Health and Safety Policy

Witham and Humber Drainage Boards

Witham House
Meadow Lane
Lincoln
LN6 9GJ

Tel: 01522 697123

The Management of Health and Safety at Work Regulations require that health and safety arrangements be reviewed at suitable intervals. To ensure the validity of this policy, it is recommended that this document be reviewed as often as necessary and in any case within 12 months of the date shown below.

Version 2.8: 1 September 2025

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Record of Amendments

Use this table to record any amendments to this policy. Include brief details of the amendment and the reasons for it, e.g. annual review, introduction of new legislation, a change to the processes or conditions.

Version No.	Date	Section Ref.	Details of Amendment
1.0	01/09/2016	All	New policy issued
2.0	01/09/2017	All	Updated individual policies to one policy due to the Partnership working of the Drainage Boards
2.1	22/11/2018	All	Full review undertaken with CEO and Operations Manager. DSEAR added
2.2	01/09/2019	All	Update at Annual Review
2.3	01/09/2020	2.3.2	To reflect date change at AREV and update to responsibilities.
2.4	01/09/2021	2.3.2	To reflect date change at AREV and update to responsibilities table.
2.5	01/09/2022	All 2.1 2.2 2.3.2 – 2.3.6	To reflect date change at AREV Update of employee numbers, postcode addition for sat nav purposes Management structure updated Responsibilities updated
2.6	01/09/2023	All 2.1 2.2 2.3.2 3	To reflect date change at AREV; fax number removed Number of employees and addresses updated in Company Overview Company organogram updated Update to the table of Responsibilities of Managers and Supervisors, etc. Added to PPE – 'Personal Protective Equipment at Work (Amendment) Regulations 2022'
2.7	01/09/2024	All 2.2 2.3.2 3 3	To reflect date change at AREV Company organogram updated Updates to the table of Responsibilities of Managers and Supervisors, etc. First Aid policy updated to reflect additional training for injuries resulting from special hazards or life-threatening bleeds and understanding mental ill health symptoms. Legionella section added to Policy
2.8	01/09/2025	All 2.1 2.2 2.3.1 2.3.2	To reflect date change at AREV Number of employees updated in Company Overview Update to Company Organogram Update to Responsibilities Update to table of Responsibilities of Managers and Supervisors, etc.

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Section 4 – Forms

A suite of useful forms can be downloaded from www.jwcope.co.uk.

Section 5 – Policy Statements

This section begins with an index of policy statements produced. File policy statements behind the index to suit, for example, alphabetically, chronologically or by location, etc. Keep signatures of issue with the relevant policy statement. Users of the Cope Safety Management Limited Members Area can access an up-to-date index and all current and archived policy statements online.

Section 6 – Risk Assessments

This section begins with an index of risk assessments produced. File risk assessments behind the index to suit, for example, alphabetically, chronologically or by location, etc. Keep signatures of issue with the relevant risk assessment. Users of the Cope Safety Management Limited Members Area can access an up-to-date index and all current and archived risk assessments online.

Section 7 – Safe Systems of Work/Method Statements

This section begins with an index of safe systems of work/method statements produced. File safe systems of work/method statements behind the index to suit, for example, alphabetically, chronologically or by location, etc. Keep signatures of issue with the relevant safe system of work. Users of the Cope Safety Management Limited Members Area can access an up-to-date index and all current and archived safe systems of work/method statements online.

Section 8 – Leaflets

This section begins with an index of leaflets produced. File leaflets behind the index to suit, for example, alphabetically or chronologically, etc. Keep signatures of issue with the relevant leaflet. Users of the Cope Safety Management Limited Members Area can access an up-to-date index and all current and archived leaflets online.

VOLUME 3

Section 9 – Site Safety Inspection Records

On visiting your premises an advisor will typically complete a Site Safety Inspection Record. A copy of this record is provided and should be kept. Users of the Cope Safety Management Limited Members Area can access an archive of site safety inspection records online. Any matters requiring urgent action will be brought to your attention at the time of the visit.

Section 10 – Current Observations

Observations will be raised by an advisor during a visit. Clients take ownership of those observations by signing the Site Safety Inspection Record at the end of the visit. A summary table of observations requiring action is provided in addition to the site safety inspection record. Keep a copy of the summary table and use it to record the identity of those tasked to complete remedial actions and the date closed out. Users of the Cope Safety Management Limited Members Area can access an up-to-date table of all observations requiring action online.

Section 11 – Correspondence

We will send you correspondence in the form of letter or emails, e.g. following a visit to your premises or with any follow up work, etc. File relevant correspondence in this section chronologically. You can also use this section to file guidance notes and information sheets, or correspondence from other stakeholders, e.g. from the Health and Safety Executive, your Local Authority or insurer.

VOLUME 1

Section 1 - General Policy

Upper Witham Internal Drainage Board

Health and Safety Policy Statement

1 September 2025

Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, and agency staff working on our behalf. In addition, we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our customers, visitors and members of the public.

We will achieve this policy, in part, by:

1. Appointing competent Managers who are responsible for health and safety in their respective areas;

2. Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;

3. Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate;

4. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;

5. Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness;

6. Setting goals and following action plans to ensure continuous improvement in health and safety performance; and

7. Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

I look forward to your full co-operation and support.

..... **Jane Froggatt**
Chief Executive

..... **Chairman**

Witham Third District Internal Drainage Board

Health and Safety Policy Statement

1 September 2025

Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, and agency staff working on our behalf. In addition, we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our customers, visitors and members of the public.

We will achieve this policy, in part, by:

1. Appointing competent Managers who are responsible for health and safety in their respective areas;

2. Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;

3. Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate;

4. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;

5. Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness;

6. Setting goals and following action plans to ensure continuous improvement in health and safety performance; and

7. Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

I look forward to your full co-operation and support.

..... **Jane Froggatt**
Chief Executive

..... **Chairman**

Witham First District Internal Drainage Board

Health and Safety Policy Statement

1 September 2025

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We will achieve this policy, in part, by:

1. Appointing competent Managers who are responsible for health and safety in their respective areas;

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3. Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate;

4. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;

5. Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness;

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7. Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

I look forward to your full co-operation and support.

..... **Jane Froggatt**
Chief Executive

..... **Chairman**

North East Lindsey District Internal Drainage Board

Health and Safety Policy Statement

1 September 2025

Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, and agency staff working on our behalf. In addition, we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our customers, visitors and members of the public.

We will achieve this policy, in part, by:

8. Appointing competent Managers who are responsible for health and safety in their respective areas;

9. Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;

10. Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate;

11. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;

12. Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness;

13. Setting goals and following action plans to ensure continuous improvement in health and safety performance; and

14. Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

I look forward to your full co-operation and support.

..... **Jane Froggatt**
Chief Executive

..... **Chairman**

Section 2 – Organisation

2.1 Overview

Witham and Humber Drainage Boards act under the powers of the Land Drainage Act 1991, Section 11, Paragraph 5 as a Partnership of Drainage Boards.

Each Drainage Board within the partnership is its' own legal entity and each board is therefore responsible for their respective Drainage Board.

Upper Witham Internal Drainage Board is a land drainage authority involved in the maintenance of an arterial network of drainage channels and ancillary equipment. Approximately 11 people are employed by the Board.

Witham First District Internal Drainage Board is a land drainage authority involved in the maintenance of an arterial network of drainage channels and ancillary equipment. Approximately 5 people are employed by the Board.

Witham Third District Internal Drainage Board is a land drainage authority involved in the maintenance of an arterial network of drainage channels and ancillary equipment. Approximately 15 people are employed by the Board.

North East Lindsey Drainage Board is a land drainage authority involved in the maintenance of an arterial network of drainage channels and ancillary equipment. Approximately 1 person is employed by the Board.

Witham and Humber Drainage Board is the partnership provider for the land drainage authorities who are involved in the maintenance of an arterial network of drainage channels and ancillary equipment. Approximately 17 people are employed as 'shared' staff such as within the offices (as can be seen on the organogram).

All Drainage Boards have the same Head Office address, telephone and email:

Witham and Humber Drainage Boards (Head office for the Partnership)
Witham House
Meadow Lane
North Hykeham
LN6 9GJ

Tel: 01522 697123

Upper Witham Internal Drainage Board Depot
Meadow Lane, North Hykeham, Lincoln, LN6 9GJ
Email: enquiries@witham3idb.gov.uk

Witham First District Internal Drainage Board Depot
Green Lane, Woodhall Spa, Lincoln, LN10 6QE
Email: enquiries@witham3idb.gov.uk

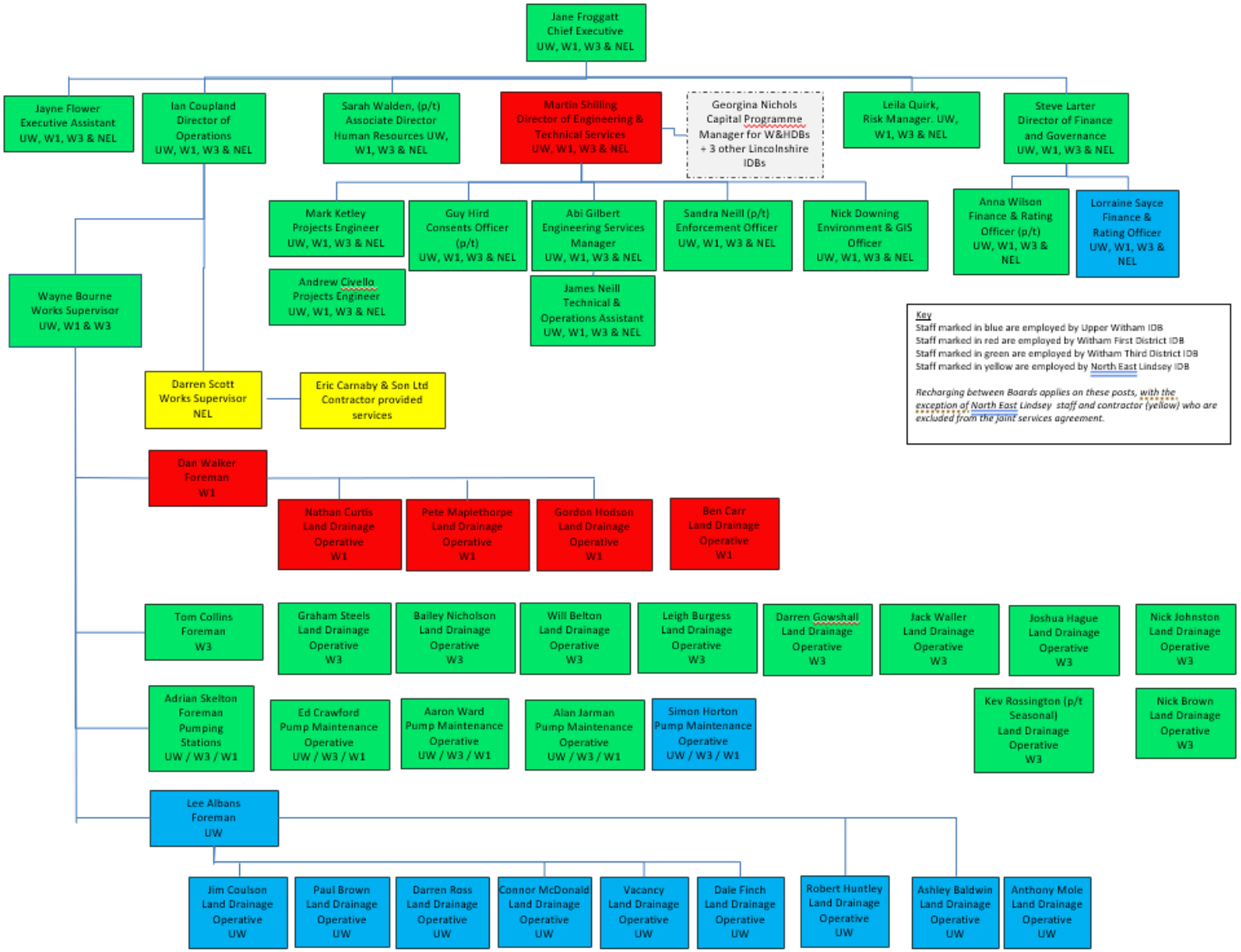
Witham Third District Internal Drainage Board Depot
Green Lane, Woodhall Spa, Lincoln, LN10 6QE
Email: enquiries@witham3idb.gov.uk

North East Lindsey Drainage Board Depot
Unit 1, Tattershall Castle Court, Morgan Way, New Holland, Barrow on Humber, DN19 7PZ
Email: enquiries@witham3idb.gov.uk

2.2 Management Structure

An organogram showing the management structure for Witham and Humber Drainage Boards, and each individual board within the partnership.

Witham and Humber Drainage Boards' Organisational Structure Chart



2.3 Responsibilities

2.3.1 Responsibilities

The Individual Drainage Boards, Jane Froggatt (Chief Executive), Ian Coupland (Director of Operations), Sarah Walden (Associate Director, Human Resources), Martin Shilling (Director of Engineering and Technical Services) and Steve Larter (Director of Finance) recognise and accept the overall responsibility for health and safety, and will ensure that suitable and sufficient arrangements are in place to satisfy the health and safety regulations and codes of practice that are applicable to the organisation.

All Board Members will:

- Provide Strategic commitment and Strategic direction for health, safety and welfare.
- The Chairman of the Board will evidence their commitment by accepting and signing their Health and Safety Statement of Intent.
- Support the Senior Management Team by ensuring that adequate resources and financial arrangements are allocated to enable effective Health & Safety arrangements to be implemented.
- Seek assurance on the adequacy of the Health & Safety arrangements and monitoring from the 4 Board's Senior Management Team.

