



Mind in Haringey

Health & Safety Policy and Procedure

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MIND IN HARINGEY

HEALTH & SAFETY POLICY AND PROCEDURE

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Introduction

Health and Safety Regulation

Health and Safety Law is set out in the **Health and Safety at Work etc. Act 1974**

This act sets out the general duties which employers have to their employees and members of the public as well as the duties of employees.

The duties set out in the act are qualified by the phrase '**so far as is reasonably practicable**'. Which means that the level of risk involved in the workplace or work activity needs to be balanced with the time, cost and difficulty of avoiding or reducing the risk. This boils down to employers identifying risks and taking measures to avoid them.

More explicit requirements are set out in **The Management of Health and Safety at Work Regulations 1999**. The main requirement is for employers to carry out a risk assessment and where there are five or more employees the significant findings must be recorded. Risk assessment is a relatively simple process especially in lower risk environments such as offices, warehouses and light industrial concerns. It is more complicated in higher risk or specialist industries such as nuclear power stations, construction sites and chemical plants. Risk assessment is covered fully later on in this guide.

Guidance, Regulations and Approved Codes of Practice (ACOPs)

Employers are sometimes confused by the differences in these instruments and the way they relate to each other and the law. The following text explains the differences;

- **Guidance**

Guidance is published by the Health and Safety Executive (HSE). Guidance documents are available on a range of subjects for managers and can be obtained from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 6FS. For lists of publications available see the HSE website at www.hse.gov.uk.

The purpose of guidance is to help interpret the regulations and to give technical advice.

It is not a legal requirement to follow guidance and as an employer MIND in Haringey is free to take other courses of action. Following the guidance, however, will usually mean compliance with the law.

- **Approved Codes of Practice**

These give practical advice and provide examples of what is 'reasonably practicable' ACOPs have a special legal status - although they are not law an employer could be found at fault in court if he or she didn't follow the relevant ACOP, unless he found another way of complying with the law.

- **Regulations**

Unlike guidance, regulations are law. They are usually made under the Health and Safety at Work Act. Regulations set out very specific requirements - things that must be done rather than where 'reasonably practicable'.

Some regulations are generic - they apply to all companies. Examples of these are the Manual Handling Regulations and the Display Screen Equipment Regulations. Other regulations apply to specific industries.

Responsibilities

All employers have responsibilities and duties concerning Health and Safety, under the law.

The general duties of employers are laid down in the **Health and Safety at Work etc. Act 1974**. The **Management of Health and Safety Regulations 1999** also set out specific requirements for employers.

This purpose of this section is to help you understand employer's and employee's responsibilities.

The Employer's Duties

As an employer MIND in Haringey recognises that it has a duty under the law to ensure that as far as is reasonably practical you maintain a working environment that is safe and healthy.

We will consult our **employees or their representative** on the following areas relating to health and safety;

- Any change in working practices which will substantially affect the health and safety of employees
- Arrangements for getting competent persons to help in managing health and safety laws
- Information on the likely risks and dangers inherent in working procedures, the methods to diminish or get rid of these risks and the procedures to follow in dealing with risks
- Health and safety planning
- Health and safety considerations when introducing new technology

MIND in Haringey will

- Ensure the workplace is safe and without health risks
- Ensure that all plant and machinery is safe and that safe systems of work are set and adhered to
- Ensure that all articles and substances are used, moved and stored safely
- Ensure that there are sufficient and adequate welfare facilities
- Provide adequate information, training and supervision to employees to provide for their safety
- Carry out a Risk Assessment
- Appoint a competent person(s) to assist with health and safety responsibilities
- Formulate emergency procedures
- Provide adequate first aid facilities
- Ensure that the workplace satisfies the requirements for health, safety and welfare (e.g. temperature, lighting washing facilities etc.)
- Prevent or control exposure to substances hazardous to health
- Take precautions against;
 - flammable or explosive hazards
 - electrical equipment
 - radiation
 - noise
- Avoid hazardous manual handling operations where possible and reduce the risks where not
- Provide health surveillance where appropriate
- Provide free any protective clothing or equipment where necessary
- Provide sufficient safety signage
- Report certain injuries, diseases and dangerous occurrences to the appropriate authority.

The Employee's Duties

Employees have legal duties concerning health and safety these include;

- taking reasonable care of their own health and safety as well as that of others who are affected by what they do
- co-operating with their employer on health and safety
- correctly using work items provided by the employer - this includes personal protective equipment (proper training and instruction must be given by the employer)
- not misusing or interfering with anything provided for health, safety and welfare
- inform on any situations which pose serious or imminent danger

Once employees have informed their employer of any shortcomings they have identified, they are under no obligation to repeat their warning. Even though specific duties are placed on employees, the employer, however, will still have to exercise control over the workforce to ensure that safe procedures are being followed. In addition, he should quickly rectify any defects brought to his attention. Employees will be informed of their responsibilities during induction training and existing employees will receive appropriate refresher training

Health and Safety Policy

The Health and Safety at Work etc. Act 1974 requires employers to prepare and revise, as necessary, a written statement of their general policy regarding the health and safety at work of their employees.

The statement must also contain details of the organisation and arrangements that exist to carry out that policy.

The statement and any revisions must be brought to the attention of employees. The Employers' Health and Safety Policy Statements (Exception) Regulations 1975 limits the production of such a policy to employers who employ five or more employees 'at any one time'. Health and safety inspectors may often examine the policy in some detail, particularly following an accident.

A good Health and Safety Policy will:

- show the company's general aims and objectives
- be specific to the company and its operations
- detail the responsibilities of individuals within the company
- detail the arrangements which are in place for ensuring health and safety
- be regularly reviewed and updated

General Statement of Intent

This is a general but detailed description of the aims and objectives of MIND in Haringey regarding Health and Safety.

Our statement of general policy is:

To provide adequate control of the health and safety risks arising from our work activities
To consult with our employees on matters affecting their health and safety
To provide and maintain safe plant and equipment
To ensure safe handling and use of substances
To provide information, instruction and supervision for employees
To ensure all employees are competent to do their tasks, and to give adequate training
To prevent accidents and cases of work-related ill health
To maintain safe and healthy working conditions
To review and revise this policy as necessary at regular intervals

This is not exhaustive but gives an indication of what is required.

The Organisation

This details who is responsible within the organisation for the various aspects of Health and Safety. A simple example is given below;

Health and Safety Organisation:

Overall responsibility for health and safety: Ben Scanlan (Chair of Executive Committee)/ Anita Hudson (Chief Executive Officer)
Day to day responsibility: Anita Hudson (Chief Executive Officer)/ Natasha Harper (admin)

Safety Representatives:

Natasha Harper

Anita Hudson

The above will form the Health and Safety Committee and will meet once every 3 months to discuss health and safety issues.

The Arrangements

In case of Accidents First Aid Boxes are located in the:

- *Downstairs kitchen*
- *Administration Office (by main entrance)*
- *Top floor community services office)*

In case of accidents the following first aiders (FA) or appointed persons (AP) should be contacted:

Matthew Grimley / Dave Forrest - First Aider

Anita Hudson (Chief Executive Officer) or an available manager

All accidents and cases of work related ill health have to be entered into the accident book. An accident is anything that draws blood requires first aid equipment to treat or involves time off work no matter how minor you feel it may be. The reporting of Injuries, Dangerous Occurrences and Disease to the enforcing authorities will be the responsibility of the Director

Competent Person(s)

Employers must provide a competent person or persons to assist the management of Health and Safety.

A competent person may carry assist in all tasks or be responsible for just one aspect (e.g. Manual Handling or Display Screen Equipment). .

When selecting competent persons the manager will ensure they have;

- Sufficient knowledge and understanding of the work involved
- Sufficient knowledge of current best practice concerning the Health and Safety aspects of the task
- Sufficient training to carry out the task

The competent person can be either internal to MIND in Haringey or external (a consultant).

If there is more than one competent person the manager shall put in place a system for co-operation between them.

Accident/Incident Reporting

The **Social Security (Claims & Payments) Regulations 1979** gives details of the legal requirement to ensure that all accidents, injuries and illness in the work place is recorded in the ACCIDENT BOOK however trivial they might seem.

This book will be accessible by all staff at all times and held by the administrator.

The Reporting of Injuries, Dangerous Diseases and Occurrences Regulations 1995 (RIDDOR) gives details of the type of accident, injuries and occupational illnesses and other illnesses at work which must be reported to the Health and Safety Executive.

Accident recording and reporting are legal requirements and the Chief Executive Officer will set up a system for managing them.

Accident Book

There is a legal requirement for details of any accident, injury or illness in the work place to be recorded in the accident book held by the administrator and regularly checked by the Chief Executive Officer.

An accident is anything that;

- **draws blood**
- **requires time off work**
- **requires the use of first aid equipment**

.The accident book will be in electronic form and will record details of:

- Date and time of accident
- Place of accident
- Name, address and job of injured person
- Name & address of employer if different
- Details of accident, injury or illness
- First aid treatment given
- Disposal of the casualty (sent home, returned to work etc.)
- Name & address & signature of person providing treatment.

It is also good practice for the casualty to read and sign the accident report (if he is capable).

These records are required by law and need to be kept for up to 3 years from the date of last entry.

