



OXFORDSHIRE FOOTBALL ASSOCIATION

HEALTH & SAFETY POLICY

**Unit 4
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Witney
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<u>Last Review Date</u>	<u>Subject Reviewed</u>
06/09/2013	Full policy reviewed and updated.
17/10/2013	Section 1.3 first paragraph amended.
23/10/2013	Section 3.3 updated and 3.3a inserted.



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SECTION ONE

POLICY STATEMENT



SECTION 1: POLICY STATEMENT

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SECTION 1

1.1 INTRODUCTION

The policy of this company is to provide systems of work, that are so far as reasonably practical, safe and without risk. The company will produce arrangements, for ensuring the absence of risk to health in connection with the use, handling and storage of substances used in its operations.

The company will provide its workforce with such information, instruction, training supervision and health surveillance as is necessary, to ensure so far as is reasonably practical, their health and safety whilst at work.

All places of work under the company's control will be maintained in a condition that is safe and without risk to health. A safe means of access to and egress from, any place of work under the company's control will be preserved.

The **Board of Directors** accept their responsibilities to their employees, clients and others who are affected by the company's operations.

They will do everything in their power to ensure facilities are provided to the **Chief Executive** who has been appointed in accordance with Regulation 7 of the Management of Health and Safety at Work 1999, that will ensure the requirements of the Health and Safety At Work Etc Act 1974, Regulations and Approved Codes of Practices, issued under the act and other laws which apply to the company's operations are complied with.

The company identifies that any advice provided in relation to Regulation 7 by the appointed person does not afford a defence in any criminal proceeding.

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1.2 HEALTH AND SAFETY POLICY - GENERAL STATEMENT

Section 2.2 (3) of the Health and Safety at Work Etc Act 1974 states that, "It shall be the duty of every employer, to prepare and as often as maybe necessary, revise a written statement of it's general policy with respect to the health and safety at work of his employees".

Oxfordshire Football Association, hereinafter called the Company, believes that its most valuable asset is its workforce and therefore commits itself to ensuring the highest standards of health, safety and welfare, which are reasonably practical to obtain, are achieved in its activities.

The Directors will do everything within their power to ensure work undertaken by the Company does not adversely affect the Health and Safety of others not employed by them.

To enable the Company's statutory and moral obligations to be carried out, it is the policy of the Company so far as is reasonably practical, to ensure that the responsibilities for Health and Safety are properly assigned, accepted and fulfilled, at all levels of its organisation, (see Part 2 Organisation) and that the Health and Safety policy is appraised continuously and updated as and when necessary, with a standard revision of the policy taking place each year.

Mr Ian Mason, Chief Executive has been appointed by the Directors to have particular responsibilities for health and safety and to provide internal advice on safety issues as required. To assist him in this respect all company employees have access to Sitesafe UK Ltd, external advisors on health, safety, welfare and training matters.

Section 7 of the Health & Safety At Work Etc Act 1974, requires all employees to co-operate with their employer so far as is necessary to enable their duties and requirements to be conformed or complied with and ensuring that their own work is carried out in such a way, that the health and safety of themselves and others working with them are not adversely affected.

This statement and the organisation and arrangements forming part 2 and 3 of this policy will be brought to the attention of new employees on induction and made available for reference as required.

Signed..........Chief Executive

Date 20 SEPT 2013



SECTION 1

1.3 EQUALITY POLICY STATEMENT

The Equality Act for England, Scotland and Wales came into force in October 2010, bringing together over 100 laws on equality, with the aim of ensuring people are ALL treated fairly, whether male or female, disabled or non disabled, young or old, whatever their ethnic minority, religious beliefs, or sexual orientation.

Public Bodies have special responsibilities under the Act which include; an equality duty and Socio-economic duty, but most of the Act applies to all employers in England, Scotland and Wales, promoting the use of 'Positive Action' to ensure a diverse workforce with equal rights.

Oxfordshire Football Association considers itself to be an equal opportunities employer and will comply with the laws set out in the Equality Act 2010 by establishing a diverse workforce and considering equality at all levels of it's business plan, acting on any imbalance in the make up of the workforce by the use of positive action when considered appropriate and lawful.

- * Those employed by this company to; recruit staff, manage staff, those carrying out staff appraisals, arranging or delivering training or responsible for promotions, will be made aware of the requirements of the Equality Act 2010 and will be responsible along with the **Chief Executive** to implement the company policy on equality.
- * The **Directors** have appointed a senior member of staff with the duty to monitor the effectiveness of this policy on an annual basis and ensure the policy is reviewed as necessary throughout the year to ensure compliance with the Act's requirements, reporting to the **Directors** progress in the establishment of a diverse workforce and any positive action taken to achieve the aim of the policy.
- * The company considers any form of discrimination at any level of the organisation to be a serious offence and will take disciplinary action against any individual where there is evidence of direct, indirect or dual discrimination, abuse, harassment, bullying or victimisation.
- * The **Chief Executive** will communicate clearly to all staff the company's equality policy, the relevant disciplinary and grievance procedures and the name and role of any other person appointed within the company with equality responsibilities.

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- * The **Chief Executive** will monitor all discrimination or inequality allegations, to ensure that they have been responded to adequately and fairly and in accordance with company policy.
- * The company's wage structure will be set to ensure those carrying out the same jobs are equally paid for the work that they do.
- * The company will make reasonable adjustments at no cost to the individual to overcome physical and non physical barriers that make it difficult for the disabled employee to carry out their work and to ensure they feel fully integrated into the workplace.