Senior Management Team (SMT) will be responsible for:

- Providing strong, supportive and active leadership.
- Day-to-day management and implementation of the health and safety Strategies and Plans agreed with the Board.
- Pragmatically and positively leading health and safety within the workplaces.
- Ensuring a 'competent person' in Health & Safety is employed, or specialist advice can be accessed*
- Considering health and safety within their day-to-day business and policy decisions.
- Health and Safety communication.
- Holistically featuring health and safety management into day-to-day activities rather than addressing health and safety as a 'stand-alone subject'.
- Continuing to engage with and support the workforce on all matters of health, safety and welfare.
- Providing healthy working conditions.
- Providing suitable and sufficient training.
- Being assured that policies, procedures and risk assessments are in place.
- Being satisfied with monitoring arrangements and outcomes.
- Providing liaison with relevant external bodies. e.g. emergency services or enforcing / regulatory authorities.
- Being satisfied that suitable and sufficient arrangements are in place for meeting statutory provisions and that the Board is meeting such statutory obligations.

** 'competent person' as defined by the HSE – A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly."*

Risk Manager will:

- Review and update health, safety and welfare policies and supporting doctrine periodically and as required to ensure any legislative changes are considered in timely fashion.
- Support the identification and controlling of health and safety risks.
- Proactively and pragmatically support all employees with regards to health, safety and welfare.
- Provide competent advice and guidance.
- Monitor, report and review performance to support SMT, Board members and Board meetings.
- Support SMT with access, contact and liaison with third party agencies.

Line Managers will:

- Lead by example and follow requirement of health, safety and welfare policies, procedures and associated documents.
- Ensure their direct line reports follow health and safety requirements of the Board.

- Raise any queries noted by their direct line reports upward.
- Support SMT and the Board by leading by example on all things health and safety.
- Assist with cascade of pertinent health and safety information to their team.
- Monitor the use of PPE where applicable for their team.
- Attend and participate in health and safety meetings.

2.3.2 Responsibilities of Managers and Supervisors, etc.

The Managers and Supervisors, etc., listed below are responsible for ensuring that health and safety arrangements are implemented and adhered to in the area of work for which they have control and responsibility, and/or for the specific arrangements identified.

Area of Responsibility / Specific Arrangements	Name	Title
Asbestos	Ian Coupland Leila Quirk Wayne Bourne Darren Scott Martin Shilling	Director of Operations Risk Manager Works Supervisor Works Supervisor Engineering and Technical Services Director
Confined Spaces	Ian Coupland Leila Quirk Wayne Bourne Darren Scott Adrian Skelton	Director of Operations Risk Manager Works Supervisor Works Supervisor Foreman Pumping Stations
Construction (Design and Management)	Ian Coupland Martin Shilling Leila Quirk Wayne Bourne Darren Scott	Director of Operations Director of Engineering Risk Manager Works Supervisor Works Supervisor
Control of Contractors	Ian Coupland Martin Shilling Leila Quirk Wayne Bourne Darren Scott	Director of Operations Director of Engineering Risk Manager Works Supervisor Works Supervisor
Dangerous Substances and Explosive Atmospheres (DSEAR)	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Display Screen Equipment	Leila Quirk Jayne Flower	Risk Manager Executive Assistant
Electricity	Ian Coupland Leila Quirk Wayne Bourne Darren Scott Adrian Skelton	Director of Operations Risk Manager Works Supervisor Works Supervisor Pump Foreman
Fire	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor

First Aid and Accident Reporting	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Hazardous Substances	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Health and Safety Management	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Lead	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Legionella	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Lifting Operations and Lifting Equipment	Ian Coupland Leila Quirk Wayne Bourne Darren Scott Adrian Skelton	Director of Operations Risk Manager Works Supervisor Works Supervisor Pump Foreman
Lone Working	Ian Coupland Sarah Walden Leila Quirk Wayne Bourne Darren Scott All staff	Director of Operations Associate Director for H.R. Risk Manager Works Supervisor Works Supervisor Follow procedures
Manual Handling	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Monitoring Performance	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Noise	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Personal Protective Equipment	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor

Pressure Systems	Ian Coupland Leila Quirk Wayne Bourne Darren Scott Adrian Skelton	Director of Operations Risk Manager Works Supervisor Works Supervisor Pump Foreman
Safety Signs and Signals	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Stress	Jane Froggatt Ian Coupland Sarah Walden Leila Quirk Wayne Bourne Darren Scott	Chief Executive Director of Operations Associate Director of H.R. Risk Manager Works Supervisor Works Supervisor
Vibration	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Work at Height	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Work Equipment	Ian Coupland Leila Quirk Wayne Bourne Darren Scott	Director of Operations Risk Manager Works Supervisor Works Supervisor
Working Time	Ian Coupland Sarah Walden Leila Quirk Wayne Bourne Darren Scott	Director of Operations Associate Director of H.R. Risk Manager Works Supervisor Works Supervisor
Workplace (Health, Safety and Welfare)	Ian Coupland Jayne Flower Leila Quirk Wayne Bourne Darren Scott	Director of Operations Executive Assistant Risk Manager Works Supervisor Works Supervisor

In addition, the general responsibilities of Managers and Supervisors, etc. are to:

- Ensure they, and all employees under their control, observe the requirements of this policy;
- Ensure that all employees under their control have received induction and further training, refreshed at periodic intervals, relevant to the tasks that they perform;
- Ensure that, where necessary, suitable and sufficient risk assessments/safe systems of work are in place for the tasks undertaken, area of work or individuals at work;

- Ensure that arrangements are agreed with contractors to avoid conflicts with work, and that where necessary, suitable risk assessments/method statements are in place and are being observed;
- Ensure that all relevant health and safety information is communicated or distributed;
- Ensure that their area of control is kept tidy, that good housekeeping is maintained and that any waste is removed promptly;
- Ensure that all work equipment is in good condition, adequately maintained and guarded;
- Ensure that all hazardous substances are marked, used, stored or handled in accordance with relevant guidance and procedures;
- Ensure, where appropriate, that suitable and sufficient personal protective equipment is provided to and worn by persons in their area of control;
- Instigate relevant emergency procedures, where necessary, else ensure that the procedures are regularly tested;
- Assess, follow up and record any health and safety concerns from employees, and ensure that they are dealt with, or referred, in a timely manner;
- Ensure that all accidents and incidents are correctly reported, recorded and investigated and that action is taken to prevent a reoccurrence; and
- Attend relevant health and safety meetings when requested.

2.3.3 Responsibilities of Employees

All Employees will:

- Adhere to the information, instruction and training they have received;
- Co-operate with their employer to achieve safe and healthy conditions for all staff, contractors and visitors/members of the public.
- Follow training provided and reasonable requests.
- Co-operate with the Board in fulfilling their Statutory duties.
- Communicate 'upwards' and escalate any queries or positive opportunities in an effective manner.
- Ensure that any incidents (accidents or near misses) are reported and recorded comprehensively and in a timely manner.
- Only use equipment for which they are trained and / or authorised to use.
- Not to misuse, interfere with anything provided in the interest of health and safety.
- Not put themselves or others at risk with their acts and or omissions. e.g., good housekeeping.

2.3.4 Responsibilities of Contractors

All Contractors will:

- Cooperate with the Board at all times for health and safety matters.
- Provide any requested health and safety documents e.g. insurance, risk assessments, policies, RAMs etc.
- Ensure all works completed are carried out in accordance with statutory provisions, guidance and best practise.
- Not put themselves or others at risk with their acts and or omissions.
- Make certain plant, equipment, hazardous substances are appropriately assessed, in a good state or repair, and appropriately marked and used.
- Report any incidents to the Board as soon as possible.
- Maintain good housekeeping in areas of work.

2.3.5 Responsibilities of the Health and Safety Consultant

Health and Safety Consultants will:

Cope Safety Management Ltd are currently retained as an external safety advisor to each of the 4 Witham & Humber Drainage Boards. The role of external safety advisor has no executive authority.

Cope Safety Management Ltd will:

- Assist the Boards with implementation of this policy and arrangements as per the contract.
- Conduct site safety inspections at a frequency agreed/stated via the contract.
- Provide assistance requested for development or writing of any safety doctrine reasonably requested.
- Provide written and verbal support upon request.
- Undertake a joint Annual Review of Health & Safety with the 4 Board's Officers.

2.3.6 Work Safe Policy

The 4 Witham & Humber Drainage Boards supports their staff members to raise concerns with their Line Manager, regarding any aspect of with works they believe to be unsafe. The Boards comply with the Management of Health and Safety at Work Regulations 1999 and a worker's right to refuse to carry out work that they believe to be unsafe.

Where this 'work safe policy' is enacted, the employee must report their concerns immediately to their Line Manager, the Risk Manager or a member of the SMT. Works will not recommence until the concerns have been assessed and if required, actions taken to address the concerns.

No employee who raises justifiable safety concerns will be subject to any related disciplinary action, discharge, suspension, laying-off, demotion or any financial or other penalty.

Section 3 – Arrangements

ASBESTOS

Management of asbestos in non-domestic premises

The relevant duty holder has responsibilities to manage asbestos in non-domestic properties, they:

- Will take reasonable steps to find out if there are materials containing asbestos in the premises and, if so, how much, where they are and what condition they are in. This will involve a survey being undertaken by a competent person. The results of the survey will be recorded and the information provided to anyone who may work on, or disturb, the materials, for example, contractors;

- Will develop a plan to manage materials containing asbestos on the premises. In some cases, asbestos can be safely left in place and a system of inspection introduced. Where asbestos is to be removed, the duty holder will use a contractor who holds a licence to work on asbestos (exemptions apply);

- Will undertake a suitable assessment of the risk to health of employees, and others, before any work is carried out that may expose persons to asbestos. The assessment should be completed by a competent person. The results of the assessment will be recorded and the information provided to employees, including the control measures in place to prevent exposure; and

- Will review the survey and management plans at regular intervals and revise them as necessary.

Employees:

- Must co-operate with the arrangements for the management of asbestos in non-domestic premises, for example, ask to see a copy of the asbestos survey and be mindful as to where asbestos is present, such that they are able to recognise defects or shortcomings in arrangements; and

- Must notify the duty holder if there any defects or shortcoming in their arrangements.

Work with asbestos

Employers have responsibilities to manage work with asbestos containing materials, they:

- Will not undertake any work that exposes employees to asbestos unless a suitable and sufficient assessment has been carried out to identify whether asbestos is, or is liable to be present, of what type and in what condition;

- Will make a suitable and sufficient assessment of the risks to employee health from any asbestos work and record the findings. The assessment should be reviewed regularly;

- Will determine whether the work requires a licence, is notifiable non licensed work or is non-licensed work and will only undertake work they are licensed or competent to do;

- Will prepare a written plan for any asbestos work detailing how the work is to be carried out. A copy of the plan will be kept at the workplace;

- Will not undertake any work unless notified to the enforcing authority in writing (for licensed and notifiable non-licensed work);

- Will ensure that adequate information, instruction and training is given to employees who are liable to be exposed to asbestos and those who supervise asbestos work;

- Will prevent or reduce exposure of employees to asbestos so far as is reasonably practicable, ensuring that control measures are maintained in an efficient state, in efficient working order and good repair;
- Will provide adequate and suitable protective clothing and ensure that such clothing is disposed of as asbestos waste or adequately cleaned at suitable intervals;
- Will protect the health of employees from an accident, incident or emergency;
- Will prevent, or where this is not reasonably practicable, reduce to the lowest level reasonably practicable, the spread of asbestos from any workplace and ensure that the workplace, and any plant used is kept in a clean state;
- Will designate asbestos areas and respirator zones as appropriate during asbestos work;
- Will monitor the exposure of employees to asbestos fibres present in air at regular intervals and when a change occurs (exemptions apply). In addition, employers will monitor for site clearance certification. Records are to be kept;
- Will ensure that a health record for each employee, undertaking licensable work, is maintained and kept for 40 years. Medical surveillance is required by a relevant doctor at intervals not exceeding 2 years;
- Will ensure that, on or before 30 April 2015, a health record for each employee, undertaking notifiable non-licensed work, is maintained and kept for 40 years. After 1 May 2015, medical surveillance is required by a relevant doctor at intervals not exceeding 3 years;
- Will provide adequate washing and changing facilities; and
- Will ensure the appropriate storage, distribution and labeling of asbestos waste.

Employees:

- Must co-operate with the arrangements for work with asbestos, in particular using any control measures, including dust suppression/extraction and personal protective equipment;
- Must carefully follow all procedures in the plan of work and keep the workplace clean;
- Must eat and drink only in the places provided; and
- Must report any defects or shortcomings in arrangements, and particularly in control measures, to their Supervisor or Manager immediately.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Control of Asbestos Regulations 2012

Resource(s)
L143: Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance
HSG264 Asbestos: The Survey Guide
HSG247 Asbestos: The Licensed Contractors' Guide

Further information and guidance is available at www.hse.gov.uk

CONFINED SPACES

The definition of a confined space includes any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

The employer has a responsibility to avoid work in confined spaces wherever possible, i.e. by ensuring that the work can be done from outside. However, where work in confined spaces cannot be avoided, they:

- Will carry out a suitable and sufficient assessment of the hazards and risks associated with the work, i.e. the task, the working environment, the materials and tools to be used, the suitability of those carrying out the task, and the arrangements for emergency rescue;

- Will appoint competent people to help manage the risks and make sure that employees are adequately trained and instructed;

- Will appoint a Supervisor with the responsibility to ensure that the necessary precautions are taken, and check safety at each stage;

- Will implement a safe system of work and ensure that it is followed, this will include but may not be limited to:

    - Ensuring the effective isolation of mechanical and non-mechanical, e.g. electrical, services;
    - Ensuring that the confined space is effectively cleaned or purged before entry;
    - Ensuring safe access and exit, particularly if those completing the task are to wear bulky equipment;
    - Ensuring that the confined space remains adequately ventilated;
    - Arranging for a competent person to test the air as often as necessary, as determined by the suitable and sufficient assessment, to check that it is free from both toxic and flammable vapours and that it is fit to breathe;
    - Providing special equipment, e.g. non-sparking tools and specially protected lighting, where flammable or potentially explosive atmospheres are likely, etc.; and
    - Providing breathing apparatus, where necessary, if the air inside the confined space cannot be made fit to breathe.