RIDDOR

Reporting accidents and ill health at work is a legal requirement. The details are found in the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995**

These regulations require companies to report of work-related accidents, diseases and dangerous occurrences. The regulations apply to all work activities, but not to all incidents.

What Needs to be Reported?

There are four categories of incident which must be reported;

- **Death or major injury**
- **Over-Three-Day Injury**
- **Disease**
- **Dangerous Occurrences**

Details for each category are given below

Death or major injury

To;

- an employee
- self-employed person working in your premises
- member of the public

A major injury is any of the following;

- 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 or requiring resuscitation or admittance to hospital for more than 24 hours
- injuries leading to;
 - hypothermia
 - heat-induced illness
 - unconsciousness
- injuries requiring
 - resuscitation
 - admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment
- 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

In any of these circumstances the director will notify the enforcing authority by telephone without delay and complete form F2508 within ten days.

Over-three-day injury

An over-three-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including non-work days). The F2508 must be sent to the reporting authority within ten days.

Disease

In general a doctor will inform employers that an employee suffers from a reportable work-related disease. If this is the case then you must send a completed disease report form (F2508A) to the enforcing authority. A summary of reportable diseases can be found on the HSE website at www.hse.gov.uk Managers must consult this in such cases.

Dangerous Occurrences

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately by telephone and must be followed up with a completed accident report form (F2508).

The following is a list of dangerous occurrences:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipework;
- 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;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- 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;
- a dangerous substance being conveyed by road is involved in a fire or released

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of: 100 kg or more of 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.

There are also additional categories of dangerous occurrences which do not apply to MIND in Haringey and are not included here.

Reporting

The Chief Executive Officer will contact the environmental health department of the local authority in the above circumstances.

Record Keeping

The Chief Executive Officer will keep a record of any incident reportable under RIDDOR.

Records must include;

- the date and method of reporting
- the date, time and place of the incident
- personal details of those involved
- a brief description of the nature of the event or disease

Risk Assessment

Risk Assessment is the cornerstone of health and safety management.

The Management of Health and Safety at Work Regulations 1999 state;

- 1) Every employer shall make a suitable and sufficient assessment of:-
(a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.*
- 2) Every self employed person shall make a suitable and sufficient assessment of:-
(a) & (b) as above in the respect of himself or others affected by the work he does.*
- 3) Any assessment shall be reviewed if:
(a) there is reason to suspect that is no longer valid; or
(b) there has been a significant change in the matters to which it relates*
- 4) Where the employer employs five or more employees, he shall record:-
(a) the significant findings of the assessment ; and
(b) any group of his employees identified by it as being especially at risk.*

A **HAZARD** is anything in the workplace which can cause harm whereas a **RISK** is the chance (High or Low) of the hazard occurring.

A risk assessment is an assessment of the hazards in your workplace. You need to assess whether the risk from a hazard is significant or not. In the risk for a hazard you must take into account the probability of the hazard occurring and the potential severity of injury if it does occur. For instance a bare live electrical wire in a workshop is a significant hazard and a high risk because electricity is potentially lethal and the probability of someone touching the wire is not minimal.

Assessing risks should not be over-complicated and is usually a matter of common sense. Staff will use the action lists below to manage and record workplace risk assessments

Workplace Risk Assessment

Recording Your Risk Assessments

As MIND in Haringey has five or more employees it is a legal requirement to record the significant findings of risk assessments.

Records will be kept on a database. The Step Through Guides website at www.stepthroughguides.com/riskassessmentform.htm risk assessment form template will be used.

Listing Hazards

When seeking hazards in the workplace assessors must concentrate on significant hazards and ignore the trivial. Assessors must walk around your premises and assess any process, equipment or substance that has the ability to cause harm. They must also involve employees as well as looking at manufacturers' safety instructions and data sheets. A survey of the accident book will also be necessary.

Who Might be Affected

It is important for an assessor to decide who may be harmed and how. It will be essential to take into account new workers, trainees and new or expectant mothers. Assessors must also take into account people who visit workplaces or pass through it, such as members of the public, contractors, maintenance workers and cleaners.

Existing Control Measures

For each hazard in the list assessors must record the control measures in place. These are the actions or procedures which are there to reduce the risk.

Assess the Remaining Risk

Risk will be categorised as High, Medium or Low. The attached risk matrix based on probability/severity will be used.

Very Likely	MEDIUM	HIGH	HIGH
Likely	LOW	MEDIUM	HIGH
Unlikely	LOW	LOW	MEDIUM
	Very Minor	Minor	Major

Assess New Control Measures

For each risk that has not been assessed as Low assessors must assess what additional control measures are required.

Assessors must start by asking whether the risk can be eliminated completely and if not then look at less risky options. An assessor must also consider whether access to risks can be prevented e.g. by guarding or reorganisation of the work involved. Assessors must also consider the need for personal protective equipment and staff facilities for washing and first aid.

The assessment should be passed to the director on completion.

Where new control measures need to be implemented The Director will draw up an action plan stating what is required, when it will be implemented and by whom.

Reassess

All risk assessments will be reviewed annually. The director will arrange to assess new equipment, procedures and substances that introduce new hazards to the workplace.

Manual Handling

Statistics tell us that each year about 1.1 million people suffer workplace injuries resulting in musculo-skeletal disorders, accounting for approximately 12 million lost working days per year. It is estimated that this cost the economy £5.7bn in 1995/6.

The HSE have determined that over one third of all over-three-day injuries that are reported each year are caused by manual handling.

Manual handling is defined as the transporting or supporting of a load by hand or bodily force. This includes lifting, putting down, pushing, pulling, carrying or moving, hauling either by direct or indirect means.

The Manual Handling Operations Regulations 1992 came into force on 1st January 1993. The Regulations are made under the Health and Safety at Work Act 1974 and they implement EC Directive 90/269/EEC on the manual handling of loads. The Regulations supplement the general duties of employers as specified by the HSWA and the Management of Health and Safety at Work Regulations 1999. Over 25% of all the accidents reported each year are due to manual handling. Whilst fatal accidents are rare the majority of manual handling accidents result in over-three-day injuries and are therefore reportable under the RIDDOR Regulations. Manual handling injuries are often accumulative and can not be attributed to a single event. Long term accumulation of this type can result in physical impairment or even permanent disability. The monitoring of manual handling operations is a continuing process and regular re-assessment should be demonstrated. Records are invaluable when investigating the more difficult claims of long term evolution of back problems etc.

Employers Duties

When assessing the risks from manual handling tasks in the workplace it is a legal requirement to consult with employees/safety representatives.

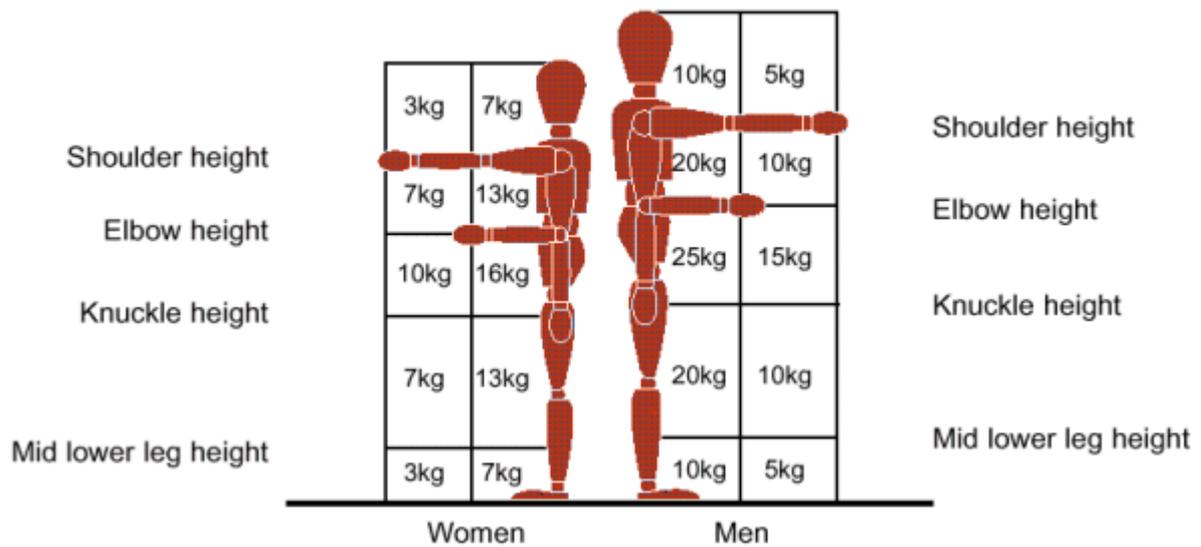
Avoiding Manual Handling

For each manual handling task managers and staff must ask themselves whether it can be avoided. There are many manual handling tasks that can be avoided altogether. If a task can not be avoided altogether then automation or mechanisation should be considered if the organisation can reasonably afford to do so. If a task is automated or mechanised be aware of any new hazards this may introduce into the workplace.