Signed: 

Position: CHIEF EXECUTIVE

Date: 17 OCTOBER 2013



SECTION 1

1.4 ENVIRONMENTAL POLICY STATEMENT

- * The policy of this company is to implement the duties placed upon it under the Environmental Protection Act 1990 and other statutory provisions applicable to the environment.
- * The Company considers protecting the environment equal to other management functions and any failure in complying with the latter will carry the same disciplinary consequences as any other management function.
- * The Company while conducting its activities will ensure that its employees, agents and sub-contractors take action to:
 - a) Minimise pollution to air-land-water.
 - b) Conserve energy
 - c) Minimise environmental health risks to employees and others
 - d) Inform all employees on matters relevant to the environment.
- * Employees at all levels have a duty to:
 - a) Work in a safe and efficient manner with regard not only to their own safety but that of others and others property that maybe effected by their acts or omissions.
 - b) Set a personal example by disposing of litter in the appropriate place.
 - c) Assist the Company to comply with the relevant statutory provisions for a healthier environment.
- * Where employees carry-out work in countries outside the jurisdiction of UK legislation they must comply with the UK and Company standards unless the environmental requirements of that country are of a higher standard.
- * This statement on environmental policy will be communicated to all employees of the Company.



SECTION 1

1.5 COMMUNICATION AND CONSULTATION POLICY STATEMENT

- * Section 2 (4) of the Health and Safety at Work Act 1974 provides for the appointment of safety representatives from amongst employees who are members of recognised trade unions and who's responsibility it is to represent the employees in consultation with the company and other functions as maybe prescribed.
- * The company identifies the right of all of its employees to be members of a recognised trade union and to appoint safety representatives in accordance with the requirements. Such representatives will be consulted with on a regular basis by a senior member of the management team, with a view to making and maintaining arrangements that will enable employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of all employees and in checking the effectiveness of such measures.
- * If requested to by safety representatives, a committee for reviewing safety measures will be set up by the company. However, it is company policy to undertake regular meetings with members of the workforce to ensure matters that affect their safety in the workplace are regularly monitored.



SECTION 1

1.6 WORKING TIME STATEMENT

- * The Policy of the Company is to implement the duties placed upon it under the Working Time Regulations 1999, as amended (last amendment 2009)
- * The Company will use a reference period of 17 weeks to calculate a workers working time, to ensure an average of 48 hours or less is achieved for each seven days worked.
- * Where appropriate the workforce will be offered an agreement to extend their working week beyond 48hrs. Any such agreement can be cancelled by the worker by giving 7 days notice to the company in writing.
- * Where an agreement is made to extend the working week beyond 48hrs in any 7 days, the Company will keep and maintain accurate records of all such time worked and make records available for inspection as required by the relevant body. The **Chief Executive** will nominate persons within the company who will be responsible for collating and maintaining working time records.
- * All records relating to these Regulations will be retained for a period of 2 years.
- * Each adult worker is entitled to a rest period of not less than eleven consecutive hours in each 24 hrs worked.
- * Each worker is entitled to an uninterrupted rest period of not less than 24 hours in each 7 days worked or one 48 hour uninterrupted rest period in a 14 day period.
- * Young workers are entitled to a rest period of not less than twelve consecutive hours in each 24 hrs worked and are not permitted to work more than 40 hours per week including overtime.
- * All adult workers with a daily working time of more than six hours are entitled to a rest period of not less than 20 minutes (30 minutes young workers) during the working day.
- * Those required to work nights shall not be permitted to exceed 8 hrs normal work in each 24 Hr period.
- * Periods of paid leave will be provided as a minimum in line with the Regulations, specific entitlement will be outlined in the individuals contract of employment, but will not be less than the required four weeks per annum, such leave must be taken in the year in which it is due.



SECTION 1

1.7 SMOKING POLICY STATEMENT

Introduction

In response to the Smoke-free (Premises and Enforcement) Regulations 2006, the Smoke-free (Exemptions and Vehicles) Regulations 2007, and the Smoke-free (Signs) Regulations 2007, introduced to protect workers and the public from the harmful effects of second-hand smoke, The Company enforces a no smoking policy.

The Policy

The policy applies across all buildings, land and other facilities under the company's control and states that ' Smoking is not permitted in any part of such premises, entrances, or vehicles used for the company at any time, by any person regardless of their status or business with the Company.

Non compliance

The local Councils enforce the Smoke Free law and have the power to appoint enforcement officers, such as environmental health officers, trading standards or local community support officers.

The company's management team will enforce this policy and will consider any breach as gross misconduct and deal with such incidents in line with the standard disciplinary procedures. If you are in any doubt to the requirements of the law or this company's policy you should speak to your immediate line manager.

If you do not comply with the smoke free law and this company's smoking policy, you will be committing a criminal offence. The fixed penalty notices and maximum fine for each offence are;

- * Smoking in smoke free premises or work vehicles: a fixed penalty notice of £50 (reduced to £30 if paid in 15 days) imposed on the person smoking. Or a maximum fine of £200 if prosecuted and convicted by a court.
- * Failure to display no-smoking signs: a fixed penalty notice of £200 (reduced to £150 if paid in 15 days) imposed on whoever manages or occupies the smoke free premises or vehicle. Or a maximum fine of £1000 if prosecuted and convicted by a court.



- * Failing to prevent smoking in a smoke free place: a maximum fine of £2500 imposed on whoever manages or controls the smoke free premises or vehicle if prosecuted and convicted by a court. There is no fixed penalty notice for this offence.

The law and company policy covers all substances that a person can smoke. These include but are not limited to; manufactured cigarettes, hand rolled cigarettes, pipes and cigars.

All visitors, deliverers and temporary staff are expected to abide by the terms of this policy. The following arrangements have been made for informing them of its existence:

- * Adequate signage at every entrance to enclosed spaces
- * Receptionist/person greeting visitors at the Head Office will inform the person of the policy, to be reinforced via the invitation letter or email if required.
- * Site based staff will be reminded of the Smoke Free policy during induction
- * Recruitment procedures will include reference to this policy.
- * On their appointment, all new staff members will be given a copy of this policy.

Help for those who wish to stop smoking

Employees that smoke and wish to stop will be supported by the company. The NHS Stop Smoking Service, free phone help line 0800 169 0169, plus Smoking Cessation support available via the company's safety advisors Sitesafe UK Ltd.