- Will ensure that employees undertaking the work have sufficient experience and training;

- Will, where the risk assessment highlights exceptional constraints as a result of the physical layout, ensure that employees are of suitable build, do not suffer from claustrophobia and are fit to wear breathing apparatus;

- Will put in place adequate emergency arrangements before the work starts, i.e. to cover the necessary equipment, training and practice drills;

- Will ensure there are adequate systems in place to enable communication between people inside and outside the confined space and to summon help in an emergency;

- Will have someone positioned outside the confined space to keep watch and to communicate with anyone inside, raise the alarm quickly in an emergency, and take charge of the rescue procedures;

- Will implement a permit-to-work system where appropriate, to ensure a formal check is undertaken to make sure all the elements of a safe system of work are in place before people are allowed to enter or work in the confined space;

- Will provide suitable rescue and resuscitation equipment;

- Will ensure that rescuers are properly trained, sufficiently fit to carry out their task, ready at hand, and capable of using any equipment provided for rescue, e.g. breathing apparatus, lifelines and fire-fighting equipment;
- Will ensure that any adjacent plant is shut down before any rescue is attempted;
- Will ensure that there are trained first aiders available to make proper use of any necessary first-aid equipment provided; and
- Will have procedures in place to ensure that the emergency services are made aware of an incident and ensure that the relevant information is provided to them on arrival.

Employees:

- Must follow the safe system of work in place;
- Must understand and initiate the emergency arrangements, as necessary; and
- Must report any defects or shortcomings in arrangements, and particularly in control measures, to their Supervisor or Manager immediately.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Confined Spaces Regulations 1997

Resource(s)
L101: Safe Work in Confined Spaces. Confined Spaces Regulations 1997. Approved Code of Practice, Regulations and Guidance
INDG258 Confined Spaces: A Brief Guide to Working Safely

Further information and guidance is available at www.hse.gov.uk

CONSTRUCTION (DESIGN AND MANAGEMENT)

The Regulations identify various dutyholders and their roles to ensure health and safety is managed throughout the design and construction phase of a project. These dutyholders include client, domestic client, designer, principal designer, principal contractor, contractor and worker. As defined by the Regulations it is likely the organisation could undertake one or more of the following roles:

Clients:

- Will make suitable arrangements for managing a project, including the allocation of sufficient time and other resources;
- Will ensure that these arrangements are maintained and reviewed throughout the project;
- Will provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project;
- Will ensure that, before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or the principal contractor;
- Will ensure that the principal designer prepares a health and safety file for the project, which is revised from time to time to incorporate any new information;
- Will, if there is more than one contractor, appoint in writing, a principal designer and a principal contractor, before the construction phase begins; and
- Will, where a project is notifiable, give notice in writing to the Executive as soon as is practicable before the construction phase begins.

A project is notifiable if the construction work is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- Exceed 500 person days.

All designers or contractors appointed to work on a project must have the skills, knowledge and experience and, if they are an organisation, the capability to fulfil the role in a manner that secures the health and safety of any person affected by the project.

Designers:

- Will not commence work in relation to a project unless satisfied that the client is aware of their duties;
- Will eliminate, take steps to reduce or foreseeably control the risks that may arise during construction and the maintenance and use of a building once it is built; and
- Will provide sufficient information to other members of the project team to adequately assist them to comply with their duties.

Principal Designers:

- Will plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase;

- Will prepare a health and safety file; and
- Will ensure that the health and safety file is appropriately reviewed, updated and revised from time to time.

Principal Contractors:

- Will, before setting up a construction site, draw up a construction phase plan;
- Will ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time;
- Will plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase;
- Will organise cooperation between contractors;
- Will ensure suitable site induction is provided;
- Will take necessary steps to prevent access by unauthorized persons to the construction site;
- Will ensure welfare facilities are available on the first day of work and throughout the construction phase. In addition, ensure that the welfare facilities are of sufficient size to accommodate all those on site who will use them, and ensure they are adequately cleaned and maintained; and
- Will make and maintain arrangements to ensure all those engaged in construction work cooperate effectively and consult on matters connected with the project which may affect their health and safety.

Contractors:

- Will not carry out construction work unless satisfied that the client is aware of their duties;
- Will plan, manage and monitor construction work carried out under their control;
- Will, where there is more than one contractor working on a project, ensure there is coordination with others involved;
- Will provide each worker under their control with appropriate supervision, instructions and information;
- Will check that suitable and sufficient welfare facilities have been provided and are being maintained; and
- Will prepare a construction phase plan where we are the only contractor on the project.

Workers:

- Must take care of their own health and safety and that of others who may be affected by their actions;
- Must report anything they see which is likely to endanger their own or others health and safety; and
- Must co-operate with their employer, other workers, contractors and other duty holders.

The Regulations contain general requirements for all construction sites that must be complied with, including:

- Safe places of construction work;
- Good order and site security;
- Stability of structures;
- Demolition and dismantling;
- Explosives;
- Excavations;
- Cofferdams and caissons;
- Reports of inspections;
- Energy distribution installations;
- Prevention of drowning;
- Traffic routes;
- Vehicles;
- Prevention of risk from fire, flooding or asphyxiation;
- Emergency procedures;
- Emergency routes and exits;
- Fire detection and fire-fighting;
- Fresh air;
- Temperature and weather protection; and
- Lighting.

Schedule 2 to the Regulations contains the minimum welfare facilities required for construction sites.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Construction (Design and Management (Regulations) 2015

Resource(s)
L153: Construction (Design and Management) Regulations 2015. Approved Code of Practice
HSG33: Health and Safety in Roof Work
HSG47: Avoiding Danger from Underground Services
HSG65: Managing for Health and Safety
HSG144: The Safe Use of Vehicles on Construction Sites
HSG150: Health and Safety in Construction
HSG151: Protecting the Public
HSG168: Fire Safety in Construction

Further information and guidance is available at www.hse.gov.uk

CONTROL OF CONTRACTORS

Both employers and contractors have responsibilities under health and safety legislation. Many contractors are employers too. Everyone needs to take the right precautions to eliminate or reduce health and safety risks to employees and the public.

Employers:

- Will identify all aspects of the work they want a contractor to do and consider the health and safety implications of the work;
- Will provide all potential contractors with this information and make sure they know and understand the performance expected of them;
- Will satisfy themselves that a chosen contractor can do the job safely and without risks to health. This means making enquiries about the competence of the contractor;
- Will ensure that the risk assessment for the work activities of the organisation covers risks to contractors and with the contractor consider any risks from each other's work that could affect the health and safety of the workforce or anyone else;
- Will agree any measures needed to control risk with the contractor before work starts, among other things to ensure that contractors are aware of hazards on site, e.g. the presence of asbestos containing materials;
- Will communicate, co-operate and co-ordinate with the contractor throughout the process and ensure that the contractor and their employees have information on health and safety risks they may face, the measures in place to deal with those risks and any emergency procedures;
- Will provide clear instructions, information and adequate training for their own employees;
- Will consult with their own employees on health and safety matters and how the contractor's work will affect their health and safety, making sure they know how to raise any concerns they may have about the contractors and their work;
- Will manage the contractor's work consistent with the level of risk;
- Will take prompt and appropriate action if contractors are observed working not in accordance with their risk assessments, or safety systems of work/method statements; and
- Will ensure that permits to work are arranged and completed as required.

Employees:

- Must co-operate with the arrangements for work with contractors; and
- Must report any defects or shortcomings in arrangements, and particularly in control measures, to their Supervisor or Manager immediately.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Management of Health and Safety at Work Regulations 1999
Construction (Design and Management) Regulations 2015

Resource(s)
HSG150: Health and Safety in Construction
HSG159: Managing Contractors

Further information and guidance is available at www.hse.gov.uk

DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES

Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding operations and dusts from foodstuffs.

Employers:

- Will find out what dangerous substances are in their workplace and what the fire and explosion risks are;
- Will put control measures in place to either remove those risks or, where this is not possible, control them;
- Will put controls in place to reduce the effects of any incidents involving dangerous substances;
- Will prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances;
- Will make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances; and
- Will identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

Employees:

- Must follow the safe system of work in place;
- Must understand and initiate the emergency arrangements, as necessary; and
- Must report any defects or shortcomings in arrangements, and particularly in control measures, to their Supervisor or Manager immediately.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Dangerous Substances and Explosive Atmospheres Regulations 2002

Resource(s)
L133: Unloading Petrol from Road Tankers. Dangerous Substances and Explosive Atmospheres Regulations 2002. Approved Code of Practice and Guidance
L138: Dangerous Substances and Explosive Atmospheres Regulations 2002. Approved Code of Practice and Guidance
HSG51: Storage of Flammable Liquids in Containers
HSG103: Safe Handling of Combustible Dusts
HSG140: Safe Use and Handling of Flammable Liquids
HSG166: Formula for Health and Safety
HSG176: Storage of Flammable Liquids in Tanks
HSG178: Spraying of Flammable Liquids

Further information and guidance is available at www.hse.gov.uk

DISPLAY SCREEN EQUIPMENT

The use of display screen equipment (DSE) at work may result in ill effects including:

- Upper limb pains and discomfort;
- Eye and eyesight effects; and
- Fatigue and stress.

Persons who habitually use DSE, as a significant part of their normal work, are defined as 'users'. The employer has a responsibility to avoid or reduce risks to users, or persons likely to become users.

Managers:

- Will ensure that for all users, for which they have responsibility, a DSE risk assessment is carried out and a record kept. In practice this means that there will be a completed risk assessment form for each workstation and this will identify whether the associated personnel are users or not. Risk assessments should be carried out in conjunction with the user so as to provide training;

- Will progress reasonable requests from users for any items identified as a result of carrying out the DSE risk assessment and, which will significantly reduce any ill effects associated with DSE work;

- Will, where users request an eye and eyesight test, arrange for this to be undertaken and ensure that reasonable costs for the eye and eyesight test and of 'special' corrective appliances, i.e. those prescribed solely to undertake DSE work, are reimbursed. Normal corrective appliances remain at the expense of the individual; and

- Will remain responsible for maintaining a record of DSE users.

Users:

- Must co-operate with their Manager and assist them in carrying out the DSE risk assessment detailed above; and

- Must notify their Manager if they become aware of any ill effects associated with their DSE work so that the DSE risk assessment may be reviewed.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

Resource(s)
L26: Work with Display Screen Equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as Amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

Further information and guidance is available at www.hse.gov.uk

ELECTRICITY

Electricity can kill or severely injure people and cause damage to property. Every year many accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Most of the fatal incidents are caused by contact with overhead power lines. Even non-fatal shocks can cause severe and/or permanent injury, e.g. shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using or working with electricity may not be the only ones at risk – poor electrical installations and faulty electrical appliances can lead to fire, which may also cause death or injury to others.

The use of electricity in environments cannot be avoided as it is in nearly all working premises. Working safely with electricity and electrical equipment is vital.

Employers:

- Will ensure all systems (and conductors in a system) are of such construction as to prevent, so far as is reasonably practicable, danger. This includes the suitable insulation, protection and placing of conductors, and earthing or other suitable precautions to protect against faults and excess current;
- Will ensure all systems are maintained, so as to prevent, so far as is reasonably practicable, such danger;
- Will ensure every work activity, including operation, use and maintenance of a system and work near a system, is carried out in such a manner as not to give rise to danger;
- Will ensure any equipment provided to protect persons at work on or near electrical equipment is suitable, maintained and properly used;
- Will ensure that no electrical equipment is put into use where its strength and capability may be exceeded in such a way as to give rise to danger;
- Will ensure that any electrical equipment that may reasonably be exposed to mechanical damage, the effects of the weather, the effects of wet, dirty dusty or corrosive conditions, or any flammable or explosive substance, is of such construction or as necessary constructed as to prevent, so far as is reasonably practicable, danger;
- Will ensure, where necessary to prevent danger, suitable means are available for cutting off the supply of electrical energy and isolating it;
- Will ensure adequate precautions are taken to prevent electrical equipment, which has been made dead in order to prevent danger while work is carried out on or near that equipment, from becoming electrically charged during that work;
- Will not allow any person to engage in work on or near live conductors unless it is unreasonable in all circumstances for it to be so, and suitable precautions are taken to prevent injury; and
- Will not allow any person to engage in any work activity associated with electrical equipment, without adequate technical knowledge or experience (unless that person is under such a degree of supervision from someone who such knowledge and experience).

Employees:

- Must co-operate with their employer to enable the duties placed on them to be complied with; and

- Must comply with the any of the above provision so far as they relate to matters within their control.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Electricity at Work Regulations 1989

Resource(s)
HSR25: Memorandum of Guidance on the Electricity at Work Regulations 1989. Guidance on Regulations
HSG85 Electricity at Work: Safe Working Practices
HSG107: Maintaining Portable Electrical Equipment
HSG230: Keeping Electrical Switchgear Safe

Further information and guidance is available at www.hse.gov.uk

FIRE

The cost of a serious fire can be high and many businesses fail to recover. The consequences of fire include property and stock damage, lost business and increased insurance premiums – moreover fire can seriously injure and kill.

