

# **Liskeard Town Council**

## **Health and Safety Handbook**



# **CONTENTS**

## **INTRODUCTION**

## **HEALTH AND SAFETY POLICY STATEMENT**

ORGANISATION FOR HEALTH AND SAFETY

## **RESPONSIBILITIES AND RULES**

Employee Responsibilities  
Health and Safety Rules  
General  
Working Practices  
Hazard / Warning Signs and Notices  
Working Conditions / Environment  
Protective Clothing and Equipment  
Fire Precautions  
Accidents  
Health  
Rules Covering Gross Misconduct

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

Accident, Incident and Ill-Health Recording, Reporting and Investigation  
Asbestos  
Communication and Consultation  
Contractors  
Disabled Persons  
Display Screen Equipment  
Drugs and Alcohol  
Electricity  
Fire  
Fire and Emergency Evacuation  
First Aid  
Hazardous Substances (COSHH)  
Health, Safety and Welfare  
Lone Working  
Manual Handling  
New and Expectant Mothers  
Personal Protective Equipment  
Risk Assessment  
Smoking  
Stress  
Training  
Visitors  
Work At Height  
Work Equipment  
Young Workers

## **GUIDANCE**

Asbestos  
Control of Substances Hazardous to Health (COSHH)  
Display Screen Equipment (DSE)/Visual Display Unit (VDU)  
Electrical Safety  
Ladders and Stepladders  
Lone Working  
Manual Handling  
Safe Use of Stepladders  
Work At Height

## **HEALTH AND SAFETY HANDBOOK ACKNOWLEDGEMENT FORM**

# INTRODUCTION

This handbook contains the health and safety information you require to comply with our Health and Safety Policy. After reading it you will be required to sign to confirm that it has been brought to your attention. If you have any queries regarding the contents please do not hesitate to ask.

Liskeard Town Council takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees. If you see anything during your work that gives rise to a concern you are positively encouraged to report it to your supervisor or manager.

Safety is everyone's responsibility and that includes you.

# HEALTH AND SAFETY POLICY STATEMENT

The management of Liskeard Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the company's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Signed:**

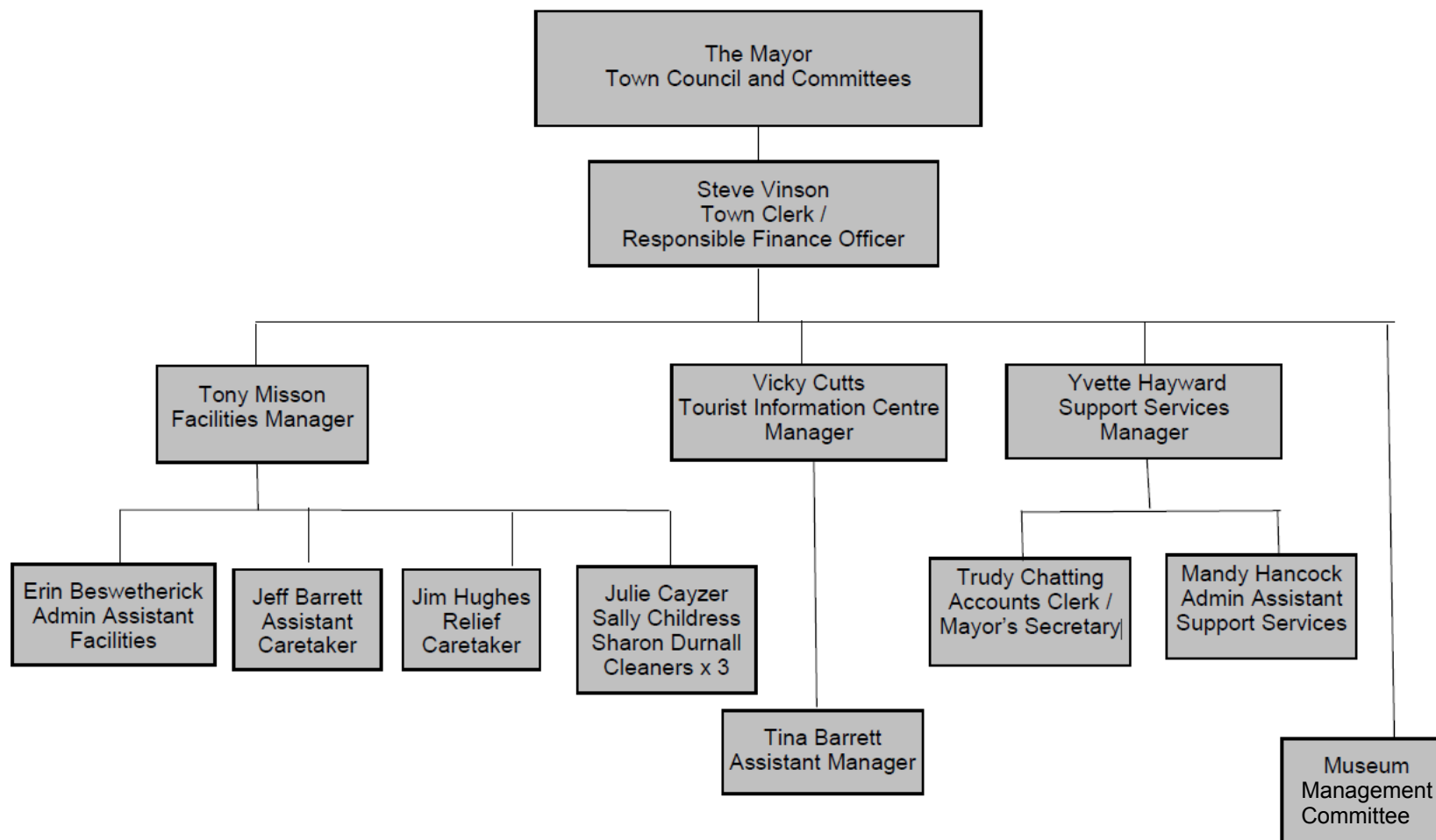
**Dated:**

**Name:**

**Position:     Town Clerk**

## ORGANISATION FOR HEALTH AND SAFETY

### Liskeard Town Council – Staff Structure



# RESPONSIBILITIES AND RULES

## Employee Responsibilities

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

Employees must therefore:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## **Health and Safety Rules**

### **General**

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

### **Working Practices**

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

### **Hazard / Warning Signs and Notices**

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

### **Working Conditions / Environment**

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

## **Protective Clothing and Equipment**

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

## **Fire Precautions**

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire fighting equipment provided.
- Employees must report any use of fire fighting equipment to their supervisor.

## **Accidents**

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.

## **Health**

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.



## **Rules Covering Gross Misconduct**

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules
- unauthorised removal or interference with any guard or protective device
- unauthorised operation of any item of plant or equipment
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- unauthorised removal or defacing of any label, sign or warning device
- horseplay or practical jokes which could cause accidents
- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- deliberately disobeying an authorised instruction

# ARRANGEMENTS FOR HEALTH AND SAFETY

## Accident, Incident and Ill-Health Recording, Reporting and Investigation

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss/incident** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

### **Reporting**

All accidents resulting in personal injury must be recorded in the company's Accident Book, which is located ..... Employees must ensure that they are aware of the location of the accident book.

Incidents and work related ill-health need to be reported directly to your Manager or Supervisor.

### Asbestos

The company will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

If you notice any material that causes you concern or you become aware of any damage to asbestos material you must report it immediately to your supervisor/manager. Please be aware of any asbestos materials which are labelled as shown.



### Communication and Consultation

Our company has established effective lines of communication so as to involve and consult our employees.

These may include:

- individual conversations
- notice boards
- internal publications
- staff meetings
- Health and Safety meetings

In addition the company will display the 'Health and Safety Law – What You Need To Know' poster in a prominent position.