SECTION 1

1.8 ANTI-BRIBERY AND CORRUPTION POLICY

This document sets the Company policy in relation to anti-bribery and corruption matters in the United Kingdom.

Compliance with the Company's policy in relation to bribery and corruption is regarded as part of your contract of employment. If you fail for any reason to follow the rules set out in this document it may result in disciplinary action being taken against you which could result in your dismissal.

Bribery is the offer or receipt of any gift, loan payment, reward or other advantage to or from any person as an encouragement to do something which is dishonest, illegal or a breach of trust, in the conduct of the Company's business.

Corruption is the misuse of entrusted power for private gain.

To place this in context, you should be aware that if you engage in activities which are contrary to UK anti-bribery and corruption legislation, you could face up to 10 years in prison and/or an unlimited fine, and the Company could also be liable to an unlimited fine and Government sanction.

This policy document is not regarded as exhaustive, but does give specific examples of situations, sets out the rules and procedures, which should be followed.

If you are at any time uncertain as to whether your actions will comply with this policy, you must seek guidance from the **Chief Executive**.

You should at all times act in accordance with the following provisions:-

- behave honestly, be trustworthy and set a good example.
- use the resources of the Company in the best interests of the Company and do not misuse those resources.
- make a clear distinction between the interests of the Company and your private interests to avoid any conflict of interest, and if such conflict does arise you should report it to the Chief Executive immediately.



- ensure that any community support, sponsorship and charitable donations do not constitute bribery, and if in doubt you should consult the Chief Executive.
- confidentially report all incidents, risks and issues which are contrary to this policy document to the Chief Executive.
- raise any issues regarding anti-bribery and corruption laws and the Company's policies with the **Chief Executive**. Queries will be dealt with anonymously and a written response will be issued.
- Do not offer or accept bribes.
- Do not, without express prior written approval from the Chief Executive, offer or accept any gifts or hospitality to or from clients, other third parties or public officials.

Gifts are presents such as flowers, vouchers, food and drink. Event and travel tickets given to you as an individual are also gifts when they are not to be used in a hosted business context.

Hospitality includes invitations to hosted meals, receptions and events for business purposes.

- Do not offer money to any public officials in order to speed up service or gain improper advantage. This type of bribery is 'facilitation payment' and is illegal. If you are faced with a demand for a facilitation payment you must:
 1. Actively resist the payment;
 2. Inform the **Chief Executive**.

The UK anti-bribery and corruption legislation applies to all activities of a UK-based business no matter where they are carried out in the world. This policy therefore applies to ALL activities worldwide, whatever the local law, practice or custom may be.

By complying with this policy document we aim to ensure that you and the Company will not at any time knowingly breach any relevant anti-bribery and corruption legislation and also that by adhering to the Policy the Company can demonstrate that it has adequate procedures in place to prevent such activity.

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You have an independent obligation to prevent bribery and corruption in the Company and to ensure that any interaction with public officials complies with this policy document and relevant laws.

Please confirm that you have read and understood this policy document by signing and dating below.

Signature:.......... Date: 20 SEPT 2013




SECTION 1

1.9 HEALTH AND SAFETY CODE OF ETHICS

The Company is committed to health and safety excellence by achieving an injury free workplace.

- * We hold health and safety as our highest core value
- * Senior management will lead the safety improvement process,
- * Safety is a shared responsibility of everyone in our organisation.
- * Safety performance is a key indicator of organisational excellence and will be incorporated into our business process.
- * We will communicate safety performance openly with employees, clients and the public.
- * All employees will be given the knowledge and skills necessary to safely perform their jobs.
- * We will extend our safety efforts where possible beyond the workplace to include transportation, environment and our local community.
- * We will continually strive to improve our health and safety processes.

Signed:

Position:CHIEF EXECUTIVE.....

Date:20 SEPT 2013.....

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SECTION TWO

ORGANISATION - RESPONSIBILITIES



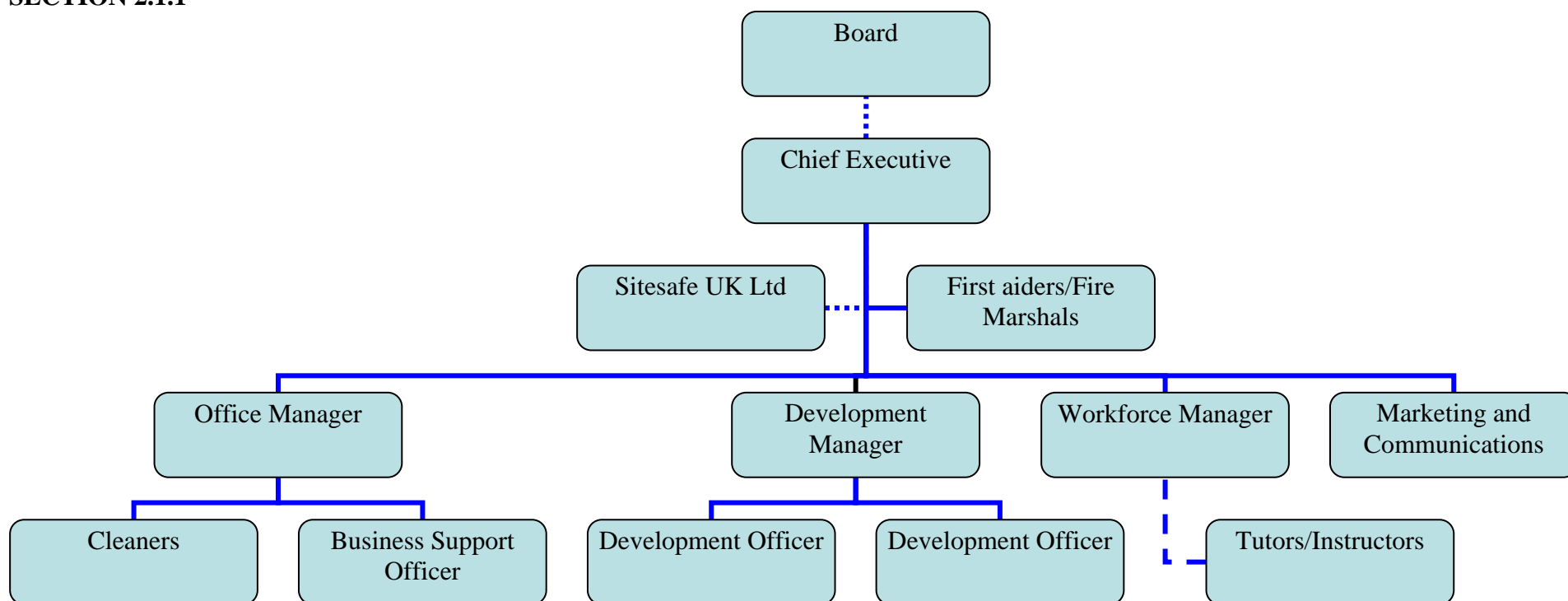
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SECTION 2.1.1