The responsible person(s) is, in a workplace, likely to be the employer; however, it may be the person in control of the premises, for example, a building owner. In all other premises it will be the person, or persons in control of the premises who are responsible for fire precautions. The responsible person(s) have a duty to ensure that any fire risks are identified, evaluated, removed or reduced to ensure persons are protected, so far as is as reasonably practicable. Relevant persons include employees, visitors, contractors and members of the public.

Responsible Person(s):

- Will carry out a suitable and sufficient fire risk assessment, considering the presence of dangerous substances, ignition and oxygen sources, and the risk(s) presented to persons from fire, to determine whether further precautions are required to remove or reduce the risk and protect persons;

- Will record the significant findings of their fire risk assessment if they employ five or more persons and ensure this is communicated to relevant persons;

- Will nominate one or more competent persons, depending on the size and use of the premises to carry out the precautions identified by the risk assessment. A competent person is someone with the knowledge, training and/or experience to implement the precautions properly;

- Will provide employees, and other relevant persons, with clear and relevant information, instruction and training on the risk of fire and the measures taken to protect them. There is particular emphasis on those persons at specific risk, for example, persons with a disability, young persons, etc.;

- Will co-operate and co-ordinate with other responsible persons for shared premises;

- Will establish a suitable means of contacting the emergency services and providing relevant information regarding the risk from dangerous substances, and liaise with the emergency services and enforcing authority where necessary; and

- Will ensure that the premises and any equipment provided in connection with fire detection and warning, firefighting, emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, working order and good repair.

Relevant Persons, including employees:

- Must co-operate with the responsible person(s) to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or others at risk;

- Must inform the responsible person(s), or other person with specific responsibility, of any work situation presenting a serious and immediate danger, or shortcoming in arrangement that may result in such danger; and

- Must follow all training and instruction received.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Regulatory Reform (Fire Safety) Order 2005

Resource(s)
HSG51: Storage of Flammable Liquids in Containers
HSG168: Fire Safety in Construction
HSG176: Storage of Flammable Liquids in Tanks

Further information and guidance is available at www.hse.gov.uk

FIRST AID AND ACCIDENT REPORTING

The purpose of first aid is to preserve life, prevent a condition from becoming worse and promote recovery. All employers have a duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work.

An employer should make an assessment of first aid needs, appropriate to the circumstances of each workplace, to ensure that sufficient first aid personnel, equipment and facilities are available. **See Section 4 – Forms.**

Based on that assessment, where an employer provides first aiders in the workplace, they should have a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill at work, whereas FAW training additionally equips a first aider to deal with a range of injuries and illnesses. An appointed person is not a first aider, but someone to look after the first aid equipment, facilities and call the emergency services when required. The following table serves as a guide as to how many first aiders or appointed persons are needed.

Degree of Hazard	Numbers Employed at any Location	Suggested Number of First Aid Trained Personnel at all Times People are at Work
Low hazard, e.g. offices, shops and libraries	Less than 25	At least one appointed person
	25 – 50	At least one first aider trained in EFAW
	More than 50	At least one first aider trained in FAW for every 100 employed (or part thereof)
Higher hazard, e.g. light engineering and assembly work, food processing, warehousing, extensive work with machinery or sharp instruments, construction and chemical manufacturing	Fewer than 5	At least one appointed person
	5 – 50	At least one first aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

In addition to the above, employers must account for:

- Additional training to deal with injuries resulting from special hazards or life-threatening bleeds;
- Inexperienced workers or employees with disabilities;
- Employees who work remotely or alone;
- Employees who work shifts or out of hours;
- Workplaces remote from emergency medical services;
- Employees working at sites occupied by other employers;
- Planned and unplanned absences by first aiders or appointed persons; and
- Members of the public who visit the workplace.

It may also be helpful to have people trained to identify and understand mental ill health symptoms who are able to support someone who is experiencing a mental health issue.

All businesses must have appropriate means for enabling first aid at work. Following any accident there is a requirement for the employee to report accident details to the employer. The employer then has a duty to investigate the accident and notify it the enforcing authorities, where appropriate.

Managers:

- Will ensure that an ambulance or other professional help is summoned as soon as possible by the most appropriate means or other arrangements are made, as necessary;
- Will ensure that they have an adequate number of first aid personnel in their area, and that the number of first aid personnel is monitored and reviewed;
- Will ensure that there are an adequate number of first aid boxes in the workplace, and that they are suitably stocked, and properly identified;
- Will provide means for the accident to be recorded and check that the accident details are a full and correct account of the accident;
- Will follow up accidents and ensure that any remedial actions, where required, are carried out, to prevent recurrence;
- Will ensure that the Incident Contact Centre are notified where appropriate using the correct reporting method; and
- Will monitor and review accidents to ensure the effectiveness of these arrangements.

Employees:

- Must advise management of all accidents. When you are injured at work, the law says that you must tell your employer as soon as possible. You do this by ensuring that details of the accident are recorded in the Accident Book;
- Must look after your own safety and the safety of others who may be affected by your acts or omissions; and
- Must use work equipment and personal protective equipment correctly, and not misuse any item of equipment. If an accident does occur report it to your Supervisor or Manager immediately.

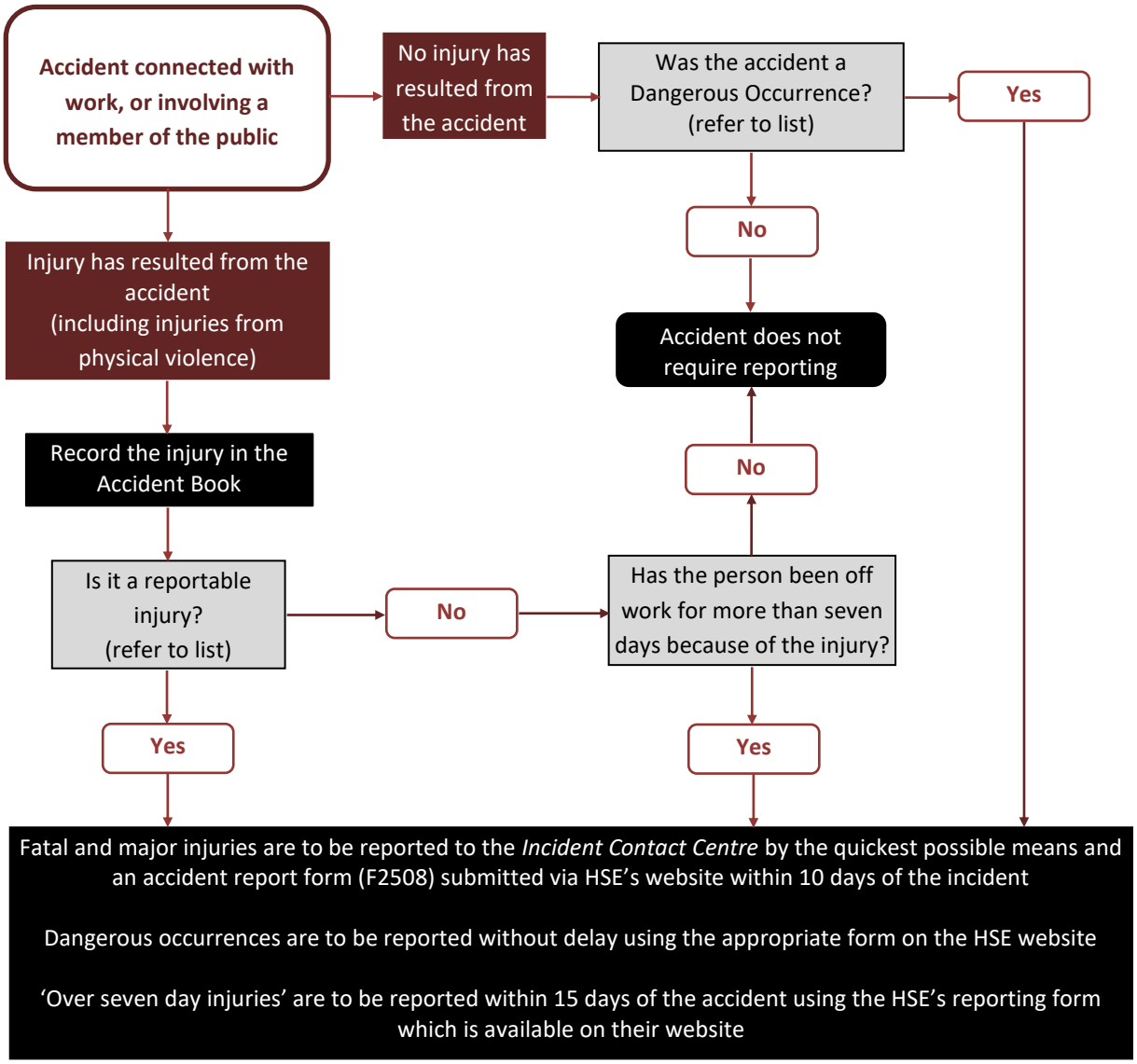
Reporting of Incidents

Employers, or other responsible persons (dependant on the status of the injured party or workplace), are required to report and keep records of:

- Work related accidents which cause death;
- Work related accidents which cause certain serious injuries;
- Diagnosed cases of certain industrial diseases; and
- Certain dangerous occurrences.

In relation to a quarry, the responsible person is the operator of the quarry.

The diagram overleaf is provided to help decide when an incident should be reported to the Incident Contact Centre.



Deaths

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. This applies for up to one year following the date of the accident.

Specified Injuries

Any of the following specified injuries must be reported:

- Any fracture, other than fingers, thumbs or toes;
- Any amputation;
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding) which:
  - Cover more than 10% of the body; or
  - Cause significant damage to the eyes, respiratory system or other vital organs.

- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness; or
  - Requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day Incapacitation of a Worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as a result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days.

Over-three-day Incapacitation of a Worker

Accidents must be recorded, but need not be reported, where they result in a worker being incapacitated for more than three consecutive days.

Injuries to Non-workers (e.g. Members of the Public)

Work-related accidents to members of the public, or others who are not at work, must be reported if they result in an injury, and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a specified injury (as above).

Dangerous Occurrences

Dangerous occurrences, irrespective of any personal injury resulting, should also be reported to the Incident Contact Centre. The list below gives a brief guide to the types of dangerous occurrences which should be reported:

- Lifting equipment;
- Pressure systems;
- Overhead electric lines;
- Electrical incidents causing explosion or fire;
- Explosives;
- Biological agents;
- Radiation generators and radiography;
- Breathing apparatus;
- Diving operations;
- Collapse of scaffolding;
- Train collisions;
- Wells;
- Pipelines or pipeline works;
- Structural collapse;
- Explosions or fire;
- Release of flammable liquids and gases; and
- Hazardous escapes of substances.

Further incidents may be reportable for specific workplaces, e.g. quarries.

Occupational Diseases

Where, in relation to a person at work, the responsible person receives a diagnosis of any of the diseases listed below they must follow the correct reporting procedures:

- Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools;
- Cramp in the hand or foreman, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;
- Occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitiser or irritant;
- Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration;
- Occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitiser; or
- Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

Exposure to Carcinogens, Mutagens and Biological Agents

Where, in relation to a person at work, the responsible person receives a diagnosis of:

- Any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation); or
- Any disease attributed to an occupational exposure to a biological agent.

Reporting Injuries, Diseases and Dangerous Occurrences

Fatal and major injuries must be reported by the quickest possible means to the Incident Contact Centre, and followed up by the completion of the 'Report of an injury' form available via the HSE website within 10 days of the incident (see www.hse.gov.uk/riddor).

Dangerous occurrences must be reported without delay by way of completion of the appropriate form on the website. Over-seven-day injuries must be reported by completing the 'Report of an injury' form within 15 days of the incident.

Cases of occupational diseases, including those associated with exposure to Carcinogens, Mutagens or Biological Agents, must be reported as soon as the responsible person receives a diagnosis, using the appropriate on-line form.

The responsible person is required to keep records of every event which must be reported, and records of injuries that result in a person unable to carry out their normal duties for more than three days, for at least three years.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Health and Safety (First Aid) Regulations 1981

Resource(s)
L74: First Aid at Work. Health and Safety (First Aid) Regulations 1981. Guidance on Regulations

Further information and guidance is available at www.hse.gov.uk

HAZARDOUS SUBSTANCES

Hazardous substances can occur in many forms, including solids, liquids, vapours, gases and fumes. They can also be simple asphyxiants (gases or vapours that can displace oxygen content to such an extent that life cannot be supported) or biological agents (such as bacteria, viruses, fungi and parasites). Special consideration must be given to substances that can cause asthma, cancer or other irreversible effects.

Separate Regulations cover other specific hazardous substances, such as asbestos, lead, ionising radiation and flammable/explosive substances.

The employer should regard a substance or preparation (a mixture of two or more substances) as hazardous if it has the potential to cause harm if it is ingested, inhaled, absorbed by, or comes into contact with, the skin, or other body membranes, including by injection.