The company will consult with our employees and provide information on any changes that may affect their health and safety, including:

- changes in procedures, equipment or ways of working
- the dangers and risks arising from their work activities, the measures taken to eliminate or reduce these risks and what action to take if they have to deal with them
- the planning of health and safety training
- the health and safety consequences of introducing new technology



The company recognises that consultation is a two-way process and expects constructive feedback from our employees.

## **Contractors**

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

If you observe contractors who appear to be working unsafely then you should report this immediately to a manager / supervisor. We will investigate and where necessary stop any work until resolved.

## **Disabled Persons**

The company will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the company will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly

## **Display Screen Equipment**

All reasonable steps will be taken by the company to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the company will carry out an assessment of each user's workstation and implement necessary measures to remedy any risks found as a result of the assessment.

## **Eye Tests and Corrective Appliances**

The company will arrange for the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee. Where employees require corrective appliances specifically for use with display screen equipment, the company will arrange for the supply of spectacles, free of charge, or up to current cost limits.

## **Training**

Employees working with display screen equipment (DSE) should comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.

## **Health**

Employees should inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE. In addition they should also report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially.

## **Drugs and Alcohol**

### **Alcohol**

Employees must not drink alcohol on the company's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the company's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the company's disciplinary procedure.

### **Drugs and medication**

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

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

If the company suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the company reserves the right to require you to undergo a medical examination to determine the cause of the problem.

### **Medical Examination**

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

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

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the company reserves the right to suspend you from your employment (with or without pay) to allow the company to decide whether to deal with the matter under the terms of the company's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

### **Reasonable Grounds**

The company reserves the right to search you or any of your property held on company premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

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

## **Electricity**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the company premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- not carry out any live working unless authorised to do so under a permit-to-work



## **Fire**

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The company does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

Fire Extinguisher Chart							
Extinguisher		Type of Fire					
Colour	Type	Solids	Flammable Liquids	Flammable Gases	Electrical Equipment	Cooking Oils & Fats	Special Notes
 Red	Water	 Yes	 No	 No	 No	 No	Dangerous if used on 'liquid fires' or live electricity.
 Cream	Foam	 Yes	 Yes	 No	 No	 Yes	Not practical for home use.
 Canary Yellow	Wet Chemical	 No	 No	 No	 No	 Yes	Cooking Oils & Fats
 Blue	Powder	 Yes	 Yes	 Yes	 Yes	 No	Safe use up to 1000v.
 Black	Carbon Dioxide (CO2)	 No	 Yes	 No	 Yes	 Yes	Safe on high and low voltages.
 White	Dry Water Mist	 Yes	 Yes	 Yes	 Yes	 Yes	Safe to use on up to 35kV

## **Fire and Emergency Evacuation**

### **IF YOU DISCOVER A FIRE:**

**Operate the nearest fire alarm call point.**



IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the fire fighting equipment provided

Always ensure there is a safe exit route before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

### **ON HEARING THE ALARM:**

The fire alarm sound is a .....



**Immediately vacate the premises by the nearest available exit**

Close all windows and doors behind you

**Go to assembly point**



Report to the person in charge of your assembly point

The assembly point is located:

.....



DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT

DO NOT USE LIFT UNLESS AUTHORISED TO DO SO

## **VISITORS**

All visitors should be escorted to the assembly point by their host.

It is important that they do not leave the area before notifying the senior person present.

## **LIAISING WITH EMERGENCY SERVICES**

The senior person present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

## **First Aid**

The company is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work. To achieve this objective the company will appoint and train a suitable number of first aid personnel to cover all work patterns.

If you are interested in becoming part a first aider or appointed person, please inform your manager/supervisor.

Should you require first aid treatment, please contact your nominated first aider/appointed person. Please ensure all accidents have been recorded accordingly.



## **First Aid supplies**

A first aid box will be provided and should be kept stocked. If you use any of the contents please inform the persons responsible for the contents. Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted.

## **Hazardous Substances (COSHH)**

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The company will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.



Employees should **not** use any hazardous substance unless they have received the information and training for the safe use of that substance.

The symbols showing the danger posed by the hazardous substance may be of the old European type (orange background with black symbol) or of the new international symbols which became mandatory in June 2015 (white background with red border). Substances which have already been packaged using the old labelling system may still be encountered until 1<sup>st</sup> June 2017, so all employees will be provided with information about the old labelling system as well as the new symbols.

## **Health, Safety and Welfare**

The company is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities



- separate toilet facilities for men and women
- plentiful drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures

The company recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

### **Lone Working**

The company will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager
- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager

### **Manual Handling**

To prevent injuries and long term ill-health from manual handling the company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the company will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level. In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

### **Information and Training**

Adequate information and training will be provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution.

## **Health**

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Employees who have a medical condition that may prevent them undertaking a task should notify their Manager / Supervisor beforehand. Should you become injured whilst handling anything then this must be reported to your Manager/Supervisor so it can be suitably investigated.

## **New and Expectant Mothers**

The company recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should you become pregnant or are returning to work after having a baby, then you are requested to notify your manager at the earliest possible opportunity so a risk assessment can be carried out.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

New or expectant mothers should inform their manager of any changes which may affect the risk assessment including any medical conditions, incidents etc.

## **Personal Protective Equipment**

The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

Employees provided with PPE must:

- wear the PPE as instructed or where indicated by signage
- maintain it in good condition
- report any defects to your supervisor/manager
- ensure the PPE fits correctly, is comfortable and fully adjusted



## **Risk Assessment**

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness. The company will arrange for competent people to carry out risk assessments of all activities, substances, equipment, plant or working conditions likely to give rise to a significant risk of injury or ill health.

Employees will be advised as to the results of the risk assessment process and the additional control measures to be implemented to reduce risk to an acceptable level.

## **Smoking**

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the company that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes company vehicles that are used by more than one employee. If you have a company car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the company recommends that you do not do so. This policy applies to all employees, customers and visitors.



## **Implementation**

All staff are obliged to adhere to and facilitate the implementation of the policy.

The company will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

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

## **Stress**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable company, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the company's grievance procedure. If deemed appropriate, the company will provide access to confidential counselling for employees affected by stress caused either by work or external factors

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

## **Training**

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the company to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

All employees will receive **induction training**.

Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

## **Visitors**

In the interest of safety and security, the company will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or are accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

## **Emergency Action**

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

## **Work At Height**

The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so. Where not practical, then the company will ensure that all work activities that involve work at height are identified and assessed.

If working at height you must ensure that:

- the task has been assessed
- suitable safety measures are in place
- any equipment being used has been erected by a competent person and is safe to use
- you only use equipment for which you have been trained and are authorised to use

Ladders are permitted for light, short duration work only and must be secured to prevent displacement.

## **Work Equipment**

The company will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

Employees must

- only use work equipment for which they have received information and training for
- not undertake any maintenance work unless competent and authorised to do so
- not interfere with or remove anything which has been provided for safety reasons
- report defects immediately to their manager/supervisor
- use any personal protective equipment as required

## **Young Workers**

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment

# GUIDANCE

## **Asbestos**

Asbestos fibres are present in the environment in Great Britain so people are exposed to very low levels of fibres. However, a key factor in the risk of developing an asbestos-related disease is the total number of fibres breathed in.

Working on or near damaged asbestos-containing materials or breathing in high levels of asbestos fibres, which may be many hundreds of times that of environmental levels could increase your chances of getting an asbestos-related disease.

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

Remember, these diseases will not affect you immediately but later on in life, so there is a need for you to protect yourself now to prevent you contracting an asbestos-related disease in the future.

It is also important to remember that people who smoke and are also exposed to asbestos fibres are at a much greater risk of developing lung cancer.