Risk Assessment

A short observation of the task should be sufficient to identify how to make a manual handling task less hazardous. Some things to look out for are;

- **Is the load handled at a distance from the body?** Handling a load at arm length can result in five times the stress than when handling the same load close to the body. The capacity of an individual when lifting a load varies from individual to individual (see guideline chart below). The further away from the body the load has to be held the more difficult it becomes and the more stresses and strains are placed on the body. .
- **When assessing the task do not forget the importance of posture.** Poor posture can put stresses and strains on the back, this can lead to a shift in the normal balance of the body increasing the strain on muscles and putting pressure on the vertebrae which may result in a sudden prolapse. Examples of tasks, which increase the risk of poor posture, are;
 - Twisting or Stooping
 - Reaching up
 - Excessive lifting / lowering distances
- **Sudden movement of a load.** Freeing a jammed box, releasing machinery during maintenance etc.
- **Stress and strain on the body can be increased with a slow build up of exertion.** Although at first the task may seem easy there are several ways in which over a period of time the effect may increase the risks of poor posture and increased likelihood of injury. Examples of this type of task are listed below
 - Excessive carrying distances
 - Excessive pushing / pulling
 - Frequent or prolonged effort Repetitive movements
 - Work rate, which is imposed by a process
 - Tasks that provide insufficient rest / recovery periods (Employees who work on assembly lines are often most affected by this type of work).
- **Is the load Heavy?** When assessing the load, the weight is not the only considerations to be taken into account. you should ask yourself;
 - Is the load bulky or unwieldy?
 - Is the load unbalanced?
 - Is the load / contents likely to shift?
 - Is the load difficult to grasp?
- **Individual Capabilities.** Assessors must consider;
 - Gender
 - Age
 - State of Health
 - Physical Attributes
 - Training
- The diagram below gives guidelines on weights for lifting and lowering



- **The Environment.** Assessors must consider;
 - Is there adequate space for the load to be set down?
 - Are there any slip/trip hazards?
 - Are there any doors or other openings to be negotiated?
 - Are there space constraints?
 - Are surfaces floors even / flat or undulating or are there variations in floor level?
 - Are floors slippery or likely to become so?
 - Are the floors stable or likely to move?
 - Is it very hot or cold?
 - Are conditions very dry or humid?
 - Are there any strong air movements?
 - How good is the lighting?

Managers must ensure that they consult with employees to help them carry out the assessment.

It may not be necessary to do an assessment for every individual and task. If groups of people/tasks are similar generic assessments will be appropriate.

Once assessments have been completed managers must reduce any risks to the lowest reasonably practical level.

Risk Reduction

If a manual handling task cannot be avoided entirely there are many ways of making it less hazardous. The first question to ask is whether mechanical aids can be used. These should always be considered especially as they can also increase productivity and morale.

Examples of other considerations are;

- training of users in Safe Handling Techniques
- reducing twisting/stooping
- avoidance of lifting over head height
- shortening carry distances
- making the load;
 - lighter

- less bulky
- more stable
- easier to grasp
- improving;
 - workplace layout/obstruction
 - flooring
 - lighting
 - extreme temperature conditions
 - personal protective equipment
 - restrictions from restrictive clothing

Control of Substances Hazardous to Health

The Regulations are contained in the **Control of Substances Hazardous to Health Regulations 1999**.

The Regulations have a very wide scope and impose controls over: chemicals, dusts, micro-organisms, biological agents and respiratory sensitizers.

These Regulations also apply in offshore operations.

Substances that are hazardous to health include following;

- Substances listed as dangerous in the 'Approved Supply List' (part 1). The approved supply list is found in the Chemicals (Hazard Information and Packing for Supply) Regulations 1996.
- Substances listed in Schedule 1 to the COSHH Regulations as having either a maximum exposure limit or an occupational exposure limit.
- Biological agents (this includes micro-organisms, endoparasites and cell cultures)
- Substantial quantities of airborne dust; or
- Any other substance which creates a comparable risk.

Employers Duties

Under the COSHH regulations employers have a responsibility to:

- To perform formal risk assessments.
- To prevent or control exposure to employees.
- To maintain proper use of control measures and personal protective equipment.
- To examine and test controls and keep records of such.
- To monitor exposure of employees in the workplace.
- To provide health surveillance for those employees requiring it.
- To provide information, instruction and training regarding health and safety aspects of hazardous substances.

Employers Duties

- To make full and proper use of all control measures and personal protective equipment.
- To present themselves for health surveillance (if required).

COSHH Assessment

Risk Assessment

An assessor must make a list of hazardous substances used in the workplace and those persons that are exposed to them. He or she must examine your existing control measures and assess the risk of each of these substances. Where the risk is not Low managers will need to introduce exposure controls.

The regulations list hazardous substances but as a rough guide any substance that has an orange warning square containing a black symbol and also very old substances, as they may not have warning labels. Also beware of substances in unlabeled containers. Guidance Note EH 40 should be referred to for a list of substances with an OES or MEL. Also, all substances listed in the Carcinogens Approved Code of Practice are hazardous.

The hazard data sheet that is supplied with the product as well as labels on containers gives assessors useful information when assessing the risks from the substance.

The Chemicals (Hazard Information and Packaging for Supply) Regulations require essential safety information to be passed along the supply line, therefore manufacturers' and suppliers' hazard data sheets must be kept available for use by customers. Managers will establish a system to ensure that the information/data sheet is passed on with the substance.

Exposure Controls

Following your COSHH risk assessment where there is a likelihood of exposure to a hazardous substance then you are responsible for setting up exposure controls. These may be a combination of any of the following:

- elimination of the use of the substance
- use of a less hazardous substance or the same substance in less hazardous form for the same purpose
- total enclosure of the process and handling systems
- processes, plant or systems of work, which minimise production of substances or help to contain them
- partial enclosure with local exhaust ventilation
- local exhaust ventilation
- general ventilation systems
- reduction in the number of persons exposed (e.g. by access control)
- reduction in the time persons are exposed
- regular cleaning of exposed surfaces
- safe storage and disposal methods
- personal protective equipment
- not allowing eating, drinking or smoking in contaminated areas
- adequate facilities for washing, changing and storage of clothing

- emergency procedures for spills or leaks

Testing, Maintaining and Recording

Once controls have been implemented, you should ensure that;

- control measures are maintained in efficient working order and in good repair
- a thorough examination and testing of engineering controls is carried out at regular intervals, i.e., every 14 months for LEV and at suitable intervals for other controls
- personal protective equipment is examined and tested
- records of these tests are kept for at least five years

CoSHH assessments should be recorded and made readily available to all who need access to them.

Exposure Monitoring

The CoSHH Regulations do not require that monitoring is undertaken as part of every assessment, but only where 'it is requisite for ensuring the maintenance of adequate control of the exposure of employees to substances hazardous to health' or where 'it is otherwise requisite for protecting the health of employees'.

Monitoring the exposure of persons is normally required;

- when the level of exposure cannot be estimated
- when the failure of the control measures could cause a serious ill health
- to ensure that the MEL or OES is not being exceeded
- when using substances listed in Schedule 5 to the Regulations
- when persons are being exposed to carcinogenic substances.

A full list of substances assigned occupational exposure limits can be found in HSE's publication EH 40 occupational exposure limits. HSE guidance note EH 42 sets out the principles for measuring and recording occupational exposure limits.

Where exposure monitoring is required it should be suitable and carried out every 12 months unless more frequent monitoring is required.

Where employees are performing the same task and therefore exposed to the same risks then sample monitoring on the group can be carried out, provided it is representative for each individual within the group.

The record should show:

- when the monitoring was done and the results
- when monitoring procedures were adopted, including the duration
- the locations where sampling was taken
- the operation in process at the time
- the names of individuals concerned

Monitoring records should be readily available, in an easy to understand format and should be written in such a way that they can be compared with health records. The records should also be made readily available to the employee, their representatives or inspectors.

Health Surveillance

The purpose of health surveillance is to:

- Protect the health of individuals, by detecting any changes from exposure to a hazard at an early stage.
- Assist in determining whether existing exposure controls are working properly.
- Collection of data to enable proper evaluation of the health hazard.

Health surveillance must be provided to employees by the employer if:

- a. They are Schedule 5 employees
- b. Where exposure is related to either an identifiable disease or adverse health effects.

Medical examinations must be carried out by employment medical advisors or appointed doctors in the case of Schedule 5 employees. This is preferable in other cases as well.

- Schedule 5 employees should be examined at a maximum of 12 month intervals.
- Examinations must be paid for by the employer and records must be kept for 40 years.
- Employees are entitled to see employment health records if they give reasonable notice.
- Employees must submit to health checks if within working hours.

Schedule 5 Employees

All employees working with substances listed in Schedule 5 require health surveillance, these employees are those exposed to:

- Vinyl chloride monomer.
- Nitro/amino derivatives of phenol/benzene (or its homologues) whilst engaged in manufacture of derivatives of such or the making of explosives with these substances.
- Potassium or sodium chromate or dichromate, whilst engaged in manufacture.
- 1 - naphthylamine, orthotolidine, dianisidine, dichlorbenzidine, whilst engaged in manufacture.
- Auramine, magenta, whilst engaged in manufacture.
- Carbon disulphide, disulphur dichloride, benzene and benzol, carbon tetrachloride, trichlorethylene, whilst engaged in any process where these substances are either used or given off as vapour in the manufacture of indiarubber.
- Pitch, whilst engaged in the manufacture of blocks of fuel (coal, coal dust or coke/slurry) where the pitch is used as a binding agent

Health Records

Health records will be kept for every employee who has to undergo health surveillance. The records should contain the following information:

- Surname & forenames.
- Sex.
- Date of birth.
- Permanent address & post code.
- National Insurance number.
- Date of commencement of present job.
- Historical record of all jobs involving substances hazardous to health which require health surveillance.