Employers:

- Will not carry out any work which can expose any of their employees to any substances hazardous to health until a suitable and sufficient assessment of the risk to employees' health created by that work has been carried out; and the steps needed to prevent or adequately control exposure have been identified and put into operation;

- Will ensure that the person (or persons) who carries out the assessment and provides information of the prevention and control measures are competent to do so;

- Will consult employees and/or their safety representative on any measures they plan to introduce as a result of an assessment;

- Will establish procedures to ensure that control measures, including personal protective equipment and any other item or facility, are properly used or applied and are not made less effective by other work practices or by improper use;

- Will ensure that any control measure, including engineering controls and personal protective equipment, is maintained in an efficient state, in efficient working order and in a clean condition;

- Will ensure that any control measure, including systems of work and supervision, are reviewed at suitable intervals and revised as necessary;

- Will ensure that in the case of engineering controls, thorough examination and testing is carried out at suitable intervals. In the case of local exhaust ventilation this is at least once every 14 months (unless for a specified process). Records are to be kept for 5 years;

- Will ensure that in the case of respiratory protective equipment (other than disposable), thorough examination and testing is carried out at suitable intervals. Records are to be kept for 5 years;

- Will ensure that the person (or persons) who carries out maintenance, examination and testing of control measures are competent to do so;

- Will ensure, where the risk assessment indicates it is requisite for ensuring the maintenance of adequate control, or to otherwise protective the health of employees, that the exposure of employees to substances hazardous to health is monitored;

- Will ensure that in the case of exposure monitoring, it is completed at regular intervals. Records are to be kept for 5 years (40 years where a record contains the personal monitoring data of an individual employee);

- Will ensure that any person (or persons) who carries out exposure monitoring are competent to do so;
- Will ensure, where it is appropriate for the protection of health, that employees who are, or are likely to be, exposed to substances hazardous to health, are under suitable health surveillance;
- Will ensure that in the case of health surveillance, it is completed at regular intervals. Records are to be kept for 40 years;
- Will ensure that any person (or persons) who carries out health surveillance are competent to do so;
- Will provide employees with suitable and sufficient information, instruction and training to include details of the substances hazardous to health to which they are likely to be exposed, the significant findings of the risk assessment, the precautions in place to safeguard them and others (including hygiene arrangements) and the results of any monitoring; and
- Will ensure that procedures are in place, including the provision of appropriate first-aid facilities, warning and communication systems and relevant safety drills, in order to protect the health of employees from an accident, incident or emergency.

Employees:

- Must use the control measures in the way they are intended and as they have been instructed, including following defined methods of work;
- Must wear any personal protective equipment provided, correctly, in accordance with the manufacturer's instructions, when they have been advised it is required;
- Must ensure that any personal protective equipment is stored, when not in use, in the accommodation that is provided to prevent damage;
- Must use the welfare facilities provided to maintain a high standard of personal hygiene;
- Must remove any personal protective equipment which could cause contamination before eating drinking or smoking;
- Must report any defects noted with regards to personal protective equipment to the appropriate person promptly; and
- Must not use damaged personal protective equipment.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk assessments and Safe Systems of Work/Method Statement.

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

Resource(s)
L5: Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice and Guidance on Regulations
L8: Control of Legionella Bacteria in Water Systems. Approved Code of Practice and Guidance on Regulations
EH40/2005: Workplace Exposure Limits (as amended)
HSG53: Respiratory Protective Equipment at Work
HSG97: A Step by Step Guide to COSHH Assessment
HSG167: Biological Monitoring in the Workplace

HSG173: Monitoring Strategies for Toxic Substances
HSG187: Control of Diesel Engine Exhaust Emissions in the Workplace
HSG258: Controlling Airborne Contaminants at Work
HSG262: Managing Skin Exposure Risks at Work
HSG274: Legionnaires' Disease

Further information and guidance is available at www.hse.gov.uk

HEALTH AND SAFETY MANAGEMENT

Organisations have a legal duty to put in place suitable arrangements to manage health and safety.

Employers:

- Will make a suitable and sufficient assessment of the risks to the health and safety of employees to which they are exposed whilst at work; and the risks to others, such as contractors, visitors and members of the public arising out of or in connection with the undertaking;

- Will review the assessment when there is reason to believe it is no longer valid; or there has been a significant change in the matters to which it relates;

- Will not employ a young person unless an assessment has been made taking into account the inexperience, lack of awareness of risks and immaturity of young persons, and that they are protected from any risks to their health and safety as a consequence;

- Will ensure that the significant findings of an assessment are recorded (where there are 5 or more employees);

- Will implement preventive and protective measures on the bases of the following principles of prevention:

    - Avoiding risks;
    - Evaluating the risks that cannot be avoided;
    - Combating the risks at source;
    - Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods;
    - Adapting to technical progress;
    - Replacing the dangerous by the non-dangerous or the less dangerous;
    - Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the work environment;
    - Giving collective measures priority over individual protective measures; and
    - Giving appropriate instructions to employees.

- Will make and give effect to such arrangements as are appropriate, having regard to the nature of activities and size of undertaking, for the effective planning, organisation, control, monitoring and review of preventive and protective measures;

- Will ensure that the arrangements are recorded (where there are 5 or more employees);

- Will ensure that employees are provided with such health surveillance as is appropriate having regard to the risks that are identified by the assessment;

- Will appoint one or more competent persons to assist with the management of health and safety. Such persons will have sufficient training and experience or knowledge and other qualities to enable them to properly assist;

- Will establish appropriate procedures to be followed in the event of serious and imminent danger;

- Will ensure that any necessary contacts with external services are arranged, particularly as regards first-aid, emergency medical care and rescue work;

- Will provide employees with comprehensive and relevant information on the risks to their health and safety identified by the assessment, and the preventive and protective measures;

- Will co-operate and co-ordinate with other employers, where two or more employers share a workplace (whether on a temporary or permanent basis);

- Will ensure that employees are provided with adequate health and safety training when they are recruited to the undertaking, and when they are exposed to new or increased risk. Training will be repeated periodically where appropriate and take place during working hours;

- Will provide any temporary workers with comprehensible information on the qualifications and skills required to carry out work safely, and any health surveillance required;

- Will include an assessment of the risks to the health and safety of a new or expectant mother or to that of her baby. The employer will, if it is reasonable to do so, and it would avoid the risks, alter the working conditions or hours of work of the expectant mother. If it is not reasonable to avoid any such risks, then she must be suspended from work for as long as is necessary;

- Will suspend from work those new or expectant mothers who would normally work at night, but who have a GPs or registered midwifes certificate advising against this. Where a certificate from a registered medical practitioner shows that it is necessary for her health and safety, that she should not be at work for any period identified by the certificate, then she must be suspended from work for as long as is necessary; and

- Will ensure that young persons are protected. Regulation 19 requires every employer to ensure that all employees under 18 years old are protected from any risks to their health and safety, which may result from their lack of experience, awareness of existing or potential risks, or lack of maturity.

Employees:

- Must use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device in accordance with any training and instructions given;

- Must inform the employer (if necessary via their safety representative, Supervisor or Manager) of any situation considered to represent serious and immediate danger, or any matter consider to represent a shortcoming in the organisations protection arrangements for health and safety; and

- Must co-operate and communicate with their employer to allow them to fulfil their statutory duties.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk assessments and Safe Systems of Work/Method Statement.

Reference(s)
Management of Health and Safety at Work Regulations 1999 (as amended)

Resource(s)
L146: Consulting Workers on Health and Safety. Safety Representatives and Safety Committees Regulations 1977 (as Amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as Amended). Approved Code of Practice and Guidance
HSG 65: Managing for Health and Safety

Further information and guidance is available at www.hse.gov.uk

LEAD

Lead, including its compounds, is a substance that has long been known to have the potential to damage health. Excessive exposure can cause lead poisoning. When the work produces lead dust, fumes or vapour this can cause the most risk. Examples of such work activities can include burning of old lead paint, hot cutting in demolition and dismantling operations, scrap-processing activities and some spray-painting of vehicles, etc.

Employers:

- Will protect the health of people at work by preventing or, where this is not reasonably practicable, adequately controlling their exposure to lead by avoiding the risk of inhalation, ingestion, or the lead being absorbed through the skin;
- Will make a suitable and sufficient assessment and monitor the amount of lead that employees absorb so that individuals whose work involves significant exposure to lead at work can be taken off such work before their health is affected, and can place employees under medical surveillance;
- Will ensure that employees do not eat, drink, or smoke in any place which is, or is liable to be, contaminated by lead. With the exception of specified drinking water arrangements;
- Will ensure high standards of personal hygiene are kept, including suitable and sufficient washing facilities, including showers where appropriate;
- Will, where a control measure is provided, ensure that, where relevant, it is maintained in an efficient state, in efficient working order, in good repair and in a clean condition;
- Will, in the case of engineering controls, ensure that thorough examination and testing of those controls is carried out. For local exhaust ventilation plant, this is at least once every 14 months, in any other case, at suitable intervals;
- Will, in the case of respiratory protective equipment (other than disposable respiratory equipment), ensure that thorough examination and, where appropriate, testing of that equipment is carried out at suitable intervals;
- Will keep a suitable record of the examinations and tests carried out, and of repairs carried out as a result of those examinations and tests, and that a record or a suitable summary thereof be kept available for at least 5 years from the date on which it was made;
- Will ensure that personal protective equipment, including protective clothing is properly stored in a well-defined place, checked at suitable intervals, and when discovered to be defective, repaired or replaced before further use;
- Will ensure that personal protective equipment, which may be contaminated by lead, is removed on leaving the working area and kept apart from uncontaminated clothing and equipment;
- Will ensure that equipment is subsequently decontaminated and cleaned or, if necessary, destroyed;
- Will, where the risk assessment indicates that any employees are liable to receive significant exposure to lead, ensure that the concentration of lead in air to which his employees are exposed is measured in accordance with a suitable procedure. Initially, monitoring will be completed at least every 3 months. Except where the exposure arises wholly or in part from exposure to lead alkyls, the interval between each occasion of monitoring may be increased to a maximum of 12 months where there has been no material change in the work or conditions of exposure since the

last occasion of monitoring, and the lead in air concentration for each group of employees or work area has not exceeded 0.10mg/m3 on the two previous consecutive occasions on which monitoring was carried out;

- Will ensure that a suitable record of monitoring is made and maintained and that the record or a suitable summary thereof is kept available for at least 5 years from the date of the last entry made in it;

- Will, where an employee is required to be under medical surveillance, ensure an individual record of monitoring is made, maintained and kept in respect of that employee;

- Will, on reasonable notice being given, allow an employee to access their personal monitoring record, and provide the Health and Safety Executive with copies if such monitoring records as may be required;

- Will ensure that each of employee who is or is liable to be exposed to lead is under suitable medical surveillance by a relevant doctor where the exposure of the employee is, or is liable to be, significant; the blood-lead concentration or urinary lead concentration of the employee is measured and equals or exceeds the levels detailed below; or a relevant doctor certifies that the employee should be under such medical surveillance;

  The levels referred to above are:

  - A blood-lead concentration of in respect of a woman of reproductive capacity, 20µg/dl, or in respect of any other employee, 35µg/dl; or
  - A urinary lead concentration of in respect of a woman of reproductive capacity, 20µg Pb/g creatinine, or in respect of any other employee, 40µg Pb/g creatinine.

- Will ensure that any medical surveillance is commenced before an employee is exposed to lead and in any event within 14 working days of such commencement, and is subsequently conducted at intervals of not more than 12 months or such shorter intervals as the relevant doctor may require (such as for a young person, or for a woman of reproductive capacity);

- Will provide employees with suitable and sufficient information, instruction and training, including details of the form of lead to which they are exposed, the risk which it presents to health, any relevant occupational exposure limit, action level and suspension level, access to any relevant data sheet, and other legislative provisions which concern the hazardous properties of that form of lead, the significant findings of the risk assessment, the appropriate precautions and actions to be taken by the employee in order to safeguard himself or other employees at the workplace, the results of any monitoring of exposure to lead and the collective results of any medical surveillance undertaken; and

- Will ensure that procedures are in place in order to protect the health of employees from an accident, incident or emergency.

Employees:

- Must not eat, drink or smoke in any place which he has reason to believe to be contaminated by lead;

- Must attend and follow the provided training, follow information, instructions and safe system of work in place;

- Must ensure they maintain high standards of personal hygiene and use the provided welfare facilities;

- Must attend any medical surveillance that is arranged; and

- Must report any accidents, incidents and emergencies as soon as is reasonably practicable.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Control of Lead at Work Regulations 2002

Resource(s)
L132: Control of Lead at Work. Control of Lead at Work Regulations 2002. Approved Code of Practice and Guidance

Further information and guidance is available at www.hse.gov.uk

LEGIONELLA

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. The risk increases with age, but some people are at higher risk including:

- People over 45 years of age;
- Smokers and heavy drinkers;
- People suffering from chronic respiratory or kidney disease;
- People with diabetes, lung and heart disease; and
- Anyone with an impaired immune system.

The bacterium *Legionella pneumophila* and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. They may also be found in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and spa pools.

If conditions are favourable, the bacteria may grow increasing the risks of Legionnaires' disease and it is therefore important to control the risks by introducing appropriate measures.

People contract Legionnaires' disease by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria. Certain conditions increase the risk from legionella if:

- The water temperature in all or some parts of the system may be between 20-45 °C, which is suitable for growth;
- Water is stored or sat for long periods in tanks and pipework or re-circulated;
- There are deposits that can support bacterial growth providing a source of nutrients for the organism, e.g. rust, sludge, scale, organic matter and biofilms; and
- It is possible for breathable water droplets to be created and dispersed, e.g. aerosol created by a cooling tower or water outlets.

The relevant dutyholder, such as the employer or person in control of the premises has responsibilities to manage Legionella bacteria, they:

- Will take suitable precautions to prevent or control the risk of exposure to legionella. Carry out a suitable and sufficient risk assessment to help establish any potential risks and implement measures to either eliminate or control those risks. A competent person with the necessary skills should conduct a risk assessment. This can be done by someone from within your own organisation or from someone outside, e.g. an external consultant.

- Will identify the risks in the water system, or a competent person who understands your water systems and any associated equipment should establish any possible exposure to legionella risks, as listed above, as part of a risk assessment. The risk assessment will include:

  - Management responsibilities, including the name of the competent person and a description of the systems;
  - Any potential risk sources;
  - Any controls currently in place to control risks;
  - Monitoring, inspection and maintenance procedures;
  - Records of the monitoring results, inspection and checks carried out; and
  - A review date.

  If it is decided that the risks are insignificant and are being properly managed to comply with the law, the assessment is complete. No further action is required, but it is important to review the assessment periodically in case anything changes in your system.