### **You are mostly at risk when:**

- you are working on an unfamiliar site
- the building you are working on was built before the year 2000
- asbestos-containing materials were not identified before the job was started
- asbestos-containing materials were identified but this information was not passed on by the people in charge to the people doing the work
- you don't know how to recognise and work safely with asbestos
- you know how to work safely with asbestos but you choose to put yourself at risk by not following proper precautions, perhaps to save time or because no one else is following proper procedures

Remember, as long as the asbestos is not damaged or located somewhere where it can be easily damaged it won't be a risk to you.

- you can't see or smell asbestos fibres in the air
- the effects of asbestos take many years to show up - avoid breathing it in now
- smoking increases the risk many times
- asbestos is only a danger when fibres are made airborne

## What to do if you suspect Asbestos

- DO NOT disturb the material
- check the design specification (details asbestos procedure)
- notify the responsible person on the site
- ask to see the site asbestos log / survey report
- DO NOT carry out any drilling or removal of the suspect material until it has been declared safe by an approved specialist or the material has been safely removed by a licensed contractor

## How do I identify Asbestos?

There is no clear way of identifying asbestos by just looking at it but the following images do clarify the main areas you are likely to find it and what it looks like.







This list is not exhaustive and is a basic example of products which you may come into contact with.

## Control of Substances Hazardous to Health (COSHH)

There are a range of Hazardous Substances to which the regulations apply. These include:

- those classified and shown with warning label
- substances with Occupational Exposure Limits
- biological agents e.g. Legionella bacteria
- any kind of dust
- substances generated by work processes e.g. various bacteria/viruses from bodily fluids' premises with covered or underground parking that may expose people to vehicle exhaust fumes and some manufacturing and cleaning processes that may give off dusts, vapours or fumes








### Hazard Labelling

Hazardous substances may be defined as being very toxic, toxic, corrosive, harmful, sensitising, irritant, carcinogenic, mutagenic or toxic for reproduction.










Classification of hazardous substances is currently done under the Classification Labelling and Packaging (CLP) Regulations, which came into full effect in June 2015. These Regulations require hazardous substances to be packaged and labelled to an internationally agreed standard. However, hazardous substances which have already been packaged and placed on the market do not have to be removed from the supply chain until 1<sup>st</sup> June 2017. This means that hazardous substances can be found packaged using symbols from the old European standard until that date.

Hazardous substances can be readily identified by their label:

#### European system (pre-June 2015)

	<b>Harmful / Irritant</b>		<b>Corrosive</b>		<b>Toxic</b>		<b>Flammable</b>
	<b>Oxidising</b>		<b>Explosive</b>		<b>Dangerous to the Environment</b>		

#### International system (current standard)

	<b>Harmful / Irritant</b>		<b>Corrosive</b>		<b>Toxic</b>
	<b>Flammable</b>		<b>Oxidising</b>		<b>Harmful to the environment</b>
	<b>Carcinogenic / mutagenic</b>		<b>Explosive</b>		<b>Gases under pressure</b>

Hazardous substances that are generated by work processes are not as easily identifiable as they do not come conveniently labelled.

## **Exposure Routes**

Exposure to hazardous substances may be via:

- inhalation e.g. dust/ particulate or vapours/ fumes
- contact with eyes or cuts
- absorption through the skin
- ingestion
- injection

## **Hazard Effects**

Effects on health may be short-term or long-term and will generally vary according to levels and duration of exposure. Effects of substances also vary with some having an accumulative effect and some that will have only temporary health effects.

## **Control Principles**

The principles applied to substances to control exposure are:

1. elimination e.g. don't use the substance
2. substitution e.g. a less hazardous substances
3. engineering controls e.g. Local Exhaust Ventilation
4. information, instruction, supervision and training
5. Personal Protective Equipment (PPE) e.g. gloves, glasses, overalls

## **Working with Hazardous Substances**

Prior to working:

- ensure you understand the risks of working with any hazardous substances and the controls in place
- ensure you know the location of the material safety data sheets and risk assessments
- ensure the controls specified in the risk assessment, including any items for emergencies are:
  - in place
  - fully operational
  - available
- ensure you understand how to operate or use any control measures safely and have received training prior to starting work

Whilst working

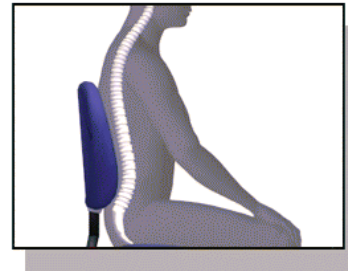
- ensure regular check controls are effective
- clean up any spillages etc
- report any problems or defects immediately to your manager
- report any ill-health or accidents to your manager

## **Display Screen Equipment (DSE)/Visual Display Unit (VDU)**

### **Some practical tips:**

#### **Getting Comfortable**

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your lumbar should be supported by the seat cushion, forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users



#### **Keying in**

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

#### **Using a mouse**

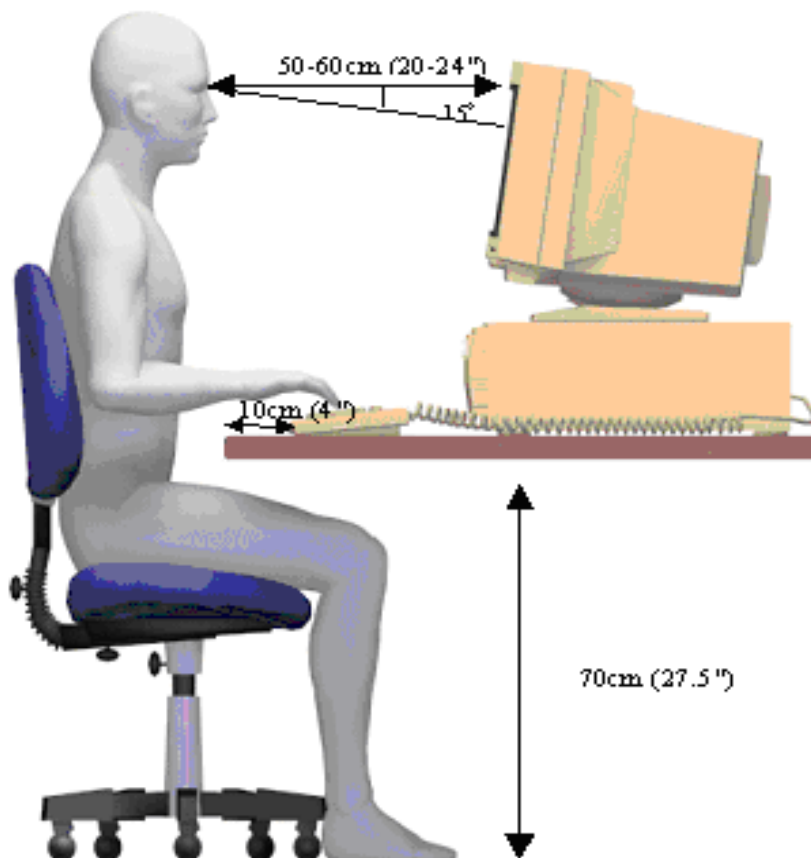
- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

## Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

## Posture and Breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.



## **Electrical Safety**

### **What are the hazards?**

The main hazards are:

- contact with live parts causing shock / burns (normal mains voltage, 230 volts AC, can kill)
- faults which could cause fires
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. in a spray paint booth

Ensure that:

- suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
- where possible, equipment, tools and power socket-outlets are switched off before plugging in or unplugging
- equipment is switched off and/or unplugged before cleaning or making adjustments

### **Visual checks on electrical equipment**

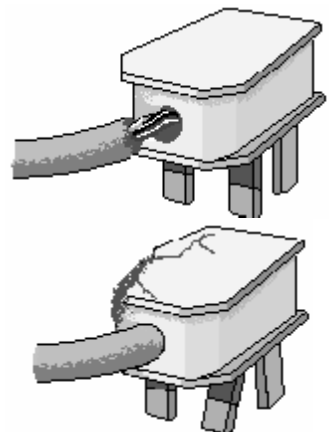
1. Inspections and testing of all portable electrical equipment and the fixed electrical installations is the responsibility of the company, though the responsibility for undertaking visual checks falls to all employees.