This diagram indicates the structure set up within the company to ensure health and safety information is distributed as quickly and as accurately as possible both from the **Chief Executive** to his workforce and from the workforce to the **Chief Executive**.

Responsibilities allocated for each position mentioned and other health and safety positions are contained in section 2 of this document. The structure shown relates directly to health and safety and not necessarily to other management functions.

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2.2 DIRECTORS

2.2.1

- * Prepare and keep up to date a Statement of the Company's Policy for Health & Safety and ensure it is brought to the notice of all employees.
- * Prepare or arrange for the preparation of instructions for the organisation on methods for carrying out the Company Policy, to make sure each person mentioned is aware of their responsibilities and given the means by which they can carry them out.
- * Administer the Policy throughout the Company by appointing an individual responsible for health, safety and welfare matters.
- * Know the appropriate statutory requirements affecting the Company's operations and insist on their implementation.
- * Instigate liaison with external accident prevention organisations, and encourage the distribution of safety literature throughout the company.
- * Arrange resources to meet the requirements of the Company's Health and Safety Policy.



2.3 CHIEF EXECUTIVE

2.3.1 Prepare and keep up to date a statement of the Company's Policy for Health and Safety and ensure it is brought to the notice of all employees of the Company on induction.

- * Advise management on the preparation, implementation and review of the Company Safety Policy for Health, Safety, Training and Welfare, including; the organisation and arrangements for carrying out the Policy.

Give advice to management as requested on:

- (a) Legal requirements affecting health, safety and welfare.
 - (b) Prevention of injury and damage.
 - (c) Provision, selection and use of personal protective equipment.
 - (d) New working methods, equipment or materials which could reduce Health and Safety risks.
 - (e) Proposed changes in legislation.
- * Administer the Policy throughout the Company by appointing individuals responsible for health, safety, training and welfare matters and ensure appropriate liaison between the appointed persons.
 - * Arrange resources to meet the requirements of the Company's Safety Policy.
 - * Notify the Health & Safety Executive of dangerous occurrences, major injury accidents etc, in accordance with RIDDOR.
 - * Liaise with the Health and Safety Executive as required on matters affecting the safety of the Company's workforce.
 - * Supply any necessary statutory literature for use, or display at workplaces under the Company's control.
 - * Endeavour to establish at all levels within the Company, an understanding that compliance with the law and prevention of injury and damage, is a profitable and essential part of business and operational efficiency.

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- * Provide written instructions in unusual situations not covered by Company Policy. Establish working methods and sequences, which outline potential hazards at each stage and identify control measures to be adopted.
- * Ensure that appropriate training is given to all staff as is necessary, to ensure they can undertake their duties in a safe and efficient manner.
- * Insist that sound working practices are observed as laid down in Codes of Practice and safe systems of work and that work is planned and carried out in accordance with statutory provisions.
- * Reprimand any member of staff failing to discharge satisfactorily their responsibilities under relevant health and safety legislation.
- * Arrange for regular meetings with managers, staff and **Sitesafe UK Ltd** to discuss Company Accident Prevention, performance and possible improvements in systems of work.



2.4 EMPLOYEES

2.4.1 As an employee you have legal duties under the Health and Safety at Work Act, these include:

- * Taking reasonable care for your own health and safety and that of others who may be effected by your acts or omissions at work.
- * You must co-operate with this company on health and safety matters, to ensure we can meet our responsibilities and duties under health and safety law.
- * You must not interfere with or misuse anything provided for your health, safety or welfare.
- * Your duties are extended by the Management of Health and Safety at Work Regulations 1999 to use any machinery, equipment, dangerous substances, transport equipment, means of production or safety device provided in accordance with both training and instruction given.

2.4.2 Read and understand the Company Health & Safety Policy and carry out your work in accordance with its requirements.

- * Attend safety training courses arranged by the company and carry out your work in accordance with the information, instruction and training provided.
- * Use the correct equipment for the job, never improvise.
- * Maintain a good level of hygiene whilst at work. Always wash your hands before eating, drinking or smoking.
- * Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible remove hazards yourself then report them.
- * Do not use equipment for work which it was not intended, or if your are not trained and authorised to use it by this Company.
- * Consider others with less knowledge or experience such as new starters and young people, warning them of known hazards which may affect their safety.
- * Do not play dangerous or practical jokes or indulge in "horseplay" in the workplace.

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- * Report any person seen abusing safety or welfare facilities.
- * Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.
- * Suggest new or different methods of working, if you think they are safer or more efficient, but, do not implement such suggestions without authorisation.
- * Comply with the requirements of the risk assessment, which you will be introduced to before starting work.
- * Do not take alcohol or drugs into a work environment and never attend work whilst under the influence of alcohol or drugs.
- * Should you need to take medication prescribed by your GP which may affect your ability to work safely you must report to your Line Manager before starting work.