- Will consider whether the risk of legionella can be prevented in the first place by considering the type of water system needed, e.g. consider whether it is possible to replace a wet cooling tower with a dry air-cooled system. The key point is to design, maintain and operate water services under conditions that prevent or adequately control the growth of legionella bacteria. This includes, as appropriate:

    - Ensure that the release of water spray is properly controlled;
    - Avoid water temperatures and conditions that favour the growth of legionella and other micro-organisms;
    - Ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipework;
    - Avoid materials that encourage the growth of legionella. The Approvals Directory references fittings, materials, and appliances approved for use on the UK Water Supply System by the Water Regulations Advisory Scheme - WRAS);
    - Keep the system and the water in it clean; and
    - Treating water to either kill legionella bacteria (and other microorganisms) or limit their ability to grow.

- Will ensure that if a risk is identified that cannot be prevented, appropriate controls are implemented to control any risks from legionella by identifying:

    - The system(s), e.g. developing a written schematic;
    - Who is responsible for carrying out the assessment and managing its implementation;
    - The safe and correct operation of the system(s);
    - What control methods and other precautions will be used; and
    - What checks will be carried out to ensure risks are being managed and how often.

- Will develop a suitable management plan to manage legionella on the premises. For businesses with five or more employees, a record should be documented of any significant findings, including any groups of employees identified by it as being particularly at risk and the steps taken to prevent or control risks. If there are less than five employees, then it is not necessary to write anything down, although it is useful to keep a written record of what has been done. Records should include details about:

    - The person or people responsible for conducting the risk assessment, managing, and implementing the written scheme;
    - Any significant findings of the risk assessment;
    - The written control scheme and its implementation; and
    - The results of any inspection, test or check carried out, and the dates. This should include details about the state of operation of the system, i.e. in use/not in use.

    These records should be retained throughout the period for which they remain current and for at least two years after that period. Records kept in accordance with the last bullet point above should be retained for at least five years.

- Will review the assessment and management plan at regular intervals and revise them as necessary.

Employees:

- Must co-operate with the arrangements implemented for the management of legionella in the workplace.

- Must notify the dutyholder if there any defects or shortcoming in their arrangements.

See Section 2 – Organisation, for Management Structure and Responsibilities.

See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

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

Resource(s)
L8: Legionnaire's Disease: The Control of Legionella Bacteria in Water Systems - Approved Code of Practice and Guidance
HSG274 Pt 1 – The control of Legionella bacteria in evaporative cooling systems
HSG274 Pt 2 – The control of Legionella bacteria in hot and cold water systems
HSG274 Pt 3 – The control of Legionella bacteria in other risk systems
INDG 458 – Legionnaire's Disease: A Brief Guide for Dutyholders

Further information and guidance is available at www.hse.gov.uk

LIFTING OPERATIONS AND LIFTING EQUIPMENT

Lifting equipment is defined as work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it. Examples include vehicle tail lifts, hoists, the front end loader on a tractor and forklift trucks.

Lifting accessories are defined as lifting equipment for attaching loads to machinery for lifting. Examples include slings, lifting straps and chains.

Employers:

- Will ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is provided, and with regard to the working conditions and the risks to the health and safety of persons in the premises or undertaking in which the equipment is to be used;
- Will ensure that lifting equipment and accessories are of adequate strength and stability for each load, having regard in particular to the stress induced at their mounting or fixing point;
- Will ensure that lifting equipment for lifting persons is suitable to prevent a person using it being crushed, trapped or struck or falling from the carrier, has suitable devices to prevent the risk of a carrier falling and is such that a person trapped in a carrier is not exposed to danger and can be freed;
- Will ensure that lifting equipment is positioned or installed in such a way as to reduce as low as reasonably practicable the risk of the equipment or a load striking a person, or from a load drifting, falling freely or being released unintentionally, and it is otherwise safe;
- Will ensure that there are suitable devices to prevent a person falling down a shaft or hoistway;
- Will ensure that machinery and accessories for lifting loads are clearly marked to indicate their safe working loads;
- Will ensure that work equipment is marked in a clearly visible manner with any markings appropriate for reasons of health and safety;
- Will ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner;
- Will ensure that before lifting equipment is put into service for the first time that it is thoroughly examined for any defect, unless it has not been used before and is supported by an EC Declaration of Conformity not more than 12 months old, or if it has been obtained from another undertaking and physical evidence is provided that it has been thoroughly examined;
- Will, where the safety of lifting equipment depends on the installation conditions, ensure it is thoroughly examined after installation and before being put into service for the first time, and after assembly and before being put into use at a new site or location;
- Will ensure that lifting equipment which is exposed to conditions causing deterioration which is liable to result in dangerous situations is thoroughly examined at least every 12 months (at least every 6 months in the case of lifting equipment for lifting persons or a lifting accessory), or each time that exceptional circumstances have occurred. Periodic inspections will be carried out between thorough examinations by a competent person to ensure that any deterioration can be detected and remedied in good time;
- Will ensure that defective lifting equipment is not used; and

- Will keep information relevant to all lifting equipment used or available for use, for example, the EC Declaration of Conformity, and every thorough examination and inspection report for up to 2 years.

A person making a thorough examination for an employer:

- Will notify the employer forthwith of any defect in the lifting equipment which it their opinion could become a danger to persons and follow this up with a report in writing; and

- Will, if there is an imminent risk of serious personal injury, send a copy of the above report to the relevant enforcing authority.

Employees:

- Must attend and follow training, information provided, instructions and safe systems of work;

- Must not misuse any equipment provided to them for their safety; and

- Must report any failure of lifting equipment or accessories as soon as it is reasonable to do so.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Lifting Operations and Lifting Equipment Regulations 1998

Resource(s)
L113: Safe Use of Lifting Equipment. Lifting Equipment and Lifting Operations Regulations 1998. Approved Code of Practice and Guidance
L117: Rider-operated Lift Trucks. Operator Training and Safe Use

Further information and guidance is available at www.hse.gov.uk

LONE WORKING

The definition of lone working is an employee who works by themselves without close or direct supervision. Lone working is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

Employers:

- Will assess the risks to lone workers and take steps to avoid or control risks where necessary. Some tasks may be too difficult or dangerous to be carried out unaccompanied, e.g. work in a confined space. In such cases, the employer will arrange assistance;
- Will involve workers when considering potential risks and measures to control them;
- Will take steps to ensure risks are removed where possible, or put in place control measures, e.g. carefully selecting work equipment to the ensure the worker is able to perform the required tasks in safety;
- Will provide suitable and sufficient instruction, training and supervision to control, guide and help, particularly for lone workers faced with uncertain situations, and set limits to what can and cannot be done whilst working alone;
- Will review risk assessments periodically or when there has been a significant change in working practice;
- Will, where a lone worker is working at another employer's workplace, inform that other employer of the risks and control measures;
- Will consider both routine and foreseeable emergencies that may impose additional physical and mental burdens on an individual;
- Will take into account an individuals' medical fitness for lone working; and
- Will establish emergency procedures and ensure lone workers are provided with information and are trained in their implementation, e.g. arrangements for access to first aid facilities.

Employees:

- Must attend and follow training provided, follow safe systems of work, assessments and emergency procedures that are in place;
- Must take reasonable care of themselves and other people who are affected by their work activities; and
- Must co-operate with their employers with regards to lone working requirements.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Health and Safety at Work Etc. Act 1974
Management of Health and Safety at Work Regulations 1999

Resource(s)

Further information and guidance is available at www.hse.gov.uk

MANUAL HANDLING

The employer has a responsibility to avoid or reduce risks to employees from manual handling operations.

Managers:

- Will ensure, in the work areas for which they have responsibility, that manual handling operations are avoided, so far as is reasonably practicable. This may involve ensuring that mechanical handling equipment is available, maintained and used appropriately by those under their control;

- Will ensure, where manual handling operations cannot be avoided, that they have assessed the task and satisfied themselves that the manual handling operation cannot be avoided. This may involve carrying out a risk assessment; and

- Will ensure, for those manual handling operations which remain, that health and safety risks are reduced so far as is reasonably practicable. This may involve introducing job rotation schemes or ensuring that team lifting practices are employed etc. Manual handling training courses are widely available and must also be considered.

Employees:

- Must use the appropriate mechanical handling equipment, where it is available, to avoid the need for manual handling. Any deficiency in the equipment must be reported to their Supervisor or Manager;

- Must assist their Manager in carrying out manual handling risk assessments detailed above; and

- Must ensure that, for the manual handling tasks which remain, that they are undertaken in accordance with any training and instruction they have received. You must be mindful of your own abilities when lifting and carrying etc., and not put yourself at increased risk.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Manual Handling Operations Regulations 1992 (as amended)

Resource(s)
L23: Manual Handling. Manual Handling Operations Regulations 1992 (as Amended). Guidance on Regulations
HSG60: Upper Limb Disorders in the Workplace
HSG115: Manual Handling 'Solutions You Can Handle'

Further information and guidance is available at www.hse.gov.uk

MONITORING PERFORMANCE

Monitoring and reporting are important parts of any health and safety management system. Checking that risks are being effectively managed is vital is any organisation.

Employers:

- Will demonstrate commitment to the process;
- Will ensure that systems are in place to report performance upwards, so that management are assured that legal compliance is achieved and maintained;
- Will ensure that systems are in place to report serious incidents upwards immediately;
- Will monitor the design, development, installation and operation of management arrangements by arranging, for example, the routine inspection of premises, plant and equipment, health surveillance (where applicable), and planned function check regimes for key pieces of plant to prevent dangerous situations being realised and/or harm to employees;
- Will monitor the evidence of poor health and safety practice, for example, investigating accidents and incidents and monitoring cases of ill-health and sickness absence records, such that lessons can be learnt and transferred to other parts of the business. It will also be necessary to review, and if necessary revise, risk assessments and associated documents;
- Will provide leadership and management that supports and embraces working towards a positive health and safety culture;
- Will ensure employees are trained and skilled for the work they are expected to undertake;
- Will consult with employees on health and safety matters, their risks posed by their work, and the preventative and protective measures in place; and
- Will access competent health and safety advice, as required.

Employees:

- Must attend training provided by the employer and follow the training that has been provided;
- Must communicate with the employer on matters of health and safety;
- Must advise their Supervisor or Manager of any health and safety concerns or defects;
- Must report accidents, incidents and dangerous occurrences/near misses;
- Must follow instructions provided by their employer for their health, safety and welfare; and
- Must ensure their working does not affect the safety of themselves or any person who may be affected by their acts or omission.

The Safety Representatives and Safety Committees Regulations 1977 only apply to those organisations that have recognised trade unions for collective bargaining purposes. The union may appoint safety representatives from among the employees and notify the employer in writing. The representatives fulfil several functions including investigating the causes of accidents, carrying out inspections and attending safety committee meetings. Representatives will be permitted time off with pay to fulfil these functions and to undergo health and safety training.

The Health and Safety (Consultation with Employees) Regulations 1996 were introduced to ensure that employees working in organisations without recognised trade unions would still be consulted on health and safety matters. Employees will be consulted either on an individual basis or through employee safety representatives elected by the workforce. The function of these safety representatives are similar to those outlined above, as are the rights to health and safety training. The employer will consult on issues including the introduction of any measure or change which may substantially affect employees' health and safety, any information resulting from risk assessments or their resultant control measures and the planning and organisation of any health and safety training required by legislation.

See Section 2 – Organisation, for Management Structure and Responsibilities.

Reference(s)
Management of Health and Safety at Work Regulations 1999
Safety Representatives and Safety Committees Regulations 1977
Health and Safety (Consultation with Employees) Regulations 1996

Resource(s)
L146: Consulting Workers on Health and Safety. Safety Representatives and Safety Committees Regulations 1977 (as Amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as Amended). Approved Code of Practice and Guidance
HSG 65: Managing for Health and Safety

Further information and guidance is available at www.hse.gov.uk

NOISE

Working in a noisy environment may result in the ill health of employees, including:

- Temporary or permanent damage to hearing, including noise induced hearing loss;
- Fatigue and stress;
- Tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition that can lead to disturbed sleep.

All of the above may result in lower than normal performance in the workplace and so in addition to preventing ill health there are real commercial benefits to be obtained from a noise control programme.

The employer has a responsibility to avoid or reduce risks to employees from noise to as low a level as reasonably practicable.

Managers:

- Will ensure that all noise hazards within their area of control are identified. In addition they must estimate, and where necessary measure, likely exposure;
- Will identify relevant control measures and record findings in an action plan. The aim is to protect employees by eliminating or reducing risks using good practice and ensuring that no legal limits are exceeded;
- Will provide hearing protection for those at risk (having already given consideration to other means of noise control) as well as providing and managing hearing protection zones;
- Will consult workers, and/or their safety representatives and allow their participation and provide information, instruction and training about the noise risks, control measures in place, the hearing protection provided and safe working practices;
- Will provide health surveillance (hearing checks) for those at risk and use the results to review controls and further protect individuals;
- Will maintain any noise-control equipment and hearing protection, and ensure that anything supplied is fully and properly used; and
- Will review the arrangements for control of noise at work whenever there is a change to a work practice, a change in noise exposure or new ways are uncovered to reduce risks.

Employees:

- Must co-operate with the arrangements for the control of noise at work, including attending for hearing checks;
- Must use the nose control measures provided and report any defects; and
- Must make full and proper use of the hearing protection provided, especially where its use is mandatory.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7– Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Control of Noise at Work Regulations 2005

Resource(s)
L108: Controlling Noise at Work. Control of Noise at Work Regulations 2005. Guidance on Regulations

Further information and guidance is available at www.hse.gov.uk

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment covers all required personal safety equipment which is intended to be worn or held by a person at work which protects against one or more risks to their health and safety, and any addition or accessory designed to meet that objective. This includes clothing affording protection against the weather.