2. Around 95% of all faults or damage can be found by visual checks and this will involve checking:

- for damage to the cable covering, such as cuts and abrasions, apart from light scuffing, or non-standard repairs e.g. cable wrapped with electrical tape



- where the cable enters the plug. Internal wires - those covered by the outer sheath may be exposed or the cable may be loose and move within the plug



- for damage to the plug, such as the cracked casing, bent pins, evidence of overheating i.e. burn marks or discoloration
- for damage to the sockets, switches, etc. e.g. cracked or broken casing
- that equipment has been used in conditions for which it is not suitable, e.g. a wet or dusty workplace or has damage to the outer cover of the equipment or has obvious loose parts or screws
- cables are routed safely, with the one extension lead used per socket. Where there is a risk of tripping over cables and they cannot be re-routed, cable strips must be fitted

## **Ladders and Stepladders**

This guidance is to help you:

- know when to use a ladder
- decide how to go about selecting the right sort of ladder for the particular job
- understand how to use it
- know how to look after it
- take sensible safety precautions

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment
- where a handhold is available on the ladder or stepladder
- where you can maintain three points of contact (hands and feet) at the working position

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

- on firm ground or spread the load (e.g. use a board)
- on level ground - for stepladders refer to the manufacturer's instructions, for ladders the maximum safe ground slopes on a suitable surface (unless the manufacturer states otherwise) are as follows:
  - side slope 16° – but the rungs still need to be levelled
  - back slope 6°
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination

Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

You should **only** use ladders or stepladders:

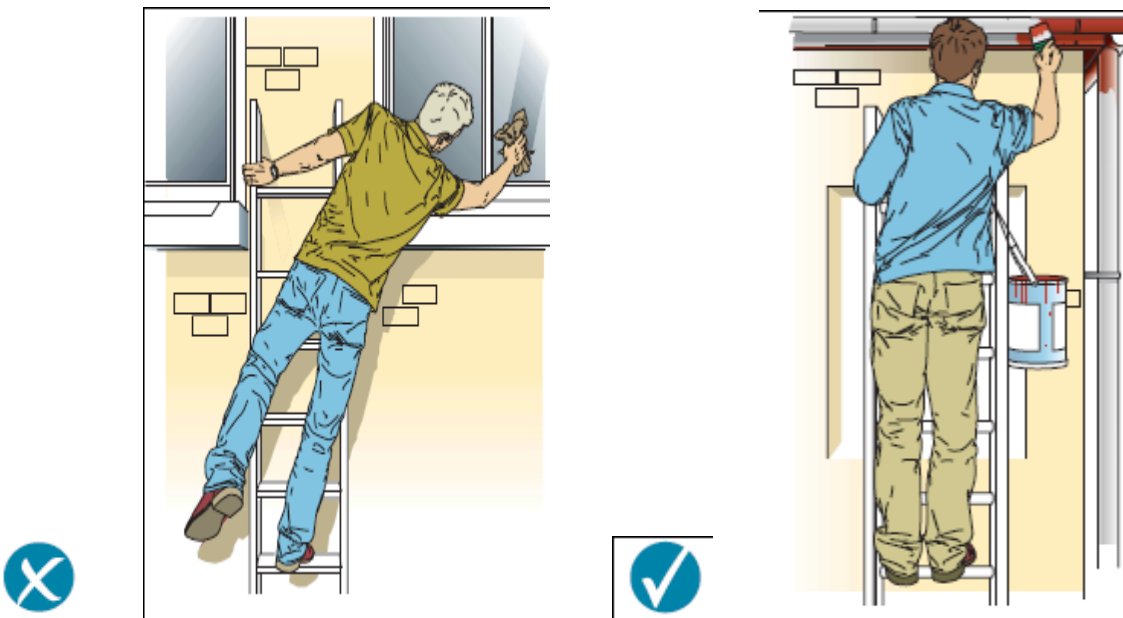
- where they will not be struck by vehicles, by protecting them with suitable barriers or cones
- where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform building occupants not to open windows until they are told it is safe to do so
- where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base



## Safety in use – ladders

On a ladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the ladder
- overreach - keep your navel inside the stiles and both feet on the same rung throughout the task
- rest ladders against weak upper surfaces e.g. glazing or plastic gutters. Use effective spreader bars instead
- use the top three rungs
- move the ladder while someone is using it
- extend a ladder while standing on the rungs
- slide down the stiles



Overreaching – not maintaining 3 points of contact      Maintaining 3 points of contact

**Do:**

- make sure the ladder rungs are level. This can be judged by the naked eye. Ladders can be levelled using specially designed devices but not by using bits of brick or whatever else is at hand
- check that the weather is suitable - do not use ladders in strong or gusting winds
- wear sensible footwear. Shoes should not have the soles hanging off, have long or dangling laces, or be thick with mud or other slippery contaminants. High heels are also unsuitable!
- check that you are fit. Certain medical conditions or medication, or a fear of heights, could mean that you shouldn't be working at height
- know how to tie a ladder properly

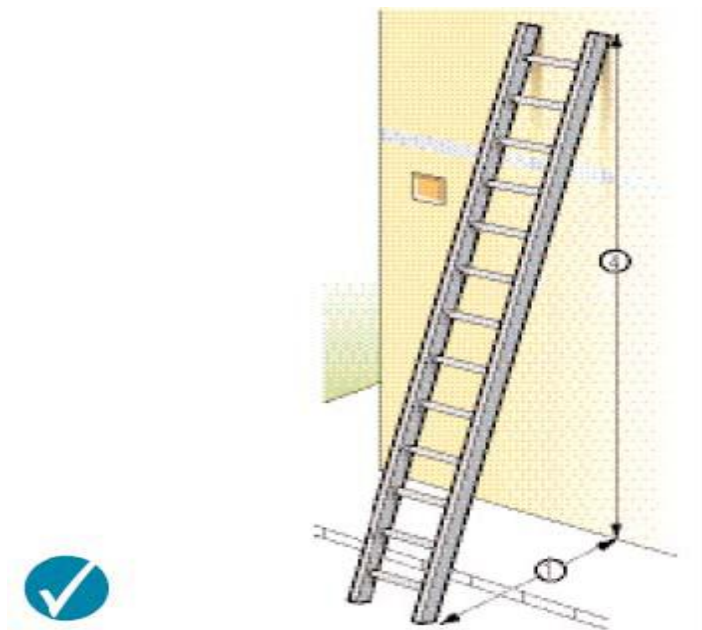


You should also avoid holding items when climbing (for example by using tool belts). If you must carry something you must still have one free hand to grip the ladder. Remember the **THREE POINTS OF CONTACT RULE** – 2 hands and 1 foot or 2 feet and 1 hand **MUST BE** on the ladder at all times when climbing and descending.

Ladders must be erected at an angle of 75°. To judge the angle use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit out for every 4 units up, as shown in Figure 3).

Ladders used for access to another level must be tied and should extend at least 1 metre above the landing point to provide a secure handhold (see Figure 4).