Where records are kept by employment medical advisor, appointed doctor or occupational health nurse or other suitably qualified persons then records should also contain any written

reports, recommendations regarding fitness to work and any supportive clinical data. If employees are exposed to substances hazardous to health then employers must provide adequate monitoring of exposure and keep the records for 40 years. It may be necessary to continue health surveillance long after an employee has left the job to which he was exposed to the hazardous substance. Where the employer only has to keep a record of health surveillance only, the above particulars above are required.

Display Screen Equipment

The **Health and Safety (Display Screen Equipment) Regulations 1992** came into force on 1st January 1993. These Regulations place an obligation upon an employer to assess the risks to the health and safety of his employees and others who may be required to use display screen equipment.

Definitions

Screen

This is defined as any alphanumeric or graphic display screen regardless of the display. There are however some types of display screen equipment, which are excluded from these regulations, although they may be covered under other regulations, these include;

- screens used on board some forms of transport
- screens used primarily for public information / operation
- cash registers
- calculators
- portable machines not in prolonged use
- screens used in vehicle or machinery control cabs
- window typewriters

Operators and Users

Operator: a self-employed person who habitually uses display screen equipment as a significant part of their normal work activities.

User: an employee who habitually uses display screen equipment as a significant part of their work activities.

Workstation

An assembly comprising of the display screen equipment and any optional extras for example: printers, keyboards, modems, document holders, telephone or other item peripheral to the display screen equipment. It also includes the immediate environment around the display screen equipment.

Classifying Users and Operators

To ensure you comply with the regulations you must assess who is a display screen user. There are no hard and fast rules about who may be a user or operator. In some cases it will be obvious but in other cases other factors may have to be taken into consideration. In general a person will be able to be classified as a user or operator if all or some of the following criteria apply;

- The individual depends on display screen equipment to do their job and there is no alternative method available.
- The individual cannot decide for themselves whether to use display screen equipment or not.
- Significant training or particular skills are required in the use of display screen equipment to enable the person to do their job.

- The display screen equipment is normally used in spells exceeding 1 hour's duration.
- The display screen equipment is used more or less on a daily basis.
- The transfer of information from the user to the display screen is an important part of the job.

Workstation Assessment

Every workstation needs to be assessed for each person that uses it. The assessment will be carried out by line managers or information technology staff. The Chief Executive Officer will ensure that they have received sufficient training before doing so.

Once the assessment is complete it must be recorded and be readily available. Risk assessing workstations is the same principle as any other risk assessment - use the guidance from the risk assessment section to help you.

Assessments should be reviewed when:

- There are major software changes
- There are major hardware changes
- There are major workstation furniture changes
- The workstation is relocated
- There has been modification of the lighting
- There is a substantial increase in the amount of time required to be spent using the VDU equipment.
- There is a substantial change in the task
- Research findings indicated any new risks, or an existing hazard should be re-evaluated.

Assessment Specifics/Considerations

Screens

- The characters on the screen should be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.
- The screen image should be stable with no flickering or other instability.
- Brightness and contrast of the image should be easily adjustable by the user or operator.
- The screen must be easily tilted and swivelled to suit the operator's requirements.
- The screen must be free of reflected glare and reflections liable to cause discomfort to the user or operator

Keyboards

- The keyboard must be tilt-able and separate from the screen to allow the user or operator to find a comfortable working position avoiding fatigue in the arms or hands.
- The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator. The keyboard shall have a matt surface to avoid reflective glare.
- The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.
- The symbols on the keys shall be adequately contrasted and legible from the design working position

Desks

- The work surface shall be of low reflectance and be sufficiently large to allow a flexible arrangement of screen, keyboard and related equipment and documents.
- The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements
- There shall be adequate space for the operator to find a comfortable position.

Chairs

- The chair must be stable and allow the user or operator easy freedom of movement and a comfortable position.
- The seat shall be adjustable in height.
- The seat back shall be adjustable in both height and tilt.
- A footrest shall be made available to any operator who wishes one

Lighting

Room or task lighting shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and background environment. This should take into account both the type of work and the vision requirements of the operator. Lighting should be adequate but not too bright to interfere with the screen image

Reflections and Glare

Workstations shall be designed so that sources of light (including windows and other openings) and brightly coloured fixtures or walls cause no direct glare and no distracting reflections. Windows shall be fitted with suitable adjustable coverings to attenuate the daylight that falls on the screen.

Glare may be reduced using the following measures;

- Changing the position of the screen
- Reducing the brightness of the lighting
- Fitting non-reflective screen filters
- Fitting diffusers on lights
- Changing the positions of lights
- Fitting of window blinds

Noise

Workstations should not be too noisy i.e. attention should not be distracted and speech should not be disturbed

User Interface

- Software must be suitable for the task
- Software must be easy to use and where appropriate adaptable to the experience of the operator.
- No quantitative or qualitative checking facility can be used without the knowledge of the operator.
- Systems must provide feedback to operators on the performance of those system
- Systems must display information in a format and at a pace which are adapted to the user or operator.
- The principles of software ergonomics must be applied;
 - software should enable workers to complete the task efficiently, without presenting unnecessary problems or obstacles

- workers should feel that they can master the software and use it effectively following training
- the dialogue between user or operator and system should be appropriate for the users or operators ability
- where appropriate, the software should allow the user or operator to customise the interface to suit their ability or preferences
- the software should protect user or operators from the consequences of errors
- the system should provide appropriate feedback such as error messages and help systems
- speed of response to commands and instructions should be appropriate to the use or operators ability
- characters, cursor movements and position changes should be reflected on screen as they are input

User Position

The head should be inclined 20 degrees forward of the vertical. Therefore the centre of the field of view should be at a point where the eyes are cast at an angle of 20 degrees in a downward position. The distance between the screen and documents from the eyes should be identical and ideally between 450mm -550mm and should not exceed 700mm.

Document holders should be used wherever possible to reduce head, eye and body movements

Work Routines

Every employer must plan the activity of users so that their daily work schedule on display screen equipment is periodically interrupted by such breaks or changes of activity as reduce their workload at that equipment.

For most VDU based tasks natural breaks occur as a consequence of the type of work or employment.

Where possible VDU work should be a mixture of screen-based and non screen-based activity to prevent fatigue and vary both mental and visual demands.

For jobs where there is intense screen based activity such as data entry, planned breaks must be introduced.

In general;

- Breaks or changes in activity should be taken before fatigue sets in.
- Breaks or changes in activity should be made in working time.
- Short frequent breaks are more beneficial than long infrequent breaks.
- Breaks should be taken away from the screen if possible. Breaks spent performing other useful work would seem to be more effective in relieving visual fatigue than rest breaks.
- Where possible users should be allowed some discretion on how they work at VDUs

Information and Training

As per the regulations, all users or operators of display screen equipment should be provided with health and safety training commensurate to the work that they are expected to do. The

purpose of training is to increase the knowledge of the user so that they are able to self-assess any problems that they may have now or in the future.

Overall the training should be aimed at minimising the risks of muscular skeletal disorder, visual fatigue and stress. To do this there are some aspects of training that need to be covered:

- An explanation of the causes of risk and the way in which harm may come about.
- User initiated actions, which will bring risks under control. Such as:
 - Importance of posture
 - Use of adjustable mechanisms
 - Use and organisation of workstation components
 - Need for regular cleaning and maintenance
 - Need for regular breaks and/or changes of activity
- Arrangements by which workstation problems can be reported to the management.
- Information on the regulations especially concerning eyesight tests and rest periods.
- The users contributions to assessments.

There is no hard and fast rule regarding the design/delivery mechanism for the training, providing it is suitable and sufficient.

Employer must also provide information on health and safety risks to;

- all their own employees
- employees of other employers on site
- self-employed persons on site.

Information which should be provided is detailed in the table below.

	Own Employees	Employees of other employers on site	Self-employed persons on site
Risks from display screen Equipment and workstations	YES	YES	YES
Risk assessment and measures taken to reduce risks	YES	YES	YES
Breaks and activity changes	YES	YES	NO
Eye and eyesight tests	YES	NO	NO
Initial training	YES	NO	NO
Training after workstation modification	YES	NO	NO

Personal Protective Equipment

The Personal Protective Equipment at Work Regulations 1992 came into effect on 1st January 1993.

The Regulations apply to all workers in Great Britain except the crews of sea-going ships.

As from the 1st July 1995 all new PPE is now required to have a 'CE' mark. After this date it will become illegal for a manufacturer to sell new PPE without this mark. Existing PPE still in use will not require a CE mark but the employer should ensure that it remains suitable for the task for which it is provided.

Definition

Personal Protective Equipment (PPE) includes both protective clothing (e.g. aprons, protective clothing for adverse weather, gloves, safety footwear, safety helmets, high visibility waistcoats etc.) and protective equipment (e.g. eye protectors, lifejackets, respirators, safety harnesses etc.) when they are worn for the protection of health and safety.

Disapplication

These Regulations do not apply to ear protectors, most types of respiratory protective equipment and some other types of PPE used at work. These are specifically excluded because they are covered in other Regulations (e.g. Noise at Work Regulations 1989).