2.5 DRIVERS

2.5.1 Read and understand the Company's Health and Safety Policy and carry out your work in accordance with its requirements.

- * Carry out daily inspections of your vehicle, looking for obvious defects and ensure that any defect found is reported immediately to your **Line Manager**. Pay particular attention to those items required by law to be kept in good condition and working order these include; brakes, steering, lights, windscreens and windows, exhaust, seat belts and fittings, speedometer, tachograph and horn.
- * You must have a current and valid driving licence for the type and class of vehicle to be driven.
- * Check that a current vehicle excise licence (tax disc) is displayed and that you are covered by a valid insurance certificate. In addition, be aware of the requirements for a current test certificate (MOT) if the vehicle is over the prescribed age limit.

2.5.2. Wearing of Seat Belts

- * You and your passengers (if approved by the company to carry passengers) must wear a seat belt in the front and if fitted the rear of the vehicle unless you are exempt. Those with exemptions i.e. holders of medical exemption certificates must ensure the Company is provided with a copy of this certificate.
- * Children are not permitted to be carried in Company vehicles without written permission from the Company. It is the drivers legal responsibility to ensure that children comply with the wearing of seat belts.

2.5.3. Highway Code

- * It is the driver's responsibility to ensure that his load is correctly restrained and within the limits of the vehicle he is driving. In all instances the driver must obey the requirements of the highway code.



2.6 FIRST AIDERS/APPOINTED PERSONS

2.6.1 Know the requirements of the Company Health and Safety Policy and insist on its implementation.

- * Ensure first aid boxes in your control are kept fully stocked as required by the First Aid At Work Regulations.
- * Administer treatment in accordance with your training and ability. Do not issue drugs/tablets or apply lotions or creams etc. Remember your limitations.
- * Ensure all accidents brought to your attention and injuries treated by you are entered into the accident book B1 510.
- * Such entries are subject to the Data Protection Act and must be securely stored.
- * Report all serious accidents/injuries to the **Chief Executive** as soon as possible.
- * In the event of a serious injury ensure the emergency services have been called. Second staff to help as needed, give treatment to the injured party until help arrives.
- * Arrange for the transportation of the seriously injured party to hospital, second company vehicle if necessary.
- * Advise the **Chief Executive** of any training needs you may have that will help you complete your first aid duties.



2.7 FIRE MARSHAL

2.7.1 Fire Marshal

For a fire routine to be effective staff must be familiar with the means of escape, their use and all other arrangements, equipment or installations designed to ensure their safe evacuation from the premises. It is the Fire Marshal's responsibility after appropriate training to ensure company employees are made aware of fire precaution arrangements and that systems provided remain in a serviceable condition.

2.7.2 Senior Fire Marshal

- * The **Senior Fire Marshal** or their deputy in the case of absence will be responsible for setting up, managing and running the company fire precaution plan.
- * The fire plan should take account of the particular problems that might be associated with an out break of fire on the premises and lay down a specific set of procedures to be adhered to at all times. The company's programme of fire procedures will include:
 - (a) Raising the alarm
 - (b) Calling the fire brigade
 - (c) Evacuating the building
 - (d) Use of portable fire fighting equipment and when it is safe to do so.
 - (e) Assembly at a pre-selected assembly point.
 - (f) Co-ordinating the roll call.
- * The **Senior Fire Marshal** will be responsible for ensuring the evacuation routine is established through regular practice.
- * The **Senior Fire Marshal** will be responsible for ensuring all staff have received appropriate instruction and training in what to do in the case of fire and to maintain training records of such activities.
- * The **Senior Fire Marshal** will be responsible for ensuring fire alarm systems and emergency lighting systems are maintained in a state of good repair and that maintenance records of such equipment are preserved.



- * The **Senior Fire Marshal** or their deputy will be responsible for alerting the fire brigade (this duty may be delegated to the Receptionist/Switchboard operator).

2.7.3 Fire Marshals

The company will appoint for department a designated **Fire Marshal** who will be responsible for ensuring that all employees in their area of responsibility leave the premises immediately the fire alarm sounds and in addition will:

- * Take the roll call for their specific area, passing findings to the **Senior Fire Marshal**.
- * Where the fire seat is in their place of work, meet the fire brigade at the premises and direct them to the fire.
- * Identify specific training needs for any one under their control.
- * Check fire exits in their area of control are kept clear on a day to day basis, reporting none compliance to the **Senior Fire Marshal**.
- * Check first aid fire fighting equipment in their area of control on a weekly basis, reporting defects/anomaly's to the **Senior Fire Marshal**.
- * Will ensure that all flammable materials in their area of work are stored and disposed of correctly.



2.8 SAFETY ADVISORS

- * The Company employ the services of Sitesafe UK Ltd to assist the **Chief Executive** to comply with his responsibilities for health, safety and welfare matters. It will be the responsibility of the allocated Safety Advisors, to provide as requested the following:
- Advice on legal requirements effecting health, safety, welfare and training matters.
 - Advice on the prevention of injury and damage.
 - Advice on the provision, selection and use of personal protective equipment.
 - Identification of new working methods, equipment or materials which could reduce risk.
 - Assistance in the compilation of Risk and COSHH assessments.
 - Assistance in the update and maintenance of the Company's Health and Safety Policy.

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SECTION THREE

ARRANGEMENTS



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3.1 WELFARE FACILITIES (HEAD OFFICE)

3.1.1 Legal obligation

- * The Workplace (Health, Safety and Welfare) Regulations 1992 requires an employer to ensure that every workplace under his control complies with the requirements of these Regulations.
- * And that any equipment, devices or systems to which these Regulations apply are maintained in an efficient state, working order and good repair.

3.1.2 Ventilation

- * All workplaces must be sufficiently well ventilated, so that stale air can be replaced.
- * Where necessary if natural ventilation is not sufficient mechanical ventilation should be provided.
- * Any system used must consider the comfort of the worker avoiding uncomfortable draughts etc.
- * Where the working process generates hot and or humid conditions a through draught by natural or mechanical means will be used to generate an air change ratio of between 5 and 10 air changes per hour.