Employers:

- Will ensure that suitable personal protective equipment is provided, free of charge, to employees who may be exposed to a risk to their health and safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective;
- Will ensure that where the presence of more than one risk to health or safety makes it necessary for employees to wear or use more than one item of personal protective equipment simultaneously, such equipment is compatible and continues to be effective against the risk or risks in question;
- Will, before providing any personal protective equipment, ensure that an assessment is made to determine that it will be suitable;
- Will ensure that any personal protective equipment provided to employees is maintained (including being replaced or cleaned as appropriate) in an efficient state, in efficient working order and in good repair;
- Will ensure that appropriate accommodation is provided for personal protective equipment when it is not being used;
- Will ensure that employees are provided with such information, instruction and training as is adequate and appropriate to enable them to know the risks which the personal protective will avoid or limit, the purpose and manner in which it is to be used, and any action to be taken by them to ensure that the equipment remains fit for use; and
- Will take reasonable steps to ensure that any personal protective equipment provided is properly used.

Employees:

- Must use any personal protective equipment in accordance both with any training received and instructions given;
- Must take all reasonable steps to ensure that personal protective equipment is returned to the accommodation provided for it after use;
- Must report any loss or obvious defect to their employer immediately; and
- Must not misuse or wilfully damage any personal protective equipment provided for their safety.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7– Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Personal Protective Equipment at Work Regulations 1992 (as amended)
Personal Protective Equipment at Work (Amendment) Regulations 2022

Resource(s)
L25: Personal Protective Equipment at Work. Personal Protective Equipment at Work Regulations 1992 (as Amended). Guidance on Regulations
HSG53: Respiratory Protective Equipment at Work
HSG262: Managing Skin Exposure Risks at Work

Further information and guidance is available at www.hse.gov.uk

PRESSURE SYSTEMS

A pressure system can be defined as:

i. one or more pressure vessels of rigid construction, and any associated pipework and protective devices;
ii. pipework with its protective devices to which a transportable pressure receptacle is, or is intended to be connected; or
iii. a pipeline and its protective devices.

Which contain or are liable to contain a relevant fluid, but does not include a transportable pressure receptacle.

A relevant fluid can be defined as:

i. steam;
ii. any fluid or mixture of fluids which is at a pressure greater than 0.5 bar above atmospheric pressure; or
iii. a gas or mixture of gases, or a liquid which would turn into a gas if system failure occurred. This covers compressed air as well as other compressed gases, i.e. nitrogen, acetylene and oxygen.

The employer/user:

- Will only operate a pressure system, or allow it to be operated, if safe working limits have been established and communicated;
- Will only operate a pressure system, or allow it to be operated, if a written scheme for the periodic inspection of it (its pressure vessels, pipelines and protective devices) has been drawn up by a competent person;
- Will ensure that those parts of a pressure system included in the scheme of examination are examined by a competent person within the intervals specified in the scheme, and before the system is used for the first time;
- Will not operate, or allow the operation of, a pressure system than has failed an examination, unless the repairs, modifications or changes to the established safe operating limits specified in the examination have been completed;
- Will not operate, or allow the operation of, a pressure system after the expiry date of examination, unless a later date is agreed in writing with the competent person;
- Will provide for any person operating the system adequate and suitable instructions for the safe operation of the system and the action to be taken the event of any emergency;
- Will take reasonable steps to ensure that the system is only operated in accordance with the instructions provided;
- Will ensure that the system is properly maintained in good repair, so as to prevent danger; and
- Will keep records including the last examination by a competent person, any previous reports containing information assessing whether the system is safe to operate, or about any repairs or modifications.

The competent person:

- Will, if they are of the opinion that the pressure system or part of the pressure system being examined will give rise to imminent danger unless certain repairs, modifications or changes to the operating conditions are made, report this is writing to the user. The competent person will send a written report containing the same details to the relevant enforcing authority.

Employees:

- Must follow the information in place to support the safe use of the equipment;
- Must not use the equipment unless they have been instructed, trained, shown how to use it to a level they require to safely use;
- Must attend training/information sessions provided and follow the training/information provided at all times;
- Must not modify the equipment unless they have been authorise by their employer as competent to do so;
- Must not misuse or interfere with the equipment provided; and
- Must report any concerns or defects to their Supervisor or Manager immediately.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7– Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Pressure Systems Safety Regulations 2000

Resource(s)
L122: Safety of Pressure Systems. Pressure Systems Safety Regulations. Approved Code of Practice
HSG39: Compressed air safety
HSG139: Safe use of compressed gases in welding, flame cutting and allied processes

Further information and guidance is available at www.hse.gov.uk

SAFETY SIGNS AND SIGNALS

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to use a safety sign where there is a significant risk to health and safety that has not been avoided or controlled by the methods required under other relevant law, provided use of a sign can help reduce the risk.

Safety signs are not a substitute for those other methods of controlling risks such as engineering controls and safe systems of work, but may be of importance to reduce any residual risk after other controls have been put into place.

The requirements apply to all workplaces and to all activities where people are employed, but exclude signs used in connection with transport or the supply and marketing of dangerous substances, products and equipment. The Regulations require, where necessary, the use of road traffic signs in workplaces to regulate road traffic.

There are four different types of sign:

Prohibition

A sign prohibiting behaviour likely to increase or cause danger, for example, 'no access for unauthorised persons'.

Warning

A sign giving warning of a hazard or danger, for example, 'danger electricity'.

Mandatory

A sign prescribing specific behaviour, for example, 'eye protection must be worn'.

Emergency escape or first aid

A sign giving information on emergency exits, first aid, or rescue facilities, for example, 'emergency exit/escape route'.

Hazards should be controlled as far as practicable by other means such as engineering controls, or safe systems of work. However, when this isn't possible:

Employers:

- Will ensure a suitable and sufficient assessment of the risks has been undertaken and that all necessary controls have been identified and put into place;
- Will make certain appropriate information/instruction/training is provided so that all employees understand the safety signs signals, hand instructions, and audible alarms are understood;

- Will maintain safety signs, signals, and alarms so that they work as required, for example, sounding alarms, cleaning signs;
- Will use the correct type of signs as is required;
- Will, where pipes/containers are not obvious as to what they hold/transport, ensure that they are appropriately marked as to the dangerous substance within, for example, mains gas or steam;
- Will identify rooms/enclosures/stores where amounts of dangerous substances or preparations are held, for example, chemical stores or spray stores;
- Will use signs or signals that are appropriate to the environment, for example, an alarm with no ignition source in an explosive atmosphere/environment; and
- Will locate signs in a way so as to not cause confusion, for example, not place too many signs too closely together, or not using an acoustic signal if there is too much ambient noise to hear it.

Employees:

- Must follow any safe systems of work in place;
- Must co-operate with their employer;
- Must not interfere with any signs or signals that are put in place for their health, safety and welfare; and
- Must report to their Supervisor or Manager any defective signs as soon as possible.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7– Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Health and Safety (Safety Signs and Signals) Regulations 1996

Resource(s)
L64: Health and Safety (Safety Signs and Signals) Regulations 1996. Guidance on Regulations

Further information and guidance is available at www.hse.gov.uk

STRESS

The definition of stress is 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. There is a clear distinction between pressure, which can be a motivating factor, and stress, which can occur when this pressure becomes excessive. The pressure that can be withstood can be different for all employees. Anyone working under pressure due to workload, excessive expectations from management or bullying and harassment may be at risk of stress. Whilst it is accepted that pressures outside the workplace can cause stress there is still a duty to ensure that working practices are not exacerbating an existing condition.

Work-related stress is a major cause of occupational ill health, poor productivity and human error. That means increased sickness absence, high staff turnover and poor performance, and a possible increase in accidents due to human error.

The purpose of this policy is to identify who is responsible, and what they must do, in order to minimise any exposure to situations that may result in stress. The employer has a responsibility to reduce the likelihood of stress wherever possible.

Employers:

- Will conduct and implement recommendations of risks assessments within their area of control as required under the Management of Health and Safety at Work Regulation 1999, Regulation 3: employees are required '*to assess the risk of stress-related ill health arising from work activities*'. NB Any individual risk assessments must be held in line with the Data Protection Act and not in the Health and Safety file;

- Will ensure good communication between management and staff, particularly where there are organisational and procedural changes;

- Will ensure that staff are fully trained to enable them to undertake their duties, and that meaningful developmental opportunities are provided where possible;

- Will monitor workloads, working hours and holidays to ensure that people are not overloaded and are taking their full entitlements and ensure that bullying and harassment is not tolerated in the workplace;

- Will attend training as required in good management practice and health and safety; and

- Will have an 'open door policy', be vigilant and offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation.

Employees:

- Must inform management as soon as practicable if they feel they may be suffering from work-related stress. If non work-related stress is causing upset they must also be encouraged to advise management;

- Must inform their employer if they feel the pressure of the job is putting them or anyone else at risk of ill health, or if they are suffering from a medical condition that appears to be long-term and is affecting ability to carry out day to day tasks, including memory and learning;

- Must co-operate with management in the carrying out of risk assessments, and work with management to agree a realistic and workable solution. This means taking an active part in any opportunities for discussion when the risk assessment is carried out to be involved in any decisions that are made. This may include discussions of any reasonable adjustments that could be made to assist in performing a job. Full consideration and where possible attendance must be given to any counselling or stress management courses the employer suggests; and

- Must ensure they read/listen carefully to all communications from management to make sure any changes or reasons for changes are fully understood.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 – Risk Assessments.

Reference(s)
Health and Safety at Work etc. Act 1974
Management of Health and Safety at Work Regulations 1999

Resource(s)
HSG218: Managing the causes of work related stress

Further information and guidance is available at www.hse.gov.uk

VIBRATION

Exposure to hand-arm or whole-body vibration at work may result in a number of ill health conditions or injuries. Personnel who are engaged in operations where they may be exposed to hand-arm or whole-body vibration, for example, when using hand held tools or when driving vehicles, as a significant part of their normal work, may be at risk. Employers have a responsibility to avoid or reduce risk associated with vibration at work.

Managers:

- Will ensure, in the work areas for which they have responsibility, that hand-arm or whole body vibration is avoided, so far as is reasonably practicable. This may involve ensuring that work equipment is appropriately selected for the intended use, maintained and used appropriately by those in their control;

- Will ensure that, for any operation where hand-arm or whole body vibration is likely to lead to exposure, that the work equipment has been selected in order to reduce that risk, so far as is reasonably practicable. For example, when purchasing new work equipment, ensure vibration magnitude is a criterion for selection;

- Will ensure, where vibration exposure cannot be avoided, that they have assessed the task and satisfied themselves that the vibration exposure cannot be avoided. This may involve carrying out a risk assessment; and

- Will ensure, for those vibration exposures that remain, that health and safety risks are reduced so far as is reasonably practicable. This may involve introducing job rotation schemes or health surveillance regimes, and will require that employees are instructed and trained why and how to detect and report signs of injury.

Employees:

- Must use work equipment as they have been shown and instructed to reduce exposure to vibration. Any deficiency in the equipment must be reported to their Supervisor or Manager;

- Must assist their Manager in carrying out vibration risk assessments detailed above; and

- Must ensure, for vibration exposures that remain, that they are reduced as far as is reasonably practicable in accordance with any training and instruction they have received.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Control of Vibration at Work Regulations 2005

Resource(s)
L140 Hand-arm Vibration: Control of Vibration at Work Regulations. Guidance on Regulations
L141 Whole-body Vibration: Control of Vibration at Work Regulations. Guidance on Regulations
HSG170: Vibration Solutions

Further information and guidance is available at www.hse.gov.uk

WORK AT HEIGHT

The Work at Height Regulations 2005 define working at height as 'work at any place, including a place at or below ground level; obtaining access to or egress from such a place while at work, except by a staircase in a permanent workplace, where, if measures required by these Regulations were not taken, a person could fall a distance liable to cause personal injury'.

The employer/those in control of any work at height activity have a responsibility to avoid work at height wherever possible, e.g. a window cleaner using a pole system rather than a ladder.

However, where work at height cannot be avoided, they:

- Will ensure that work at height is properly planned, appropriately supervised and so far as is reasonably practicable carried out in a way that is safe;
- Will ensure work at height activities are considered, and suitable and sufficient assessments of the risks are undertaken;
- Will ensure that employees who are required to work at height are competent to do so, or if being trained, are being supervised by a competent person;
- Will ensure suitable and sufficient measures are in place to prevent so far as is reasonably practicable any person falling a distance liable to cause personal injury;
- Will select the most appropriate work at height equipment for the task, giving priority to collective protection over personal protection measures;
- Will prevent work on/near fragile surfaces or, where this is not reasonably practicable, ensure a suitable support and protection system is used;
- Will take sufficient steps to prevent so far as is reasonably practicable the fall of any article or object;
- Will restrict access to danger areas, where there is a risk of falls or being hit by a falling object;
- Will ensure that work at height is carried out only when the weather conditions do not jeopardise the health and safety of persons involved;
- Will ensure that, where the safety of work equipment depends on how it is installed or assembled, it is not used after installation of assembly unless is has been inspection;
- Will ensure that work equipment exposed to conditions causing deterioration which is liable to result in danger is inspected at suitable intervals and each time exceptional circumstances have occurred;
- Will ensure that a working platform used for construction work and from which a person could fall 2 metres or more, is not used unless it has been inspected in that position, or in the case of mobile work equipment on that site, within the previous 7 days; and
- Will ensure that the results of inspections are recorded and kept until a next one is made.