#### **Correct 1 in 4 angle:**

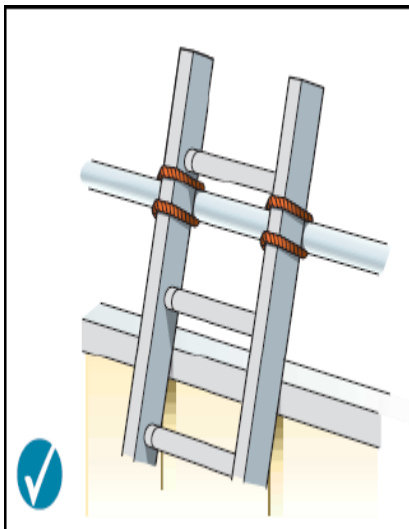


#### **Securing a ladder**

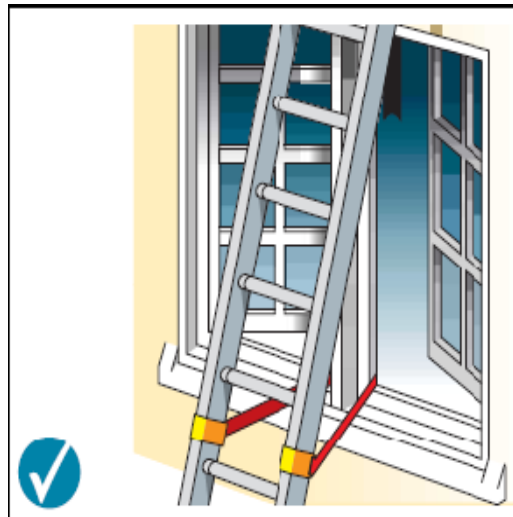
To prevent the ladder slipping away from the wall, or slipping sideways, you must secure it. The options for securing a **ladder** are:

- tie the ladder to a suitable point, making sure both stiles are tied
- where this is not practical, use a safe, unsecured ladder or a ladder supplemented with an effective ladder stability device
- if this is not possible, then securely wedge the ladder e.g. against a wall
- if none of the above can be achieved, foot the ladder. Footing is the last resort and other methods of securing the ladder should be used in preference

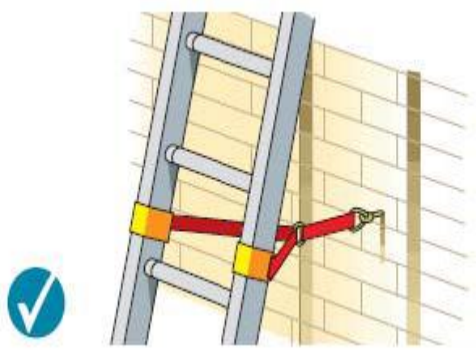
If you do have to foot a ladder, be aware that this will not stop a ladder slipping sideways at the top. Individuals footing ladders should apply weight downwards on the ladder by standing on a rung, or by pushing against the ladder stiles (although this is less effective).



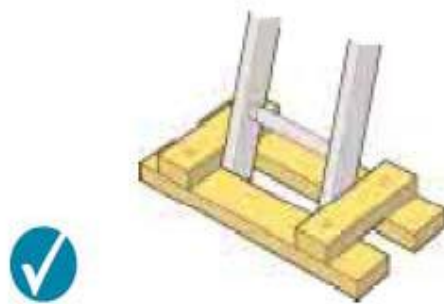
Ladder tied at the top stiles  
(correct for working on, but not for access)



Tying part way down



Tying near the base

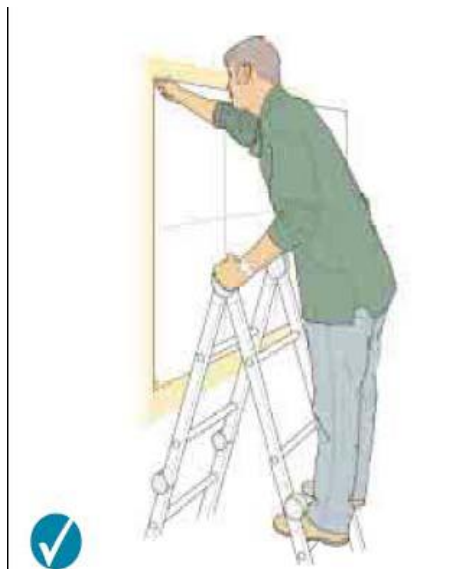


Securing at the base

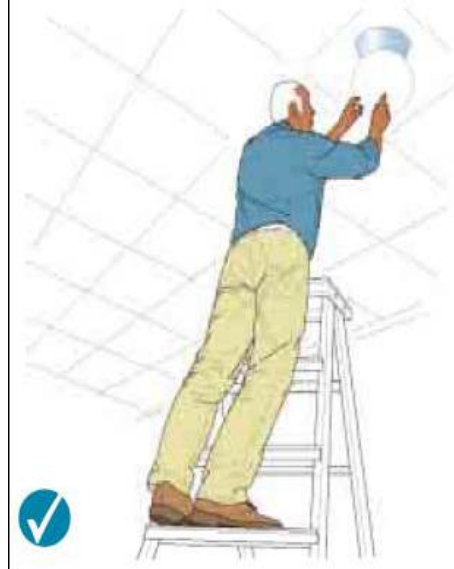
### Safety in use – stepladders

On a stepladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder
- use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder



Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity



Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task
- a safe handhold still being available on the stepladder
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether your feet are fully supported
- whether you can tie the stepladder

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

## Is the ladder or stepladder safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects
- have a current detailed visual inspection (look for an inspection label)
- are suitable for work use. Use Class 1 or EN 131 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

## Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

- all the ladder feet are fitted
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc)
- the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground
- all the screws, bolts and hinges are secure
- on a stepladder, that the "spreaders" on the ladder can be locked into place
- There are no other obvious signs of damage such as cracks

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed

## Storage

When storing ladders and stepladders, store them in a well ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'.

## **Lone Working**

There are certain circumstances where two staff must always be involved and specifically, that a safe system of work should be followed e.g. working in confined spaces. If you think that the job cannot or should not be done safely alone discuss it with your manager or supervisor prior to starting.

Working alone can involve a number of scenarios. However, the following practical tips will apply to all of these:

- always tell someone, record where you are going, when you are going and your expected time of return
- take a mobile phone with you and ensure that it is charged in case you need to use it
- ensure your manager or colleagues have a record of your mobile telephone number
- keep valuables / cash to a minimum
- maintain regular contact with colleagues or manager

## **HOME VISITS**

When visiting people in their own homes it must always be recognised that you are far more vulnerable than in other situations, due to a number of factors e.g. you are on their territory, you will be less familiar with the surroundings, prior to entering you will not know who is in the property.

When carrying out home visits the following advice must be taken into consideration:

- wherever possible get to know the persons in advance. If in any doubt, discuss the visit with your manager, and if necessary go with another member of staff
- if you are meeting someone unknown to you, check their authenticity before leaving for your appointment
- if possible arrange an initial meeting to take place at the office or a public place to give the opportunity to assess the person
- during visits ensure that your exit is never impeded
- do not enter a property if the person you expect to see is not there
- be alert at all times to signs that a situation is getting out of hand. If you feel that this is happening, make your excuses and leave immediately
- be aware that people may have dogs or other animals in their home and these could be used to intimidate you. Where possible ask for them to be moved to a separate room (an exception may be when a dog is provided as a support for a disability)
- always stay calm and do not return aggression as this may aggravate the situation
- trust your instincts and act on them
- report any conflict or incidents to your manager or supervisor

## **INTERVIEWING IN OFFICES**

There is a potential for violent crime against staff at all times, not least when interviewing or meeting members of the public in offices. The following general advice is given:

- ensure your manager or colleagues have a record of your mobile telephone number
- keep valuables / cash to a minimum
- maintain regular contact with colleagues or your manager
- assess the client prior to the meeting
- notify staff in your department, recording who and where you are interviewing
- ensure that there are always other members of staff available
- if you have any doubts or fears do not interview alone, ask for another member of staff to assist
- be constantly alert to signs of tension, frustration or aggression
- when using any interview room ensure that your exit to the door is not impeded, always seat yourself nearest to the exit
- prior to using an interview room ensure that there are no loose objects available which could be used as weapons
- know how to summon help and ensure this remains accessible