3.1.3 Temperature in indoor workplaces.

- * The temperature in the workplace must provide reasonable comfort without the need for special clothing.
- * Unless much of the work involves physical effort the temperature should normally be at least 16 degrees Celsius.
- * Where physical effort is involved the temperature should be at least 13 degrees Celsius.

3.1.4 Lighting

- * Every workplace must have suitable and sufficient lighting which so far as is reasonably practical should be natural.



- * Windows and skylights must be kept clean to admit the maximum amount of light.
- * Lights will not be obscured and will be kept clean and good in repair.
- * Dazzling lights and glare shall be avoided by the correct selection and positioning of lights and where sunlight is the cause by blinds.
- * Emergency lighting shall be installed where the sudden loss of light from the main light source would present serious risk. It will be immediately effective and sufficient to enable persons to take any necessary action to ensure their own and others safety.

3.1.5 Cleanliness

- * Every workplace and its furniture, fixtures and fittings must be kept sufficiently clean and all waste material not allowed to accumulate unless in suitable receptacles.
- * Regular cleaning will take place but additional cleaning will be done to clear up spills and leaks as soon as practical once they occur.

3.1.6 Room dimensions and space.

- * Work rooms must have enough free space to allow people to get to and from workstations and move within the room with ease.
- * The room available to each person in a room (empty) should be at least 11 cubic metres with exceptions for rooms used for meetings and lectures, machine control cabs and where space is limited by ergonomic necessity.

3.1.7 Sanitary conveniences and washing facilities.

- * Suitable and sufficient sanitary conveniences and washing facilities including showers if required shall be provided at readily accessible places.
- * Where accommodation is to be provided for groups of workers i.e. male, female, office workers, manual workers etc a calculation should be made for each group.
- * Where necessary specific provision will be made for disabled persons to access washbasins and lavatories and if required by the nature of the work, showers.

**Minimum facilities required.**

Table one.

No. of people at work	No. of water closets	No. of wash stations
1 - 5	1	1
6 - 25	2	2
26 - 50	3	3
51 - 75	4	4
76 - 100	5	5

Table two (Facilities used by men only).

No. of men at work	No. of water closets.	No. of wash stations
1 - 15	1	1
16 - 30	2	1
31 - 45	2	2
46 - 60	3	2
61 - 75	3	3
76 - 90	4	3
91 - 100	4	4

3.1.7 Drinking water

- * An adequate supply of wholesome drinking water shall be provided for all persons at work in the workplace.
- * Such supplies must be readily accessible and marked as 'Drinking Water', unless dispensed via a fountain a supply of cups/beakers should be made available.



3.1.8 Facilities for rest and to eat meals.

- * Suitable and sufficient rest facilities shall be provided at readily accessible places.
- * Such facilities must be kept clean and to a reasonable hygiene standard
- * An adequate number of tables and seats shall be provided for the maximum no of persons likely to use the facility at one time. The seats will have backs and where necessary seating suitable for a disabled employees will be provided.
- * The area will be free of contaminates from the work processing area such as dust, oil, noise and fumes etc.
- * Work canteens and restaurants will only be used as rest areas if there is no obligation to purchase food

3.1.9 Facilities for pregnant and nursing mothers.

- * Facilities will be provided for Pregnant and nursing mothers to rest and to lie down.
- * The facility will be conveniently situated near to the sanitary facilities.
- * There will be a means of securing the door that can be defeated in an emergency and a means of raising the alarm to summon help if required.
- * For nursing mothers a fridge will be provided within the rest area for storing expressed breast milk.



3.2 RISK ASSESSMENTS

What is meant by risk assessment?

As an employer, the Management of Health and Safety at Work Regulations 1999 require the company to carry out a suitable and sufficient assessment of the risks arising out of its work activities, i.e. a risk assessment. This assessment should cover not only the risks to our own employees, but also anyone else who may be affected by our undertaking.

- * Put simply, a risk assessment is finding out what in our work could cause harm to people and deciding if we have done enough, or need to do more to protect them.
- * The purpose of risk assessments is to make sure that no-one gets hurt or becomes ill as a result of our work activities.

3.2.1 Risk assessments are basically a 5-stage process which consists of the following steps:

1. Divide the work into manageable categories
2. Look for the hazards
3. Evaluate the risks
4. Prepare a plan for controlling the risks
5. Review and revise the assessment

3.2.2 Where do we begin?

Before starting the assessment, it is a good idea to conduct a "walk through" survey of the area affected by the task to be carried out. This will give the person carrying out the assessment an idea of the size of the task ahead so that we can then plan our best approach for tackling it.

It is important that we involve employees and safety representatives in the process of risk assessments as early as possible. After all, if they are the people actually doing the work, then they may well be aware of important health and safety issues which might not be obvious to the assessor.



Also, if they are involved right from the start, then they are more likely to accept any changes resulting from the risk assessment, as they will have contributed to the process and therefore should have a greater understanding of why the changes are necessary.

3.2.3 Stage One - Divide work into manageable categories

Firstly, for the majority of work places it is both sensible and practical to break the task of risk assessments up into manageable categories. Therefore we might divide our work up into either:

- * Separate work areas, e.g. offices, mezzanine floor, coaching sessions etc.

3.2.4 Stage Two - Look for the hazards

- * **A HAZARD is anything which can cause harm, e.g. chemicals, electricity, working at a height, poor lighting, etc.**

An important thing to remember here is that we can ignore the trivial and concentrate only on the significant hazards which could result in genuine injury.

Sitesafe UK Ltd will be able to help us if any guidance specific to our industry is available and where to get it.

3.2.5 Stage Three - Evaluate the risk

- * **The risk is the chance or likelihood that someone will be harmed to some extent by the hazard we have identified.**

It is important to determine the hazards which are most likely to cause the greatest harm so that the risks from these can be controlled first.