The Regulations do not apply to the following;

- Ordinary working clothes and uniforms which do not specifically protect the health and safety of the worker
- An offensive weapon as defined by the Prevention of Crime Act 1953 used in self-defence or as a deterrent
- Portable devices which are used to detect or signal risks or nuisances
- PPE used for protection whilst travelling on a road
- Equipment which is used in the playing of competitive sports
- Where the following Regulations apply:
 - Control of Substances Hazardous to Health Regulations 1994
 - Ionising Radiation Regulations 1985
 - Control of Asbestos at Work Regulations 1987
 - Control of Lead at Work Regulations 1980
 - Noise at Work Regulations 1989
 - Construction (Head Protection) Regulations 1989.

These Regulations do not apply to persons who are not employees (e.g. voluntary workers, school children). The Regulations do not apply to trainees or children on work experience. However you should bear in mind that the HSW Act 1974 states 'It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not exposed to risks to their health and safety'.

Provision

PPE should be regarded as a last resort measure. All other methods of reducing risk must be considered before resorting to the use of PPE.

The reason for this is that PPE only protects the person wearing it. PPE may restrict the wearer in the task by limiting mobility or reducing visibility or hearing this could therefore increase risks from other areas.

The Chief Executive Officer will ensure that once issued PPE is used correctly at all times and in accordance with the manufacturer's recommendations.

When provided PPE you should ensure that it is going to be suitable for the task provided all people who are going to have to use it and if more than one item of PPE needs to be worn then they must be compatible. It is important therefore to take an ergonomic approach when deciding what type of PPE will be most effective bearing in mind the individuals who have to wear it.

Following identifying the hazards and risks associated with a particular task the risks should be reduced to a minimum. However, there are times when the risk is such that PPE is required. The assessment should also identify the part of the body most likely to be injured by an incident and the likely severity of injury.

Once personal protective equipment has been provided, it should be checked and maintained frequently to ensure it is kept in good working order.

The Chief Executive Officer will also ensure that employees are given good information and training as required in the correct use of the equipment. Information will include details of the fault / defect reporting procedures currently in place and how to obtain new equipment.

Noise at Work

Noise at work can cause many difficulties from general disturbance, interference, and communication problems to damaging the health of employees. Under the **Noise at Work Regulations 1989** employers have a responsibility to monitor all noise in the working environment, but particularly levels of noise that are likely to cause temporary or permanent damage to hearing.

Approximately two million workers are exposed to noise levels above the current legal threshold.

It is estimated that 5 persons in every 100 exposed for 8 hours per day over a period of 10 years to 90 dB(A) will suffer 50dB hearing loss (the level for entitlement for disability benefit) compared with 17 persons exposed to 100 dB(A) for the same time period. Only 1 person per 100 would suffer hearing damage at 80dB (A) exposure.

At present employers are not required to provide hearing tests, however many employers are considering this as a best practice measure. It is especially useful in monitoring the effectiveness of noise reduction programs.

Employers Responsibilities

Under the Noise at Work Regulations 1989 where there is a risk of hearing damage all employers are obliged to reduce noise levels to the lowest reasonable level possible. These responsibilities fall into three categories:

General

The employer must;

- Reduce noise to the lowest reasonably practicable level.
- Have noise levels assessed by a competent person.

- Ensure that a record of any such assessment is completed and kept.
- Ensure as far as practicable that all equipment provided to reduce noise levels is used correctly at all times
- Ensure that all equipment that is provided to reduce noise levels is properly maintained.
- Provide all employees working in noisy areas with sufficient information on the effects of noise on hearing.
- Provide where necessary all employees with sufficient training in noise reduction methods and the use of any equipment provided.

Second Action Level

Where employees are exposed to noise at or above the second action level (90dB (A)) they must;

- provide ear protection to all employees likely to be exposed
- ensure that ear protectors supplied are properly maintained and repaired as required
- set up ear protection zones
- ensure that ear protection zones are clearly marked
- ensure that all personnel entering an ear protection zone correctly wear their ear protectors. (irrespective of time in the zone)

First Action Level

Where employees are exposed to noise below the second action level and above 85 dB (A) employers must;

- provide information to employees on how to request ear protection
- provide ear protection to employees upon request
- ensure that ear protection is worn correctly

First Aid Provisions

The provision of first aid facilities comes within the general clauses of the **Health & Safety at Work etc. Act 1974**, which requires employers to provide a safe and healthy workplace for their employees.

The specific regulations relating to first aid at work are found in **The Health and Safety (First Aid) at Work Regulations 1981** which require employers to provide suitable and sufficient first aid provisions for all their employees whilst they are at work. **The Revised Approved Code of Practice** that came into force on the 14 March 1997 requires all employers to carry out a risk assessment of their first aid needs.

Definitions:

First Aid - The Health & Safety Executive (HSE) define first aid as 'The initial management of any injury or illness suffered at work until the arrival of further medical help' (if required). It does not include the giving of TABLETS & MEDICINES. First Aid at Work should also cover the arrangements that need to be made to ensure that the above is carried out. The regulations do not prevent specially trained staff from taking action beyond the initial management stage.

First Aider - An employee who has attended a full 4 day first aid course covering the syllabus as set by the HSE. The training organisation has to be approved by the HSE for this purpose, as do the trainers. Following completion of the course, a certificate will be supplied this should show the person has successfully passed an examination in first aid. The certification lasts for

three years. Re-qualification should be carried out in the last three months of the present certificated period. Re-qualification courses range from the minimum requirement of 2 days to repeating the full 4-day course again. This however is mandatory if the current certificate lapses. It is recommended that some form of in house continuance training is set up to prevent first aiders from becoming rusty in some of the emergency areas, such as resuscitation. Since they may never get the chance to administer until it is for real, this type of training can keep skills up to standard. Details of who the nearest first aider is and how to contact them should be clearly displayed.

Appointed Person - an employee who has been appointed to take responsibility for maintaining first aid equipment and contacting the emergency services. An appointed person does not have to be trained in first aid procedures. However the HSE recommend training in emergency first aid for appointed persons. The Appointed person may be used as a stand by first aider in exceptional circumstances where a trained first aider is unavailable.

Personnel

In general the larger the workforce, the more first aid provisions that will be required. However the number of employees should not be the only consideration for determining first aid personnel needs. Where the working environment is considered hazardous or the work involves particular risks more first aiders may be required, so employers should make separate assessments for each individual building.

The requirement is to determine the number of First Aiders / Appointed Persons or a combination of both that you will need to provide to ensure the workplace is covered to an acceptable level.

The Health and Safety Executive gives a guide to the minimal acceptable level (see below), but the employer will also have to take other factors into consideration when determining his requirements.

Assessing Personnel Requirements

Low Risk Businesses (Shops, Libraries, Offices etc.)

Fewer than 50 employees - At least one appointed person
50 - 100 employees - At least one first aider
More than 100 employees - One additional first aider for every 100 employed

Medium Risk Businesses (Light Engineering, Assembly work, food processing etc.)

Fewer than 20 employees - At least one appointed person
20 - 100 employees - At least one first aider for every 50 employed (or part off)
More than 100 employees - One additional first aider for every 100 employed

High Risk Businesses (Most construction, Slaughter houses, Chemical manufacture Dangerous machinery etc.)

Fewer than 50 employees - At least one appointed person
5 - 50 employees - At least one first aider
More than 50 employees - One additional first aider for every 50 employed

Other Considerations:

When assessing personnel requirements the Director will take any other factors into consideration including;

- Past History / Type of Accidents Obtained from accident book
- The nature of the workforce, young persons, trainees and persons with disabilities may present a greater risk
- Shift Work Cover is required for all Shifts
- Holidays (these are not an unforeseen circumstance)
- Spread of Buildings / Number of Floors? Cover required for each floor / building depending on difficulties that might be imposed when moving from one area to another and distances
- Remoteness of site from Emergency Services
- Travelling, remote and lone workers
- Shared / Multi-user sites
- Trainees / Work experience may cause a short term increase in workforce numbers

Members of the Public

Although an employer is not responsible for providing first aid cover for members of the general public, they may wish to consider the public in their assessment; this is recommended by the HSE. The Director and Finance Public Liability insurance cover this aspect.

Boxes and Equipment

First Aid Boxes should be of strong construction. They should be waterproof and dustproof. They should be easily accessible to all members of the workforce whilst at work and if possible placed close to washing facilities. You must assess how many first aid boxes you require and provide them

First Aid boxes should be labelled with a WHITE CROSS on a GREEN BACKGROUND and white lettering white on a green background.

Contents

The contents should **only include** those items required for administering first aid. Tablets and medicines should not be kept in first aid boxes.

There is no mandatory list of Items but the HSE recommend;

- Guidance leaflet
- Adhesive dressings (plasters) sterile, individually wrapped and assorted sizes,
- Sterile eye pads (at least 2)
- Triangular bandages
- Safety pins
- Unmedicated wound dressings (Assorted sizes)
- Disposable gloves

Some other items such as scissors / tweezers (**must be blunt ended**), adhesive tape, disposable aprons, face masks, moist wipes (non-alcohol) etc., will be placed in the first aid box if there is room or stored near by.