## **WALKING**

Anyone who is on foot should develop a sensible level of awareness to danger that is relevant to the circumstances. The use of a few sensible precautions should minimise risks:

### **Walking safely**

- avoid short cuts through dimly lit or enclosed areas
- after dark keep away from bushes, doorways and alleyways
- tell your manager or colleagues your precise destination and expected time of return
- walk facing oncoming traffic, this avoids a vehicle coasting quietly upon you from behind
- walk confidently and purposefully, avoid sending out signals of fear and vulnerability
- do not wear a personal stereo, it will reduce awareness of your surroundings
- wear sensible footwear, do not wear footwear which may impede your actions if alarmed
- if you think you are being followed, cross the street. If they continue to follow, move to the nearest place with people and call the Police using your mobile phone
- keep your distance if asked for directions

## **Carrying money and valuables safely**

- don't carry more cash than absolutely necessary
- keep wallets/purses in inside pockets
- carry handbags close to the body, on the side away from the kerb
- make sure the fastening on the bag is secure
- if someone grabs you bag or wallet, let it go. Personal safety is paramount

## **Be on guard with strangers**

- be cautious in conversation; don't give away any personal details
- trust your instincts and avoid crowds or groups which may appear threatening
- be wary of stationary vehicles with engines running and people sitting in them
- if a car stops and you are threatened, move away quickly in the opposite direction and use your mobile phone to call for assistance

## **DRIVING**

If you drive, a few sensible precautions will help minimise risks and help to make you more confident:

### **1) Before you set off**

- make sure your vehicle is regularly serviced and check oil and tyres etc. regularly
- ensure you have adequate fuel for the journey
- plan your route
- tell your manager or colleagues your precise destination and expected time of return

### **2) On the road**

- keep bags and other valuables out of sight – even during the journey
- keep doors locked, windows and sunroof closed as much as possible, especially in stop/go traffic
- do not pick-up hitch hikers
- if followed, drive to the nearest police station or concentration of people and call for assistance using your mobile phone

### **3) Leaving the vehicle**

- always lock your vehicle and put anything of value out of sight
- if dark or if it will be dark when returning to your vehicle, park in well lit places, as near to your destination as possible
- wherever possible, use a manned car park
- when parking, reverse your vehicle into a parking space and leave it as close to the exit as you can
- have your keys ready when you return to your vehicle; check the interior for intruders before getting in

#### **4) If you break down**

- pull off the road as far as you can and if necessary switch on your hazard warning lights
- if someone offers help and you feel uncertain about them, stay in your vehicle (except on motorway) with the doors locked and use your mobile phone to summon assistance. Do not get into a car with a stranger or try to hitch a lift
- summon assistance using your mobile phone and give precise details of your location

#### **5) If you feel threatened**

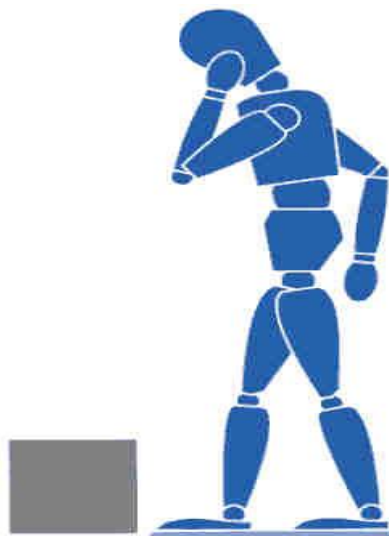
- if you are being followed, drive to a busy place
- if the occupants of a car beside you e.g. at traffic lights or road junction try to attract your attention for any reason, simply ignore them
- if a car travels alongside you at the same speed, slow down and let them pass. If the driver persists, drive to a busy place and call the police
- if a car pulls up in front of you, forcing you to stop, leave the engine running, activate your hazard warning lights and sound your horn continuously. If the driver gets out and approaches you, reverse and get away

### **Manual Handling**

#### **PRINCIPLES OF GOOD HANDLING TECHNIQUE**

##### **1 Planning**

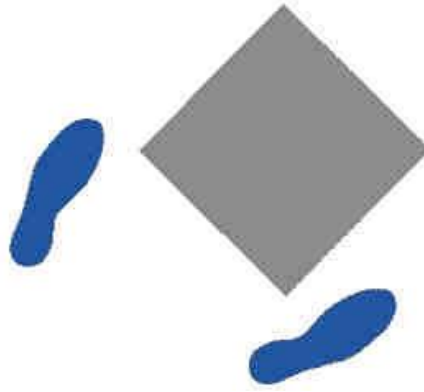
Plan the lift and consider: where the load is to be placed, what are the distances involved, are there any obstructions such as closed doors, is assistance required, and can handling aids or equipment be used?



##### **2 Feet**

The feet should be positioned a shoulder width apart, one foot ahead of the other in the direction of the intended movement.





### **3 Knees**

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles.

### **4 Back**

The back should be straight (not necessarily vertical, 15 - 20° from vertical is alright) keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

### **5 Arms**

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



### **6 Hands**

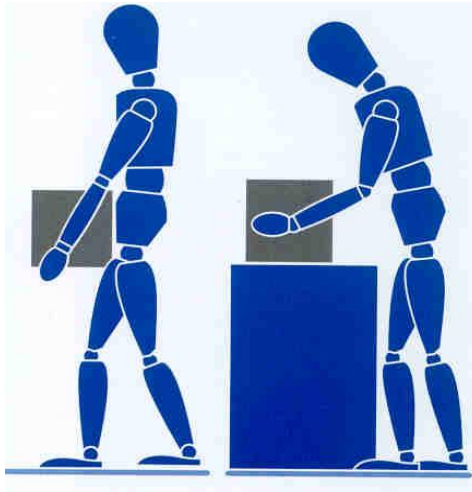
Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

### **7 Head**

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

### **8 Moving the Load**

Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.



- Lift smoothly
- Move the feet not the trunk when turning to the side i.e. don't twist.
- Put the load down and then slide the load into the required position if necessary.

## 9 Team handling

Handling by two or more people may make possible an operation that is beyond the capability of one person or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, it is preferable to use handling techniques which allow the use of relatively strong leg muscles rather than those of the back, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

## **Safe Use of Stepladders**

This guidance is to help you:

- know when to use a stepladder
- decide how to go about selecting the right sort of stepladder for the particular job
- understand how to use it
- know how to look after it
- take sensible safety precautions

When is a stepladder the most suitable access equipment?

As a guide, **only** use a stepladder:

- in one position for a maximum of 30 minutes
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the stepladder it will need to be justified by a detailed manual handling assessment
- where a handhold is available on the stepladder
- where you can maintain three points of contact (hands and feet) at the working position

On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a stepladder?

As a guide, **only** use a stepladder:

- on firm ground or spread the load (e.g. use a board)
- on level ground - for stepladders refer to the manufacturer's instructions
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination

Never stand stepladders on moveable objects, such as pallets, bricks, stacks of paper or boxes etc. If the stepladder won't reach, you need to use a more suitable type of access equipment.