If there are only a small number of hazards in the workplace then identifying the most important ones may be fairly obvious. But what if they are not obvious, or if the workplace has a large number of hazards;

It is therefore necessary to evaluate the risk associated with each hazard so that we can then prioritise the risks and concentrate on the greatest first. In order to evaluate the risk associated with a hazard, we consider both the 'SEVERITY' of the harm and the 'LIKELIHOOD' of that harm actually occurring.



Severity - when considering a particular hazard, first ask "Realistically, what is the worse that could happen?" Is it a minor injury or ill-health, serious injury or ill-health, or could it even be death?

0	Not applicable
1	Negligible (Very slight injury/no first aid)
2	Marginal (Slight injury/minor first aid)
3	Slightly dangerous (Some injury/not serious non RIDDOR)
4	Dangerous (Serious injury likely RIDDOR)
5	Critical (Potential fatality)

Likelihood - next we make a judgement about the chance or likelihood of that injury or ill-health actually happening. Is it very unlikely, an inevitable occurrence, or somewhere in between?

0	Not applicable
1	Improbable (Unlikely to happen)
2	Remote (May occur at some time)
3	Possible (Likely to occur at some time)
4	Probable (Likely to occur)
5	Very Probable (Very likely to occur)

When assessing the likelihood, we take any existing control measures, e.g. guards, training, etc., into account. However, it is equally important to examine the way in which work is actually carried out so that failures to follow procedures or use safety devices are identified and also taken into account.

So we do not simply rely on what we believe happens in our workplace - we check what really happens by observing the work activities and asking the people involved.

The number of people likely to be exposed to the hazard is also to be taken into account when deciding upon the likelihood of any injury occurring. Remember that, in addition to our own employees, we must also consider others who may be affected such as members of the public, visitors, delivery drivers etc.



When we have assessed the severity and the likelihood of injury for each hazard, we can then begin to prioritise the risks. The greater the severity of harm and the more likely the harm is to occur, then the greater the risk.

3.2.6 Simple numerical risk evaluation

In Section 3.2.5 numbers have been assigned to describe the severity and the likelihood and these multiplied to give a risk rating for each hazard.

This does not necessarily make the evaluation any more accurate, but some people find that using numbers make the task of prioritising more straight forward.

For example, for each hazard identified the severity will be given a rating of 0 to 5 depending on whether we judge it to be minor, serious or major, and the likelihood also given a rating of 0 to 5 depending on whether we judge it to be unlikely, likely or highly likely.

The ratings for severity and likelihood are then multiplied together to give a numerical value for the residual risk ranging from 1 to 25.

On the following page you will see the risk matrix used by the company and the risk rating recorded in the following way;

Example

Hazard . Manual Handling - This Hazard will affect the person undertaking the manual handling task and has the potential to cause muscular and skeletal disorders and in addition hand and foot injury

Severity 3 x Likelihood 4 = Risk 12

In this example we have made a judgment of severity and likelihood based on no specific controls being put in place to reduce the risk of worker injury.

We have assessed the severity to be 3 and the likelihood to be 4.

If this was the assessment, the risk rating would be 12. Our aim is to reduce this rating by removing the Hazard altogether (Don't do manual work) or by adding controls to bring the likelihood of injury down.

It should be recognised that the risk estimated in this way is not an absolute value of risk but simply allows the relative risk associated with each hazard to be compared; the higher the numerical value the greater the risk.



3.2.7 Stage Four - Prepare a plan for controlling the risks

The outcome of a risk assessment will be a plan of action which sets out, in priority order, what additional controls are necessary. It will also specify who is responsible for taking action and if appropriate establish a reasonable timescale for completion.

So, starting with the most serious risks, we decide if we can avoid the risk altogether by changing the system of work, or provide controls in order to reduce the risk of injury to an acceptable level. In this case this may mean bulk picking by fork lift truck.

The Management of Health and Safety at Work Regulations 1999, provide us with the hierarchical systems of control which need to be applied to comply with relevant legal requirements.

Information which may assist us in making this decision can be found in a range of publications such as health and safety guidance on regulations, approved Codes of Practice, British and European Standards, industry specific guidance, etc.

Also, do not forget about information we might be able to obtain from suppliers, manufacturers, insurers, trade unions, consultants, trade associations, health and safety inspectors, Sitesafe UK Ltd etc.

3.2.8 Controlling the risks

If we decide that additional controls are required, the following list gives the hierarchy of options available to us under the Regulations.

- a) avoiding risks;
- b) evaluating the risks which cannot be avoided;
- c) combatting the risks at source;
- d) 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, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- e) adapting to technical progress;
- f) replacing the dangerous by the non-dangerous or the less dangerous;
- g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- h) giving collective protective measures priority over individual protective measures; and
- i) giving appropriate instructions to employees.

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For each risk needing further controls, we start at the top of the list and consider if this option provides a reasonably practicable solution.

It is only if the option is not reasonably practicable, or if it alone does not reduce the risk to an acceptable level, that we consider the next option on the list. It will often be the case that we will need to implement more than one of the control options in order to control the risk satisfactorily.

Once we have determined what additional precautions are necessary then we decide on who is to be responsible for taking the necessary action and set realistic dates for the earliest achievement of the required improvements.