Employees:

- Must report any unsafe activity or defect relating to working at height;
- Must use any work equipment or safety device provided for working at height as they have been shown or instructed;

- Must follow any training that has been provided; and
- Must follow any safe systems of work and/or method statements that are in place, including any requirements or prohibitions imposed.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Work at Height Regulations 2005

Resource(s)
HSG33: Health and safety in roof work

Further information and guidance is available at www.hse.gov.uk

WORK EQUIPMENT

The definition of work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which employees provide for their own use at work. The use of work equipment is also very widely interpreted and means any activity involving work equipment and including starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

The definition of mobile work equipment is any work equipment which carries out work while it is travelling or which travels between different locations where it is used to carry out work. It may be self-propelled, towed or remote controlled and may incorporate attachments, e.g. a tractor, forklift truck, van, etc.

The employer/those in control of work premises have a responsibility to ensure that work equipment, including mobile work equipment, is suitable and sufficient for the task it is being used.

Employers:

- Will ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is used or provided, having regard to the working conditions, and to the risks to the health and safety of persons, which exist in the place it is used;
- Will ensure that work equipment is only used for operations, and under conditions, for which it is suitable;
- Will ensure that work equipment is maintained in an efficient state, in efficient working order and good repair. Where machinery has a maintenance log, this will be kept up to date;
- Will ensure that, where the safety of work equipment depends on the installation conditions, it is inspected after installation (each time if able to be relocated) to ensure it is safe to operate;
- Will ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected at suitable intervals and each time that exceptional circumstances liable to jeopardise safety have occurred;
- Will ensure that inspection records are made and recorded and are kept until the next one is made;
- Will, where the use, repair or maintenance of work equipment is likely to involve a specific risk to health or safety, ensure that the use, repair or maintenance of that work equipment is restricted to those persons given the respective task. The employer will ensure those designated persons have received adequate training;
- Will ensure that all persons who use, Supervise or Manage, work equipment have available to them adequate health and safety information and, where appropriate, written instructions pertaining to the use of the work equipment;
- Will ensure that all persons who use, Supervise or Manage, work equipment have received adequate training for purposes of health and safety, e.g. the risks of use and precautions to be taken;
- Will ensure that an item of work equipment has been designed and constructed in compliance with any essential requirements, e.g. is CE Marked and has appropriate warning labels attached;
- Will ensure that measures are taken which are effective to prevent access to any dangerous part of machinery, or stop the movement of any dangerous part before any person enters a danger zone. The hierarchy of measures follows:

  - Fixed guards;
  - Other guards and protection devices;
  - Jigs, holders, lush-sticks or similar protection appliances; then
  - Information, instruction, training and supervision.

- Will ensure guards and protection devices:

  - Are suitable for the purpose provided;
  - Of good construction, sound materials and adequate strength;
  - Are maintained in an efficient state, in efficient working order and good repair;
  - Will not give rise to an increased risk to health and safety;
  - Cannot be easily bypassed or disabled;
  - Are situated a sufficient distance from the danger zone;
  - Do not restrict the view of the operating cycle of the machinery, where such a view is necessary; and
  - Are so constructed or adapted that they allow the fitting or replacement of part, or maintenance work, restricting access to the allowed area, without having to dismantle the guard or protection device.

- Will take measures to ensure that the exposure of a person using work equipment to any specified hazard is either prevented, or where this is not reasonably practicable, adequately controlled. Specified hazards include:

  - An article or substance falling or being ejected from work equipment;
  - Rupture or disintegration of parts of work equipment;
  - Work equipment catching fire or overheating;
  - The unintended or premature discharge of any article or substance produced, used or stored in the work equipment; or
  - The unintended or premature explosion of the work equipment or any article or substance.

- Will ensure that protection is in place where work equipment, parts of work equipment or any article or substance produced, used or stored is at a high or very low temperature;

- Will ensure that, where appropriate, work equipment is provided with one or more controls to start the work equipment, or control any change in speed, pressure or other operating conditions;

- Will ensure that, where appropriate, work equipment is provided with one or more readily accessible stop controls, the operation of which, will bring the work equipment to a safe condition in a safe manner;

- Will ensure that, where appropriate, work equipment is provided with one or more readily accessible emergency stop controls, unless it is not necessary by reason on the nature of the hazards and the time taken for the work equipment to come to a complete stop;

- Will ensure that all controls for work equipment are clearly visible and identifiable, including by appropriate marking where necessary;

- Will, except where necessary, ensure that no control for work equipment is in a position where any person operating the control is exposed to risk, and that safe systems of work and/or audible, visible or other suitable warning is given whenever work equipment is about to start;

- Will ensure that, where appropriate, work equipment is provided with suitable means to isolate it from all its sources of emergency. Appropriate measures also ensure that re-connection of any energy does not expose any person using the work equipment to danger;

- Will ensure that work equipment is stabilised by clamping or otherwise where necessary for purposes of health and safety;

- Will ensure that suitable and sufficient lighting, which takes account of the operations to be carried out, is provided at any place where a person uses work equipment;

- Will take appropriate measures to ensure that work equipment is constructed or adapted that, so far as is reasonably practicable, maintenance operations which involve a risk to health and safety can be carried out while the work equipment is shut down, or in other cases without exposing person to danger; and

- Will ensure that work equipment is marked in a clearly visible manner with any marking, and incorporates any warnings or warning devices, appropriate for reasons of health and safety.

Specifically for mobile work equipment, employers:

- Will ensure that no employee is carried by mobile work equipment unless it is suitable for carrying persons and it incorporates features for reducing risks to as low as reasonably practicable;

- Will ensure the risk of roll over is minimised and, where there is a risk of overturning, ensure any person being carried are protected, for example, by providing a roll over protective structure and enforcing the use of seatbelts;

- Will ensure self-propelled equipment has facilities for preventing it being started by an unauthorised person, can be controlled safely with braking and stopping devices, adequate driver vision and where necessary adequate lighting; and

- Will ensure adequate guards are attached to drive shafts that power accessories for mobile work equipment.

Further Regulations exist specific to power presses.

Employees:

- Must follow safe systems of work and any other instructions, or training provided to them;

- Must report as soon as is possible any damaged equipment, and take it out of use until it is repaired or replaced; and

- Must not misuse any work equipment.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Provision and Use of Work Equipment Regulations 1998

Resource(s)
L22: Safe Use of Work Equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and Guidance
L112: Safe Use of Power Presses. Provision and Use of Work Equipment Regulations 1998 as Applied to Power Presses. Approved Code of Practice and Guidance
L114: Safe Use of Woodworking Machinery. Provision and Use of Work Equipment Regulations 1998 as Applied to Woodworking Machinery. Approved Code of Practice and Guidance

Further information and guidance is available at www.hse.gov.uk

WORKING TIME

The Working Time Regulations 1998 implement the European Working Time Directive into British law. Enforcement of the legislation is split between the Arbitration, Conciliation and Advisory Service (ACAS) and the Health and Safety Executive (HSE). ACAS usually advise on time off, rest break entitlements, paid annual leave entitlements, whereas the HSE advise on maximum weekly working time limit, night working limits, and health assessments for night workers.

To ensure the health, safety and welfare of their employees the employer has a responsibility to ensure that the following points are complied with.

Maximum Weekly Working Time limits

- An adult workers working time, including overtime, shall not exceed an average of 48 hours for each 7 days. A young workers working time must not exceed 8 hours a day and 40 hours in a 7 day period (normally Monday to Sunday). A young worker is a 16 or 17 year old;
- If an adult worker may be required to work in excess of 48 hours per week at any time, draw up and ask them to sign an individual opt out agreement. Young workers cannot sign individual agreements; and
- Records of actual hours worked must be kept by the employer for 2 years.

Night Working Limits

- A night workers normal hours of work in any reference period shall not exceed an average of 8 hours for each 24 hours; and
- Young workers cannot work between 10pm and 6am.

Health Assessments

- An employer shall not assign night work to an adult worker unless the worker will have the opportunity of a free health assessment before taking up the assignment. The Regulations do not stipulate who is permitted to carry out the health assessment.

Daily Rest

- An adult worker is entitled to a rest period of not less than 11 consecutive hours in each 24 hour period; and
- A young worker is entitled to 12 consecutive hours rest in each 24 hour period.

Weekly Rest

- An adult worker is entitled to an uninterrupted rest period of not less than 24 hours in each 7 day period; and
- A young worker is entitled to not less that 48 hours uninterrupted rest in each 7 day period.

Rest Breaks

- Where an adult worker's daily working time is more than six hours, he is entitled to a rest break of 20 minutes; and
- Where a young worker's daily working time is more than 4½ hours, he is entitled to a rest break of 30 minutes.

Annual Leave

- The statutory holiday entitlement is 5.6 weeks (28 days if you work a five day week, pro-rota for those working part-time); and
- The holiday entitlement is inclusive of bank holidays.

Employers should have a disciplinary/grievance procedure in place. Whereby any employee who has any queries, or concerns should seek redress through the procedure prior to going to an Employment Tribunal.

Employees:

- Must follow all policies and procedures in place;
- Must apply for any leave as per the procedure in place at your work, and be aware that any leave booked that is outside the scope of the procedure could be rejected by your employer; and
- Must give sufficient notice in writing of any request for working changes, for example, consideration for flexible working.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 – Risk Assessments.

Reference(s)
Working Time Regulations 1998

Resource(s)
HSG256: Managing shift work. Health and safety guidance

Further information and guidance is available at www.hse.gov.uk and www.acas.org.uk

WORKPLACE (HEALTH, SAFETY AND WELFARE)

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to almost all workplaces (except those involving construction work on construction sites, those in or on a ship, or those below ground level at a mine, which have their own specific Regulations). The Regulations include common parts of shared buildings such as industrial estates where there are shared office facilities.

Employers and people other than employers have a duty under these Regulations, if they have control, to any extent, of a workplace, for example, owners of premises, landlords or managing agents of business premises. People other than employees have limited duties to matters which are within their control.

The employer (and people other than employers where relevant) have a responsibility to keep the workplace in a suitable manner for the health, safety and welfare of employees.

Employers:

- Will encourage collaboration with employees to help maintain health and safety in a practical way;
- Will ensure buildings and structures are capable of supporting all foreseeable loads, including environmental loads such as wind and snow. This includes modifications, extensions or conversions;
- Will maintain workplace equipment, devices and systems so that they remain in an efficient state, in efficient working order and in a good state of repair, e.g. emergency lighting, fencing, anchorage points for safety harnesses, devices to limit the opening of windows;
- Will ensure there is effective and suitable ventilation at the workplace. This can be via fresh or purified air;
- Will ensure that there is a reasonable workplace temperature inside the building. This should be at least 16°C, or 13°C if working in a physically demanding job. This is the case unless there is a requirement for lower working temperatures, such as working in a cold store;
- Will ensure that every workplace has suitable and sufficient lighting. Where possible this is with natural lighting. Suitable and sufficient emergency lighting will be provided particularly where those at work are specifically exposed to danger in the event of failure of artificial lighting;
- Will ensure that the workplace is designed and built with materials that are able to be cleaned, and the workplace will be kept clean, so far as is reasonably practicable;
- Will ensure that there are suitable and sufficient waste receptacles, and any waste is appropriately disposed of;
- Will ensure that where persons work, the room shall have sufficient floor area, height and unoccupied space for allowing freedom of movement;
- Will ensure that workstations are laid out to ensure appropriate room for working. Suitable seating will be provided at the workplace where the task requires it and possible to do so;
- Will ensure that all floors, traffic routes are of suitable construction such that the floor or surface of the traffic route is suitable for the purpose for which it is used. So far as is reasonably practicable floors and traffic routes will be kept free from obstruction and any particular/substance which may cause a person to slip, trip or fall;

- Will ensure where there are tanks, pits, or structures that pose a risk from falling into a dangerous substance (e.g. grain silo), they are securely covered or fenced;

- Will ensure that windows/translucent/transparent doors, gates and walls are protected against breakage, and to ensure it is apparent. Where glass has the potential to break, it must break safely;

- Will ensure that any windows, skylights, and ventilators that can be opened, closed or adjusted will not cause risk to health and safety. Such windows, skylights should be able to be cleaned in a safe manner. Such as by use of a pole cleaner, or a window that turns 180^0 to enable the outside to be cleaned from the inside;

- Will ensure that vehicles and pedestrians and their traffic routes are safely managed;

- Will ensure that doors and gates are suitably constructed and fitted with any necessary safety devices;

- Will ensure that escalators and moving walkways function safely, are fitted with necessary safety devices, and have at least one, easily identifiable, easily reachable emergency stop;

- Will ensure that there are suitable and sufficient sanitary conveniences provide;

- Will ensure that there are, where required by the nature of the work, for health reasons, readily accessible washing facilities;

- Will ensure there is an adequate supply of wholesome drinking water provided for all persons in the workplace;

- Will ensure the provision of suitable and sufficient clothing accommodation for personal protective equipment or for personal clothing and articles whereby there is a requirement for changing. The clothing accommodation will be provided in a suitable location;

- Will ensure that where required there will be suitable and sufficient area to change such clothing; and

- Will ensure that suitable and sufficient rest facilities, including a clean area to eat meals, are provided as required in readily accessible places.

Employees:

- Must follow the instructions provided by their employer regarding their health, safety and welfare;

- Must not misuse or interfere with any equipment or items that have been provided for their health and safety by their employer; and

- Must report to their employer any damage, deterioration of defects in relation to workplace health, safety and welfare.

See Section 2 – Organisation, for Management Structure and Responsibilities.
See Section 6 and 7 – Risk Assessments and Safe Systems of Work/Method Statements.

Reference(s)
Workplace (Health, Safety and Welfare) Regulations 1992

Resource(s)
L24: Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice and Guidance

Further information and guidance is available at www.hse.gov.uk

VOLUME 2

Section 4 – Forms

Section 5 – Policy Statements

Section 6 – Risk Assessments

Section 7 – Safe Systems of Work/Method Statements

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