the employer decides to consult his employees through an elected representative, the employees have to elect one or more people to represent them. Forming a health and safety committee which meets regularly to discuss and agree matters affecting health and safety in the workplace in one effective process.

Health and Safety Notice Board

The use of Health and Safety Notice Boards is one way of communicating information such as safety policy, procedures, risk assessment, fire evacuation procedure, law poster, certificate of employers liability insurance, first aid provision, agenda and minutes of health and safety committee, health and safety updates or other essential information and instruction.

Copies of workplace inspection reports and audits could be posted on the notice board for employees to read and be kept fully informed.

Note that if the employers arrangements already satisfy the law then there is no need for change.

Further Information

INDG 232 Consulting Employees on Health and Safety (free)

Working Time Regulations 1998

The main provisions are as follows:

Main requirements:

- A worker should not work more than an average of 48 hours a week, unless there is a written agreement with the employer.
- Employees can agree to 'opt out' of the regulations or to end an 'opt-out agreement'.
- A night worker should not work more than an average 8 hour shift.
- Night workers are entitled to free health assessments.
- Adult workers have the right to a rest period of 11 consecutive hours between each working day and a day off each week.*
- Young workers have the right to 12 hours rest in each 24 hour period and two days off each week.*
- Adult workers have a right to a 20 minute rest break (but not necessarily paid) if working longer than 6 hours and young workers to 30 minutes if working over four and a half hours.*
- Extra breaks are needed where the work is monotonous or strenuous.*
- Workers are entitled to 4 weeks paid leave.*

* Weekly and daily rest, rest breaks and paid annual leave are enforced through the Employment Tribunals.

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:

Your Guide to the Working Time Regulations DTI URN 00/633
Department of Trade and Industry (0845 6000 925)

Stress

Stress is the reaction people have to excessive demands or pressures. In the workplace it arises when people try to cope with the tasks, responsibilities or other types of pressure connected with their jobs but find difficulty, strain or worry in doing so. Stress triggers complex changes in the body's processes, causing physiological changes and affecting the way people think, feel and behave, i.e.

Physiological changes

- increased heart rate, perspiration
- dry mouth, headache, dizziness, blurred vision
- lowered resistance to infections
- aching neck and shoulders

Behavioural changes

- anxiety, irritability, drink more alcohol
- smoking more, loss of sleep
- reduced motivation

People experience stress in different ways and to different degrees. Much depends on how individuals cope or think they cope and the extent of support, which is available to them. The stress response is not in itself an illness – its effects often being short-lived and causing no lasting harm. However, where workplace pressures are intense, sustained for some time or are simply beyond the capacity of the person to cope, stress can lead to actual mental and/or physical ill-health. Where such a risk

exists, then stress and the workplace pressures causing it become a legitimate health and safety concern.

Cause of Work Related Stress

There are a number of aspects of work, which may give rise to stress:

- General management and culture of the organisation
- Role of the organisation
- Career development
- Decision making/control
- Relationships at work
- Home/work issues
- Job design
- Workload/work pace
- Work schedule

The Legal Position

There is no specific legislation on controlling stress at work. However, employers have a general duty under the **Health and Safety at Work etc Act 1974** to ensure, so far as is reasonably practicable, that their workplaces are safe and healthy. Also, under the **Management of Health and Safety Regulations 1999** employers are obliged to assess the nature and extent of risks to health in their workplace and base their control measures on it.

Employers have a legal duty to take reasonable care to ensure that health is not put at risk through excessive and sustained levels of stress arising from work activities

i.e. to treat stress like any other health hazard.

What can be done?

- Good management – including ‘regard for people’ attitudes.
- Ensure appropriately open and understanding attitudes to stress.
- Ensure jobs are ‘do-able’, matching the job with the person in it.
- Management style – consistent, concerned, communicative and caring.
- Managing periods of change so as to reduce uncertainty.
- Providing help, support and training.
- Monitoring stress levels – perhaps through a combination of sickness absence.

Further reading:

Tackling work-related stress: A managers’ guide to improving and maintaining employee health and well-being HSG218 HSE Books 2001 ISBN 07176 2050 6.

Mental well-being in the workplace: A resource pack for management training and development HSE Books 1998 ISBN 07176 7524 3

Essentials of health and safety at work HSE Books 1994 ISBN 07176 0716 X

Stress at Work – A guide for employers Booklet HS(G) 116 ISBN 0 7176 0733 X

ABC of mental health in the workplace (Dept of Health) from PO Box 99, Sudbury, Suffolk, 06BFR. Tel: 01787 884466

Sources of useful information

Office of Public Sector Information (OPSI)

The Office of Public Sector Information provides access to UK legislation online. Acts of Parliament from 1988-2006 and Statutory Instruments (SIs) from 1987-2006 are available on the site.

http://www.opsi.gov.uk/legislation/about_legislation.htm

HSE Infoline

For enquiries about occupational health and safety legislation and any other workplace issues, Infoline will provide confidential advice.