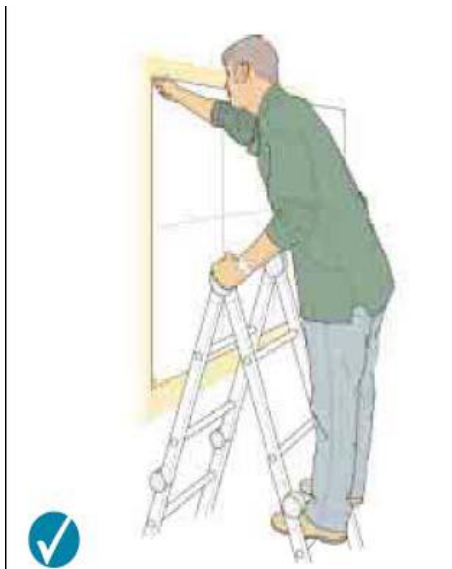
You should **only** use stepladders:

- where they will not be struck by vehicles, by protecting them with suitable barriers or cones
- where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform building occupants not to open windows until they are told it is safe to do so
- where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base

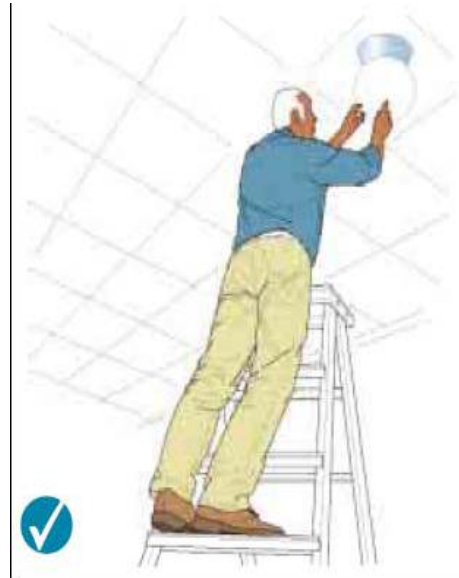
Safety in use – stepladders

On a stepladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder
- use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder



Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity



Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task
- a safe handhold still being available on the stepladder
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether your feet are fully supported
- whether you can tie the stepladder

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

### **Is the stepladder safe to be used?**

You must check that the stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use stepladders that:

- have no visible defects
- are suitable for work use - use Class 1 or EN 131 stepladders at work because domestic (Class 3) ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions

Also, you must always use a non-conductive stepladder for any necessary live electrical work.

### **Pre-use checks**

Look for obvious visual defects before using a stepladder. Check that:

- all the feet are fitted
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc)
- the feet are clean - the feet should be in contact with the ground
- all the screws, bolts and hinges are secure
- on a stepladder, that the "spreaders" on the ladder can be locked into place
- there are no other obvious signs of damage such as cracks

If you find a problem DO NOT USE the stepladder. It should be repaired (if practicable) or destroyed.

### **Storage**

Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'

## **Work At Height**

Work at Height means work in any place from which a person can fall and includes work at ground level where there is the potential to fall below ground level such as into excavations, manholes, pits etc.

Work at height usually involves the use of specialised work equipment such as:

- scaffolds including fixed and mobile systems
- mobile elevated working platforms
- edge protection and barriers around leading edges
- suspended equipment such as cradles and Boatswain's Chairs
- ladders, crawling ladders, stepladders and trestles

Permanent staircases, raised walkways and high level work areas are NOT deemed to be work at height if they have appropriate balustrades, guard-rails, parapet walls etc. to prevent falls unless work is being done which raises the person sufficiently for them to fall. The potential hazards relating to falls from a height are usually quite obvious and can be found in most work places.



There are many hazardous situations which could result in falls from a height such as:

- unprotected elevated workplaces such as flat roofs, gantries, walkways etc
- fragile surfaces such as pitched roofs, skylights on flat roofs etc
- unprotected openings such as manholes, excavations, shafts, pits etc
- use of unsuitable equipment such as chairs, tables, ladders etc
- use of unstable equipment such as ladders, stepladders, mobile tower etc
- failure to wear or use fall arrest equipment

### **TYPES OF PROTECTION**

#### **Permanent protection**

This forms part of the permanent fall protection measures of the building or structure and should be designed to an appropriate standard; preventing personnel falling from a height. In some older buildings this protection maybe below the current standard or the original protection has been altered or destroyed over time making it unsuitable for its intended purpose. If you intend to use existing fall protection (e.g. edge protection around a flat roof) or permanent access arrangements you must:

- check existing arrangements meet relevant fall protection standards (e.g. 950mm high with suitable mid-rail and toe-boards to prevent people and objects falling)
- ensure suitable access exists such as suitable staircase, secure fixed ladder set at the correct angle with suitable handholds or vertical ladder with hoops etc

If the permanent protection is not adequate you will need to consider temporary protection.

## Temporary protection

Examples of temporary protection include:

- proprietary edge protection installed around flat roofs and other elevated positions
- conventional scaffolding boarded out with suitable guard-rails and toe-boards
- tower scaffolding properly boarded out with suitable guardrails and toe-boards
- mobile elevated working platforms such as Cherry Pickers, Scissor Lifts etc
- purposely designed platforms properly attached to Forklift trucks
- suspended cradles with suitable guard-rails and toe-boards

## Proprietary edge protection

Proprietary edge protection is also regarded as temporary edge protection and should be installed where the design of the roof does not provide suitable permanent edge protection.

The equipment must be properly installed to provide an effective barrier and the top of the guard rail or other similar means of protection must extend at least 950mm above the working surface and any opening or gap must not exceeding 470mm. Toe-boards should also be fitted where necessary to prevent material falling off the edge.

## Conventional scaffold

All types of conventional scaffolding must be erected or installed by competent and trained personnel. Alterations or modifications must not be made unless authorised by a competent person. All scaffolding must be erected on firm ground or from a suitable structure capable of supporting the total load and fitted with suitable guard rails (950mm high) with an intermediate rail 450mm high and toe-boards to prevent material falling off. Suitable access should also be provided to reach the working platform and those erecting or dismantling the scaffold should wear and use adequate fall arrest equipment.



## Tower scaffolds (both static and mobile)

The erection or dismantling of tower scaffolding should only be carried out by trained personnel and in accordance with the manufacturer's instructions. This type of equipment will provide a safe place of work as long as the following rules are applied. All towers should be erected and used only on firm level surfaces and static towers should be fitted with metal base plates to prevent damage to the standing tubes. The stability of tower scaffolds depend largely on the height to smallest base ratio with the maximum ratios shown below depending on whether it is a static or mobile tower:

- Static tower used internally 4: 1
- Static tower used externally 3.5: 1
- Mobile tower used internally 3.5: 1
- Mobile tower used externally 3: 1

The maximum freestanding height for mobile and static towers is 9.6m and 2m respectively and must conform to the ratios mentioned above. If the scaffold goes over these heights it must be properly secured to a suitable adjacent structure. Any working platform must be fully boarded with adequate

guardrails around the platform (top and mid-rail 950 mm and 450 mm respectively) with suitable toe-boards.

Ideally access should be an integral staircase inside the tower itself. However if vertical ladders are used they should always be fixed on the narrowest side. Never lean ladders against the outside of a tower in case it topples.

### **Mobile towers**

In addition to the precautions mention under tower scaffolds, mobile towers must never be moved with plant, equipment or people on it and should only be moved by pushing or pulling near the base. Wheels must always be locked and where appropriate out-riggers fully extended before allowing personnel to use this equipment.



### **Mobile elevated working platforms (MEWPs)**

MEWPs are the collective name for many types of powered working platforms such as Cherry Pickers, Flying Carpets, Scissor Lifts etc. This type of equipment must only be set up and used by properly trained and competent operators in accordance with the manufacturer's instructions.

Outriggers must be fully extended and lowered onto a firm surface to effectively support the equipment, where appropriate, and the equipment visually checked each time before use.



Since the platform is designed to move under power, care must be taken when used next to overhead or adjacent structures to avoid trapping and where necessary fall arrest equipment should be worn and used if there is a risk of the operator falling from the platform.

### **Platforms on forklift trucks**

Only platforms specifically designed for attachment to Forklift trucks must be used for this purpose and the method of securing the platform to the forks and the operation of the platform must always be in accordance with the manufacturer's instructions.

### **Suspended cradles**

Suspended access equipment includes items such as cradles, cages, suspended platforms etc. All such equipment must be specifically designed for its intended purpose and only trained and authorised personnel must use this type of equipment in accordance with the manufacturer's instructions. Such equipment must be regularly inspected and tested where appropriate.