Other items of first aid equipment such as oxygen cylinders, defibrillators, protective clothing, blankets, stretchers etc. should be stored close to the first aid box / or the area they are most likely to be required. These articles of equipment need to be checked frequently and properly maintained. Employers should also ensure that first aiders are suitable trained in the use of the equipment. This will not normally be covered on their first aid course.

Sterile eyewash where required will also be placed where main tap water is not readily available.

Regular checks on first aid equipment should be carried out, paying particular attention to 'Out of Date' items such as dressing packs/ eyewash and damaged packaging which will affect the sterility of the contents.

Items Not Allowed

Some items must not be placed in first aid boxes. These include;

- Needles / syringes
- Aerosol sprays
- Tourniquets / restrictive bandages
- Undiluted antiseptics
- Sharp pointed objects such as scissors / tweezers
- Pain killers or any other drug

In first aid rooms or in certain circumstances where a particular person may need some form of medication for a known condition some of the above items may be kept. These should be kept separate from normal stocks thus ensuring they are not accessible to all. They should also be kept under lock and key. Items for individual employees should be labelled for that employee only. First aiders should also ensure that they have had sufficient training to be able to use that particular item of equipment or give a particular medication. In general first aiders are **NOT ALLOWED** to administer any form of medication unless specially trained to do so. (i.e. nebuliser for asthmatics, adrenaline auto-jet syringe for anaphylactic shock etc.).

Travelling First Aid Kits

Travelling first aid kits should be carried in all company vehicles.

It is advised that the kit should contain the following items as a minimum;

- General first aid guidance leaflet
- Assorted adhesive dressings (plasters) ,sterile & individually wrapped (X6)
- Triangular bandages (X2)
- Safety pins (X2)
- Assorted unmediated sterile dressings (1X [18cm x 18 cm])
- Individually wrapped moist cleansing wipes
- Disposable gloves (1 pair)

Indicating first aid resources

The whereabouts of the first aid box will be indicated by a sign with white lettering on a green background and a white arrow on a green background indicating the direction.

Work Equipment

The legislation controlling the use of work equipment in the workplace is contained mainly in the **Provision and Use of Work Equipment Regulations 1998 (PUWER 98)**. They came into force on the 5th December 1998 and replaced PUWER 92.

As well as the regulations there are a number of Approved Codes of Practice and Guidance Notes which cover specific types of equipment.

Although the regulations are detailed and extensive, many of the provisions do not apply to basic types of equipment. For the more hazardous and complex types, careful assessment will be required to ensure that the relevant provisions of the Regulations are complied with.

All new machinery (provided since 5 December 1998) should bear a 'CE' mark to indicate that it conforms to the relevant safety standards for supply of machinery. There is no need to replace older machinery that does not bear this mark so long as it meets the requirements of relevant legislation, e.g. in terms of guards provided, marking of controls etc.

Work equipment is defined as 'any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)'.

This definition covers a wide range of equipment, both manually and power-operated. It must be stressed that many of the basic forms of work equipment such as telephones and typewriters do not present a significant risk to the health and safety of employees and may therefore need little or no assessment. Motor vehicles which are not privately owned are also classed as work equipment, however when they are driven on public highways the more specific road traffic legislation would take precedence over PUWER.

Purchasing Equipment

Before purchasing new work equipment managers will consider the health and safety implications. In particular they will consider;

- Suitability for the task
- Suitability for all users/operators
- Place of use
- Possibility of Inappropriate usage
- The effects on existing equipment/systems of work

These factors will be considered carefully before purchasing new equipment and the manager's assessment will be recorded and stored by the administrator.

All new machinery will be CE marked

Risk Assessment

The safe use of work equipment requires risk assessment of the processes involved in using the equipment.

When performing these risk assessments you should take into account;

- The level of risk posed by the equipment
- The risks involved in the working practice
- The competence of the users

Risk assessing work equipment is no different to risk assessing any other work process (see Risk Assessment section). Assessors will reassess when;

- New equipment is installed
- There are new users
- After refurbishment of equipment
- New processes are introduced

Assessors will start the risk assessment process by drawing up a list of all workplace equipment used in the company which presents a possible health and safety hazard.

This list will also be used by managers when planning maintenance schedules.

Maintenance

The regulations require that maintenance (including cleaning) is required in order to keep work equipment in good working order and to ensure that it remains safe.

A lot of information about maintenance can be obtained from manufacturers. This should include type of maintenance and frequency. Make sure that all of the manufacturer's maintenance information is available for all work equipment.

For certain types of work equipment there are specific requirements e.g. lifting equipment (Lifting Operations and Lifting Equipment Regulations 1998) and local exhaust ventilation (Control of Substances Hazardous to Health Regulations 1999). The legislative requirements must be built into the maintenance programme and must be carried out in addition to the maintenance specified by the manufacturer.

Maintenance schedules should be drawn up for each piece of equipment and records should be kept.

A maintenance schedule should contain;

- the type of maintenance (planned or routine)
- frequency
- the procedure
- who it will be done by

Maintenance of work equipment may present significant health and safety hazards. Risk assessment of the maintenance procedure will need to be carried out where this is so and appropriate control measure will need to be introduced to reduce these risks.

Workplace Welfare

The Workplace Health, Safety and Welfare Regulations 1992 came into force on the 1st January 1993 for new places of work and for any modification, extensions or conversions commenced after the 31st December 1992. In all existing places of work the Regulations came into force 1st January 1996.

All employers now have a duty to ensure that all workplaces under their control comply with these Regulations. The aim of these Regulations is to ensure that the health, safety and

welfare of each and every member of the workforce including workers with disabilities is taken care of.

The Regulations apply to all places of work or places made available as a place of work. They do not apply to domestic premises, but do apply where 'domestic' staff are employed such as in a hostel or sheltered accommodation

These Regulations apply therefore to all factories, shops, offices, schools, hospitals, hotels and places of entertainment. The term workplace may also include common parts of shared buildings, private roads, paths on industrial estates and business parks and temporary work sites, excluding construction sites.

WHSW Requirements

These Regulations detail the general requirements that employers / controllers of a workplace need to ensure. For example that there are sufficient and suitable toilet facilities, ventilation, lighting and that these facilities are kept clean and tidy and in good working order.

The facilities provided do not have to be within the employer's own workplace, but they do need to be readily accessible. The employer is still responsible however, for ensuring that they meet the requirements of these regulations.

In the case of landlords and tenant employers each is responsible for the areas with which they have control over. MIND in Haringey will ensure that all tenants or landlord responsibilities under these regulations are addressed before the opening of any new aspect of the business which will potentially save a lot of time and money spent in legal fees later on.

General

Maintenance of Equipment, Devices and Systems

Workplace, equipment, devices and systems will all be maintained in an efficient state, in good working order and in good repair. This will be achieved by a system of maintenance/inspection.

The system will be organised by the Chief Executive Officer and will include:

- Regular maintenance / inspection / testing etc. of systems / work equipment etc.
- Defects to be reported and remedied as so as possible
- A suitable recording system for maintenance and inspection

Cleanliness and Waste Materials

General Cleanliness

All workplace should be kept sufficiently clean. Some areas will need to be cleaner than others, for example you would not expect a factory to be as clean as a general office which would not be as clean as a place where food is consumed.

However in all cases the area needs to be kept reasonably clean so as to avoid the risk of contamination from bacteria and to avoid the risk of slips, trips and falls.

Floors and indoor traffic routes be cleaned at least weekly and more often where specific codes of hygiene are in force.

Walls, ceilings and floors should be constructed of suitable materials where necessary to prevent the build up of grime and to enable cleaning to be conducted more easily.

Managers will ensure that care is taken with the method of cleaning so as not to expose the cleaner to excessive dust or chemical contamination (see Control of Substances Hazardous to Health in the Risk Assessment section).

Waste Materials

All waste materials should be disposed of

- in the recommended / correct manner
- as often as is reasonable to prevent a risk to health and safety or prevent offensive odours from occurring

.A few examples are listed below:

- Clinical waste should be disposed of in Yellow Bags for incineration.
- Domestic waste & paper disposed of in Black bags
- Sharp objects placed in suitable containers to prevent injury.
- Chemicals and other substances disposed of in the correct manner to prevent environmental contamination.

Room Dimensions and Space

In general all places where people work should have sufficient space for workers to move around easily and in a safe manner.

The minimum requirement under these regulations is that each person should have 11 cubic metres of free space. This does not include any area above 3.0 metres high or areas taken up by furniture.

The above figures do not apply to places where people work for very short periods.

When considering the work area managers will take into account the number of people who work there, the furniture and fittings and other equipment in place.

Managers will also give consideration to the morale and comfort of the workforce; people tend to work better when they are given plenty of space.

The overriding factor is that of safety, especially in the case of an emergency. Managers must consider whether staff and visitors will be able to evacuate the area quickly and safely especially if lighting is poor.

Any obstructions in the workplace such as a low beam will be clearly indicated.

Workstations and Seating

General

A workstation is any area where a job of work is carried out.

The workstation therefore not only needs to be suitable for the task being carried out. It also needs to be suitable for any person carrying out that task.

Therefore the employer should ensure that the workstation can be adapted to the person using it, rather than vice versa

Employers should be able to leave their workstation quickly, easily and safely at all times but especially in the case of emergency. Therefore every workstation should have clear entry and exit points which are never obstructed.