Tel: 0845 4350055. Fax: 0845 408 9566.

Email hse.infoline@natbrit.com

Website:

<http://www.hse.gov.uk/contact/index.htm>

HSE Direct

The most authoritative and reliable source of health and safety legislation and guidance available in the UK

<http://www.lexisnexis.com/clients/hse/direct/default.asp>

Employment Rights

Information about the legal rights and responsibilities of workers and safety representatives, from HSE. website:

<http://www.hse.gov.uk/workers/index.htm>

Business Link

The Business Link website has a tool to help small businesses get a summary of the legislation that is relevant to them (not just on health and safety).

<http://www.businesslink.gov.uk/bdotg/action/home>

Test Valley Health and Safety

Advisory and Enforcement

<http://www.testvalley.gov.uk/default.aspx?page=4510>

Contacts

The Commercial Team The Housing, Health & Communities Service

Test Valley Borough Council
Beech Hurst, Weyhill Road
Andover, SP10 3AJ
Tel: 01264 368460 Fax: 01264 368499
Email: envhealth@testvalley.gov.uk
Website: www.testvalley.gov.uk

Health and Safety Executive (HSE)

South East Regional Office,
Priestley House, Priestley Road,
Basingstoke, Hampshire RG24 9NW
Tel 01256 404000 Fax 01256 404100

Hampshire Fire & Rescue Service

Headquarters
Leigh Road, Eastleigh
Hants, SO50 9SJ
Tel: 023 8064 4000 Fax: 023 8064 3178
www.hantsfire.gov.uk

Employment Medical Advisory Service (EMAS)

South East Regional Office
Priestley House, Priestley Road,
Basingstoke, Hampshire RG24 9NW
Tel 01256 404000 Fax 01256 404100

HSE Books

PO Box 1999, Sudbury,
Suffolk, CO10 2WA
Tel 01787 881165 Fax 01787 313995
Email hsebooks@prolog.uk.com

Chartered Institute of Environmental Health (CIEH)

Chadwick Court, 15 Hatfields,
London SE1 8DJ
Tel 0207 928 6006 Fax 0207 827 5862
Email customersupport@chgl.com
Website www.cieh.org

Institution of Occupational Safety and Health (IOSH)

The Grange, Highfield Drive, Wigston,
Leicestershire LE18 1PP
Tel 0116 257 3100 Fax 0116 257 3101
Email enquiries@iosh.co.uk
Website www.iosh.co.uk

Royal Society for Prevention of Accidents (ROSPA)

ROSPA House, Edgbaston Park, 353
Bristol Road, Edgbaston,
Birmingham B5 7ST
Tel 0121 248 2000 Fax 0121 248 2001
Email help@rospa.com
Website www.rospa.co.uk

Feedback Questionnaire

Please take a few minutes to respond to the questionnaire and then detach the page and return to:

The Commercial Team
The Housing, Health & Communities Service
Test Valley Borough Council
Beech Hurst, Weyhill Road
Andover, SP10 3AJ

1. Did you find information contained in this booklet easy to understand?

Strongly Agree Agree Neither Agree or Disagree Disagree Strongly Disagree Not Applicable

2. Was the information contained in the booklet satisfactory?

Strongly Agree Agree Neither Agree or Disagree Disagree Strongly Disagree Not Applicable

3. Would you like further information on any aspect of health and safety covered in this book

Yes No

Please State:

.....

.....

.....

.....

..... Contact Tel:

4. If your business was inspected by an officer from the food and safety team, was it treated fairly?

Strongly Agree Agree Neither Agree or Disagree Disagree Strongly Disagree Not Applicable

Please State:

.....

.....

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.....

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.....

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5. Did you feel the contact was helpful?

Strongly Agree Agree Neither Agree or Disagree Disagree Strongly Disagree Not Applicable

Your Company Name and Address:

Contact:

Company Name:

.....

.....

.....

Contact No:

Notes

Notes



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

AEROSOLS

LIQUIDS





DO YOU TICK THE BOX FOR FIRE SAFETY ?



With the introduction of the new Fire Safety Order 2005 there is a requirement for your fire safety equipment and services to be provided by competent persons. This can be demonstrated by using a company registered with scheme BAFE SP101/ST104.

DON'T TAKE A RISK

Taking a risk with fire protection can have significant and even life threatening consequences.
Make sure you tick the right box for fire safety.

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If a fire started in your workplace today - would you know what to do?
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