### **Temporary protection as part of safe systems of work**

This type of solution is usually adopted when the temporary protection mentioned above is not practical. However the options shown below by themselves do not provide a safe place of work and therefore additional precautions need to be considered in terms of establishing a safe system of work. This includes providing appropriate training, instruction and effective supervision to make sure the safe system is adhered to. The safe system may include the provision and use of fall arrest equipment to ensure that if the person undertaking the work does fall any possible injuries are minimized.



Temporary protection, which requires a detailed safe system of work, includes:

- leading edge protection
- roof ladders and crawling boards
- lightweight staging (Youngmans Boards)
- Boatswain's chairs
- abseiling equipment
- leading edge protection

These are movable platforms and barriers to protect personnel from falling when installing floors and roofs etc and are normally used with fall arrest equipment. It is extremely important to ensure there is a clearly defined safe system of work of how such equipment will be used in order to minimize the risk of falling and that the application of the system is closely supervised.

### **Roof ladders / crawling ladders**

These are normally used on pitched roofs for limited short duration work such as fixing loose tiles, capping stones, checking hook bolts etc. More involved work on roofs will require scaffolding and suitable edge protection.

### **Lightweight staging**

Such staging as the name suggests is designed for lightweight use and is commonly called Youngman staging or boards (proprietary name). This equipment is normally placed above and properly secured to suitable fixed supports to form a temporary working platform, which is then used for access or light, short duration work.

It is important to ensure when using this type of equipment that it is adequately supported to take the required load and properly secured to prevent accidental displacement. Guardrails and toe-boards should be securely fitted in order to prevent falls and proper thought and consideration given to erecting and dismantling the staging as part of the overall safe system of work.

### **Podium or platform steps**

These types of steps are superior to step ladders since they provide an integral working platform as part of the steps with suitable guardrails or handholds. Some have the guardrail around all four sides whereas others have the guardrail around three sides allowing the work involving two hands.

The more comprehensive the guardrail system or extensive the handhold the less chance there is falling off and this should be the important criteria when deciding what type of equipment to provide and use.

Nevertheless it is still important to consider stability when using this type of equipment to prevent accidental toppling.

### **Boatswain's chair**

This type of suspended access must only be used where the work is of short duration and other forms of platform are not reasonably practicable. They must only be used by competent persons as part of a detailed safe system of work and appropriate personal protective equipment must be used.



### **Abseiling equipment**

This equipment is used for light work and inspection tasks where the provision of conventional means of access would be difficult or prohibited. It must only be used by competent persons as part of a detailed safe system of work and appropriate personal protective equipment must be used.

### **Stepladders**

Many of the general rules for the safe use of ladders also apply to step ladders. Stepladders should only be used for low-level work.

Treads, hinges, bolts, screws and fixings must be sound and secure and the retaining cords must be of equal length and fully extended when in use. Stepladders must always be placed on a firm level surface with the ladder facing the work and the user should ensure the top of the ladder is not below waist height.

### **Trestles**

All trestles require a firm, level base and must be fully extended before installing the platform. At least the top third of any folding trestle must be above the working platform and the maximum span should not exceed 3m. Guardrails and toe-boards must be erected around the platform to prevent people falling off.

### **Ladders**

Many people fall from ladders while attempting to work as they are primarily designed to provide suitable access and egress. However ladders are sometimes used as a working platform if the other options mentioned above are not reasonable practicable and the work is short duration (a maximum of 15 - 30 minutes work at a single position before it is moved).

At least one handhold must be available and used at all times; any work involving the use of both hands at the same time will require a different type of solution such as those mentioned above e.g. platform with guardrails etc.

### **Fall arrest equipment**

This type of equipment is normally used in conjunction with the temporary protection mentioned above or where there is no other practical solution to prevent falls from a height. Such equipment does not prevent falls; instead it limits the height of the fall provided the equipment is properly installed and used.

Fall arrest equipment comes in various forms such as:

- Full / Chest Harnesses with Lanyards
- Full / Chest Harnesses with Inertia Reels
- Safety Nets
- Full / Chest Harnesses with Lanyard or Inertia Reel

This equipment is only effective if suitable anchor points have been provided to connect the lanyard or Inertia Reel since without the opportunity to connect the equipment the user will simply fall while wearing the equipment. It is therefore essential when selecting this option to ensure that full and proper account is taken of how the equipment will be connected to the structure using anchor bolts, running lines, manlock devices etc.



It is also important to ensure that any anchor point is kept as high as possible and certainly above waist height to prevent the wearer falling any further than is necessary. Anyone expected to wear this equipment must be properly trained in its use and adequate provision made to check the equipment at regular intervals and to store it safely.

Fall restraint equipment must be provided and used when working on equipment that can move, such as window-cleaning cradles. It should, where practicable, be attached to an auxiliary safety rope rather than a main suspension rope or cradle since this will prevent falls in event of failure of the cradle. Fall restraint equipment must be thoroughly inspected both before and after each use particularly the condition of straps, webbing, stitching and ropes.

### **Safety nets**

Nets do not prevent falls but will restrict the fall height minimizing injuries. Nets are normally used in semi-static situations where most of the work is concentrated in one area since the erection of the net itself produces its own risks.

It is also important to ensure the net is fixed in a position close to the work in order to minimize as far as possible the height of the fall and must be wide enough to catch anyone falling into it.

### **Inspection of protection**

Inspection of the protective measures set up to ensure the safety of those affected during the working at height operation is an integral part of the effective management of the system.

Inspections should take place:

- before the equipment or system is used
- during the use of the equipment or system
- after extraordinary incidents, accidents or adverse conditions
- at intervals not exceeding 7 days in the case of scaffolds and other working platforms (including tower scaffolds and MEWPs) used for construction work and from which a person could fall more than 2 metres

Other aspects to consider when working at height are:

- Personal Protective Equipment (PPE) - where there are additional risks such as to the head, feet and hands suit PPE should be provided and worn e.g. safety helmet, foot wear, gloves etc
- falling objects - to prevent falling objects netting, barriers and toe-boards should be used as well as closing off areas below the work. All tools and loose material should be kept in suitable shoulder bags or containers
- fragile surfaces – if anyone does work on or near a fragile surface suitable platforms, coverings, guard rails and the like are provided and used to minimise the risk
- waste removal - to avoid people or material falling consideration should be given to installing purposely designed waste chutes to make handling easier and safer
- emergencies – consider the method of egress in an emergency such as a fire or the need to rescue someone who is ill or falls while wearing a harness etc
- material handling - consider how to best to transport material at a height using suitable mechanical aids to reduce manual handling. It is also important to think about safe storage to prevent it accidentally falling particularly in windy conditions
- mechanical handling - hiring and siting of lifting equipment is extremely important such as cranes in order to avoid the equipment striking or knocking personnel off of working platforms and ladders
- transport - the movement of vehicles and other forms of transport can inadvertently strike working platforms such as ladders, towers etc. and therefore it is important to control any traffic in the area where work at height is being undertaken
- weather conditions - can have a significant effect on safe working at height and therefore steps must be taken to ensure the safe system of work takes fully and proper account of the effect this may have on those undertaking the work

# HEALTH AND SAFETY HANDBOOK ACKNOWLEDGEMENT FORM

Please read the notes below and then sign this form.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our staff and we look to our employees to abide by the Health and Safety standards laid down.

We have formulated our Health and Safety at Work Policy as legally required and this handbook informs you of those sections of the Policy which affect you.

You should read the information contained in this Handbook and adhere to the rules at all times.

Please discuss any queries you may have with your employer and sign this form.

***I have read the Health and Safety Handbook and understand and accept its contents. I will keep myself informed of its contents.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_