Where the workstation is exposed to extremes of temperature there should either a means of controlling environmental temperature (Heater / Cooler) or protective clothing should be issued.

Where the operator has to stand or sit for long periods regular breaks may have to be given, especially where a process involves working in an unnatural or cramped conditions.

This regulation covers all workstations. Further information dealing with workstations involving display screen equipment can be found in the Display Screen Equipment section.

Seating

When seating is required at a workstation this should be suitable for the task and adaptable for all persons who may have to use it.

In general workstation seating should incorporate the following features:

- Be adjustable in Height to allow the worker to place their feet firmly on the floor.
- Have an adjustable back rest so that the worker is able to sit correctly and have their back supported.
- When required be able to swivel so that the worker does not have to perform unnecessary twisting movements.
- Be stable and not rock.

A foot rest when requested a foot rest will be provided.

Lighting

Poor lighting can reduce efficiency, increase employee stress, lead to accidents, injuries or death and lowers workplace morale.

In general people tend to prefer to work in natural lighting, so ensure that windows are kept clean and free of obstruction. There are certain times however, when natural lighting is insufficient. For example cloudy days, when it is dark outside or when the area doesn't have any natural lighting. To achieve good lighting a combination of natural and artificial lighting is usually required.

The type of artificial lighting that is available for different work environments will vary. If you need technical guidelines you will need to acquire the CIBSE Code.

Workplace lighting should be suitable and sufficient for all tasks that are expected to be carried out in that area. For instance you may need to provide outside lighting so that pedestrians can clearly be seen in a car park or in the case where small precise work needs to be carried out extra task lighting may need to be provided.

Good lighting is not merely a matter of the correct level of illumination. Various ergonomic factors are involved so when assessing workplace lighting also take into account the following factors;

- Horizontal illumination
- Uniformity of illumination
- Colour, appearance and rendering
- Glare
- Surface reflectance
- Vertical luminance
- Job/environment illumination ratio

Emergency Lighting

Should general lighting fail then emergency lighting may need to be provided especially where this failure can cause a risk to the health and safety of employees during an evacuation of the building.

Emergency lighting can be provided in many forms from torches to automatic systems. It is important that you assess the risk to your employees due to failure of normal lighting and ensure the form of emergency lighting provided is sufficient.

Air Quality and Temperature

Air Quality

The regulations require that enclosed workplaces should be sufficiently ventilated to ensure that a stale / hot / humid air is replaced at a reasonable rate.

The advice given in the regulations is that fresh air supply should not fall below 5 - 8 litres per person per second. This will be affected by the floor area per person and the equipment and processes being carried out.

In a normal office open windows will probably provide sufficient fresh air.

If necessary workers may need to be given sufficient breaks in well ventilated areas.

The air introduced should be, as far as possible, free of any impurity which is likely to be offensive or cause ill health. In the majority of cases windows or other openings will probably provide sufficient ventilation.

If procedures in the area produce heat, fumes, dust or other vapours then you may require a mechanical extraction system to make the air more comfortable to breathe.

It is not always possible to prevent unwanted smells from coming in from the outside, but reasonable steps should be taken to minimise their affect. Some individuals for example asthmatics are more susceptible to poor air quality than others. In some cases the provision of personal protective equipment may be required to help minimise any problems.

Temperature

In general the temperature in a workplace should provide reasonable comfort without the need for special clothing.

Although there is no absolute working temperature the minimum temperature should be at least 16 degrees Celsius. In working areas which normally involve severe physical effort then this may be reduced to a minimum of 13 degrees Celsius. So that the temperature can be measured and sufficient numbers of thermometers should be provided.

Local heating or cooling should be available to keep working temperatures within normal limits. The means of keeping working temperatures at a reasonable level may be part of the general air conditioning system. Where systems for maintaining temperature within normal limits are in place these should not pollute the air with unwanted fumes, gases or vapours.

Where due to the process being carried out or where other legislation places lower temperature control (such as food storage) then the employee needs to be protected against these extremes. This can be carried out by providing fans or heaters, the use of protected clothing, monitoring time spent in the areas and the provision of suitable rest facilities.

In extremely high temperatures the employer should ensure that sufficient supply of cool drinking water is always available to employees.

Traffic Routes

A traffic route is defined as any route used by pedestrians, vehicles or both. This includes stairs, staircases, fixed ladders, doorways, gateways, loading bays and ramps.

The regulations require that every floor and traffic route be constructed of a suitable material for the stresses and strains placed upon it. They should be kept in a good state of repair and free from any holes, bumps or uneven areas which are likely to present a risk to health and safety.

Condition

All floors and surfaces that are likely to become slippery when wet or subject to spillage will be appropriately marked so as to ensure care is taken.

In areas where this can be a normal occurrence (such as food preparation area in the activity centre) then slip resistant coatings will be considered as part of refurbishment plans. If this is not practical or is too expensive then employees will be advised to wear non slip shoes. Supervisors will ensure that all spillages should be cleared up as soon as possible.

All floors and surfaces of all traffic routes should also be in a good state of repair so as not to constitute a trip hazard. All holes, bumps or uneven areas will be repaired as soon as practicable or barriers set in place to prevent accident. Small holes are acceptable provided they are not likely to cause a hazard to traffic or persons using them.

Floors around machinery such as a grinding machine, lathe etc. should always have a non-slip surface and spillages cleaned up quickly. It is important to ensure that any surface which is likely to get wet has suitable and sufficient drainage.

All stairs and slopes should not be steeper than necessary and should be suitably constructed for the number of persons who are likely to use them at any one time. The surfaces of staircases should be non-slip and where carpets are fitted they should be secure and unlikely to move. Open sided staircases must have some form of protection (E.g. Handrails) on both sides to prevent a person falling. All other staircases should have at least one handrail.

All moderate or steep should be provided with a handrail especially where people with disabilities may have to use the slope. Again the slope should be constructed using non-slip materials especially where the surface is likely to become hazardous when wet. The minimum requirements for a handrail are;

- The upper rail should be at least 900mm high or higher
- There should be a minimum of a second rail between the top rail and the ground

Falls and Falling Objects

Where there is a possibility of an employee or other person falling or falling objects landing on them either whilst working or walking through the workplace the employer must take precautions against this occurrence.

This may be done in a number of ways the list below gives some guidance but is not exhaustive;

Falls:

- The area may be fenced in, fencing should consist of a least a top and bottom rail, the top rail should be 1100mm high, fencing should not only prevent someone falling over it but through it as well. The fencing should also be stable and have sufficient strength.
- All tanks, pits or similar structures containing hazardous substances should be covered when not in use. If traffic has to go over the cover it needs to be of sufficient strength and of a type which cannot be easily displaced.
- These areas should be clearly indicated and marked accordingly.
- Workers should be given sufficient instruction / training.
- When working in areas where covers or fencing have been temporarily removed, clear warning should be given. Covers and fencing should be replaced as soon as possible.
- Provision of safety equipment such as harnesses.

Falling Objects:

- Provision of safety equipment i.e. hard-hats
- Area should be clearly indicated and properly marked.
- Materials should be correctly stacked.
- Racking should be design and used correctly in should also have adequate strength and stability.
- Workers should be given sufficient instruction / information / training

Slip and Trip Hazards

The employer must provide traffic routes which are free of slip and trip hazards. Assessing these hazards can be done via a simple visual inspection. Some points to be taken into consideration are given below but the list is not exhaustive;

- Carpets may be badly fitted; all edges of carpets should be properly secured to the floor. Carpets on stairs should be fitted correctly so that they cannot slip.
- Some doorways especially in older buildings may have a raised wooden plinth at ground level. If this is the case then these should either be removed or clearly marked so that it is obvious that they are there.
- Corridors and entry and exit points around workstations should be kept free of obstructions that could cause a hazard.
- All trailing leads must be run in such a manner that they do not form a trip hazard. If they have to run across a walkway, use a proprietary cable management system.

Glass Openings, Doors and Gates

This section contains guidance on windows, skylights, doors and gates

Windows

All windows and translucent openings (e.g. skylights) should be surveyed to assess their safety. The following points should be considered:

- The glass in doors and gates or their panels / side panels need to be made of safety materials where they are shoulder level or below.
- The glass in windows, walls or partitions needs to be made of safety materials where they are waist height or below.

The points above do not apply to panels or pains of glass which are less than 250 mm wide.

- As an alternative to safety materials, a screen or barrier can be erected to prevent a person from falling through the transparent surface.
- Does the transparent surface have any outstanding features to make it stand out or does it require marking to make it apparent.
- Can all windows, skylight, ventilators open in a safe manner without the person standing on a table / chair or using undue force (e.g. poorly painted windows causing them to stick).
- Ensure that when open the window, skylight or ventilator does not present a hazard to anyone walking past, therefore the opening edge of any open window etc. should be above 800mm.
- All transparent surfaces should be cleaned in a safe manner. This may have to include the provision of safety harnesses, suspended cradles or ladders, this work should be carried out by competent persons. However designing windows so that they may pivot through 360 degrees may enable them to be cleaned safely from one point.

Glass Thickness:

Ordinary annealed glass my be used in windows etc. subject to the following limitations;

Thickness - mm	Maximum pane size - metres
8	1.1 x 1.1
10	2.25 x 2.25
12	3 x 4.5
15	any size

Doors and Gates

Ideally any doors or gate especially those that swing in both directions should have a transparent panel so that persons can see what's on the other side before opening, unless they are low enough to see over. Other hinged doors on main traffic routes should also be fitted with such panels.

These panels should be fitted so that a person in a wheel chair can also be seen from both sides.

Any sliding doors or up and over doors will have a safety device to prevent the door from coming off its rails.

Sanitation and Washing Facilities

Adequate sanitary facilities, including washing, cleaning and drinking water must be readily available to all building occupants. The location of these facilities shall be within reasonable distance from the workplace.

Where public access is also needed, the facilities must be increased.

Specific facilities must be provided separately for disabled people and these should also include suitable handrails where necessary.

All facilities especially toilets should be connected to an adequate drainage facility.

Where there are male and female workers separate facilities may need to be provided. If facilities are shared then a means of securing the facility from the inside when in use must be provided. Toilet and washing facilities should also supply as required sufficient toilet paper, coat hooks, soap or other cleaning materials, sanitary towel disposal and drying facilities must also be provided

Toilet and Washing Facilities

The following table sets out the minimum number of facilities that may be required, if in doubt, consult the Local Authorities Building Regulations department for additional guidance.

Mixed Facilities			Alternative table for men only			
No of people at work	No of Water Closets	No of Wash Hand Basins	No of Men at work	No of Water Closets	No of Urinals	No of Wash Hand Basins
1 to 5	1	1	1 to 15	1	1	2
6 to 25	2	2	16 to 30	2	1	3
26 to 50	3	3	31 to 45	2	2	5
51 to 75	4	4	46 to 60	3	2	6
76 to 100	5	5	61 to 75	3	3	8
each 25 above	1	1	76 to 90	4	3	9
			91 to 100	4	4	10
+ 1 additional WC/ urinal for every 50 employees (or fraction of) above 100						

Toilet Facilities

- MIND in Haringay will provide one lavatory per 25 employees.

Washing Facilities

Employers need to ensure that washing facilities are available for their staff. The type and numbers of washing facilities that need to be made available will depend on the type of business the organisation is involved in. For minimum numbers of facilities that should be provided see the table above.

For example an office worker will need facilities for washing hands after visiting the toilet or carrying out the occasional small dirty task. A person working in a chemical factory may need to be provided with showering facilities in case of chemical spill.

In general the facilities provided need to be large enough to ensure that the user can wash their face, hands and forearms.

Drinking Water

The employer has an obligation to ensure that all staff have access to a supply of drinking water.

Ideally drinking water should be directly from the mains however as this is not always practical then water dispensers should be provided. The employer also needs to supply sufficient cups or other drinking vessels unless the drinking supply is a fountain or jet. MIND in Haringay will provide a water dispenser in the reception near the activity centre.

Where necessary drinking points will be marked for example, 'Drinking Water Only' to avoid the possibility of cross contamination.

Drinking points will not be installed within sanitary accommodation.

Rest Facilities

- A no other smoking policy will be enforced and an area will be set aside for smokers in the garden areas to protect non-smokers from the effects of tobacco smoke.

Smoking

In accordance with section 2 of the Health and Safety at Work etc. Act 1974 employers have to take reasonable practical steps to ensure the health, safety and welfare of all their employees. There is a great deal of scientific evidence to show that not only does smoking affect the health of the smoker but can also seriously affect the health of the non-smoker. This is caused by the non-smoker breathing in contaminated air (passive smoking).

The employer therefore has an obligation to protect the non-smoker from the affects of tobacco smoke.

There are probably only two effective ways of protecting the non-smoker from the affects of tobacco smoke;

- Banning smoking from all indoor areas within a building, or
- Banning smoking from all areas of the building except those special designated as smoking areas.

The HSE recommends that all places of work should have a written smoking policy that this is displayed or at least generally available.

A smoking policy for an organisation should give priority to the needs of the non-smoker but without infringing the rights of the smoker.

If there is not a total ban on indoor smoking then it is advisable that those areas where smoking is not allowed are clearly marked.

In indoor areas where smoking is allowed the ventilation to the area should be adequate to clean the polluted air of tobacco smoke. If possible this system should be separate from any recycling system that may be in operation to prevent polluted air from reaching other parts of the building.

In areas where smoking is allowed then proper receptacles such as ash trays or bins for cigarette ends should be provided to ensure that the workplace is kept clean and tidy and that any risk of fire is minimised.

Electricity

Portable Appliances

All electrical appliances require periodic maintenance to ensure that they can be safely used.

The maintenance required will be determined by the results **inspection** and **testing**. The frequency of maintenance should be decided on a basis of risk, with the most hazardous equipment being maintained more frequently. There are no statutory requirements for electrical appliances to be inspected and tested. It is your to decide on the appropriate frequency of testing based upon the evaluation of risks. Some guidelines are given below but you must make your own assessment.

Inspection will be carried out visually and will be via a competent person. This should spot the majority of faults. Particular attention should be paid to the condition of plugs, flexes and switches.

Testing of electrical appliances is carried out with the aid of testing equipment such as a portable appliance tester (PAT). This normally requires a higher level of competence than that required for a visual examination.

The results of inspection and testing should be recorded appropriately. In the case of PAT testing a tag or label should be attached to the equipment.

Guidelines for Inspection and Testing Frequency

Equipment Type	Inspection Frequency	Testing Frequency
Office Equipment - computers, photocopiers, printers etc.	Every 3 years	Every 5 Years
Earthed Equipment - kettles, heaters etc.	Annually	Annually
Cables, flexes and leads connected to earthed equipment and extension leads	6 monthly	Annually

Fixed Installations

Fixed electrical systems require regular inspections. The inspections and their frequency will depend on;

- the age of the system
- the condition of the system
- the work processes involved

The type and frequency of inspection should be decided by a competent person

Fixed installations should, however, be examined at no longer than five-yearly intervals.

Safety Signage

Safety signs should only be considered where a significant risk remains even though all other reasonably practicable control measures have been introduced. **The Health and Safety (Safety Signs and Signals) Regulations 1996** require that safety signs and signals conform to certain requirements such as shape, colour and content. By purchasing signs from reputable suppliers you should be in compliance with these regulations.

Provision of Safety Signs

The requirement for safety signs will be apparent following risk assessments.

Where managers decide to provide safety signage provide such signs from reputable suppliers so that they can be sure that they comply with the regulations.

Once signage is in place it will be maintained in good condition and appropriate.

Managers will provide alternative warnings (such as audible alarms) if visually impaired persons are in the workplace or there is poor visibility.

As well as safety signs it will be necessary to mark traffic routes or obstacles with continuous yellow/black or red/white stripe tape.

Information and Training

The law requires all companies to carry out information and training in Health and Safety matters.

Information is the provision of factual material about health and safety.

Training is helping people learn what they must and must not do.

There are also a number of regulations which deal with specific topics or industries (some covered in this guide) which have specific duties of information and training.

Information

The first stage is to decide who needs information. Consider the following when making the list

- Employees
- Employers/employees from other companies using your premises
- Self-employed and temporary staff
- Employment agencies which supply you with temporary staff
- Visitors and contractors

Next decide what information each of these people require. A typical but not exhaustive list might be;

- The main risks in your workplace
- Emergency procedures
- Precautionary measures
- Site rules
- Information on Personal Protective Equipment
- Employee responsibilities in Health and Safety

This information needs to be given at the appropriate time for instance at the point of entry for visitors or when starting work for new employees.

Provision of information should be monitored to make sure people have understood it and it is being effective.

Training

The provision of training is very similar to the provision of information. You need to decide who needs training, in what and when.

This will depend on the person, the job, the equipment and tasks they carry out and any specific training required by law (e.g. First Aid training).

Managers and supervisors are expected to be trained to a higher level than their subordinates.

Health and Safety training must be provided for people;

- when they first start work
- their work or responsibilities change and there are new or greater risks as a result
- periodically (refresher training) if necessary

Training must be provided in working hours.

Law Poster/Leaflet

The Health and Safety (Information for Employees) Regulations 1989 require employers to either display a poster containing basic information on health and safety to employees (entitled 'Health and Safety Law – What You Should Know') or provide copies of the poster in leaflet form.

The poster is available from major bookshops. Details of the enforcing authority and local Employment Medical Advisory Service should be written on the poster.

Consultation with Employees

The regulations are contained in **The Health and Safety (Consultation with Employees) Regulations 1996** (HSCER 1996) which came into force on 1 October 1996.

These regulations confer duties upon employers to consult with all employees who are not represented by a recognised trade union, on health and safety issues.

These regulations are separate from but enhance the **Safety Representatives and Safety Committees Regulations 1977** (SRSCR 1977) which permits recognised trade unions to appoint safety representatives. The SRSCR 1977 remain in force in their entirety. The HSCER 1996 only apply to employees who are not being represented by safety representatives appointed under the SRSCR 1977.

Employers Duties

As an employer will consult with employees on health and safety issues either directly or by elected safety representatives. Elected safety representatives will be employees.

Employees and representatives will be given sufficient information and training (at the employers cost) to allow them to fully participate in consultation.

Elected representatives make representations to employers when they wish and not just when consulted.

Representatives and candidates for election must be given time off with pay to permit them to perform their tasks. Travel and subsistence costs arising must be paid for by the employer.