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Risk Assessment Form for Task or Activity

Risk Assessment on (Task/Activity) :		
Assessment Date:	Planned Review Date:	
This form is to be used to record all Risk Assessments of Tasks/Activities undertaken by Oxfordshire Football Association.		
Assessment rating system		
Probability Factor	Severity Factor	Level of Risk
0 Not applicable	0 Not applicable	
1 Improbable (Unlikely to happen)	1 Negligible (Very slight injury/no first aid)	High >14 Stop activity immediately
2 Remote (may occur at some time)	2 Marginal (Slight injury/minor first aid)	
3 Possible (Likely to occur at some time)	3 Slightly dangerous (Some injury/not serious non RIDDOR)	Medium 9 - 13 Further Controls
4 Probable (Likely to occur)	4 Dangerous (Serious injury likely RIDDOR)	
5 Very Probable (Very likely to occur)	5 Critical (Potential fatality)	Low <9 Acceptable risk monitor
I have ensured that the following control measures specified are in place and will be monitored. The risk has been minimised to an acceptable level.		
Managers Name:	Signed:	Date:
I agree with the control measures in place for this Task/Activity and will follow Oxfordshire Football Association Health and Safety related policies.		

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Acknowledgement Sheet

I have been made aware of the hazards associated with this Task/Activity and the control measures which have been put in place to reduce the risk to an acceptable level. I understand the duties placed on me by Health and Safety Legislation to take reasonable care for my own health and safety and any others who could be affected by my acts or omissions and that I must cooperate with my employer to ensure their statutory duties can be performed and complied with.

Employee Name:

Signature

Date

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Activity/Task:

Hazard	Potential Injury	Agreed Controls to be applied	Probability	Severity	Risk Factor

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Activity/Task:

Hazard	Potential Injury	Agreed controls to be applied	Probability	Severity	Risk Factor

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Activity/Task:

Hazard	Potential injury	Agreed controls to be applied	Probability	Severity	Risk Factor



3.3 ACCIDENT AND INCIDENT REPORTING

3.3.1 COMPANY POLICY

All accidents, dangerous occurrences and near miss incidents in the workplace, or which are related to your working situation, regardless of whether persons are injured or suffer ill-health must be reported as soon as possible after the event.

Employees are reminded of their duty to cooperate with the company to ensure that the duties exposed on the company can be performed or complied with.

In the event of an accident causing injury (no matter how minor), or ill health which is considered work related, the incident should be reported immediately to your appointed first aider, in order that the injury/ill health can be assessed and treated and a record of the injury/ill health recorded on form B1510 (Accident book).

It is the company policy to investigate all near miss incidents, accidents, cases of work related ill health and dangerous occurrence to establish cause and when appropriate make changes to work systems to prevent recurrence.

B1510 will comply with the requirements of the Data Protection Act. Personal details entered into the Accident Book will be kept confidential and secured following any entry to prevent unauthorised access.

In the event of a serious accident or dangerous occurrence, the following person should be notified by telephone at the earliest opportunity :

- a) **Chief Executive** (01993 778 586)

The **Chief Executive** is responsible for ensuring that such accidents and incidents are reported in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and that all accidents, near miss incidents and dangerous occurrences are investigated and when necessary changes to the system of work made to prevent reoccurrence.



3.3.2 RIDDOR reporting

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

* There are also special requirements for gas incidents

3.3.3 What must be reported?

*** Work-related Accidents**

For the purpose of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related: and
- it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required. See www.hse.gov.uk/riddor/do-i-need-to-report.htm for examples of incidents that do and do not have to be reported.



3.3.4 Types of reportable injury

* **Deaths**

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

* **Specified injuries to workers**

- The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes;
- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respirator system or other vital organs);
- scalping (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, head-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

* **Over seven day injuries to workers**

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

* **Injuries to non-workers**

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury.

There is no requirement to establish what hospital treatment was actually provided and 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' (see above).



* **Reportable Occupational Diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include;

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational asthma;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

* **Reportable Dangerous Occurrences**

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

- * Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

3.3.5 Reportable Gas Incidents

- * If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported or supplied, this can be reported online.
- * If you are a gas engineer registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die, lose consciousness or require hospital treatment. This may be due to the design, construction, installation, modification or servicing, and could



result in:

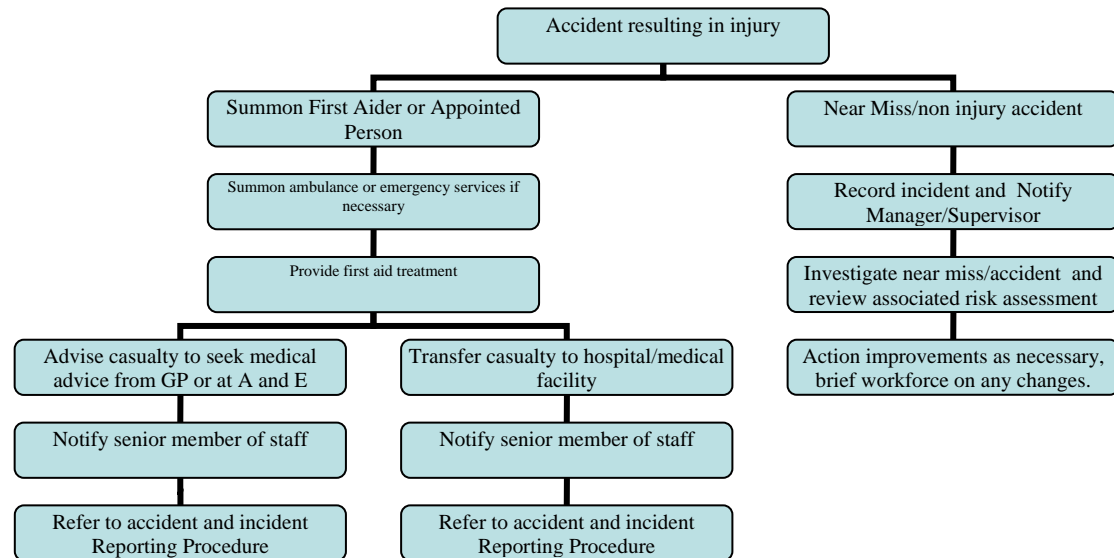
- an accidental leakage of gas;
 - inadequate combustion of gas; or
 - inadequate removal of products of the combustion of gas.
- * If you are an employer who has to keep an accident book, the record you make in this will be enough.
- * You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

3.3.6 How to Report

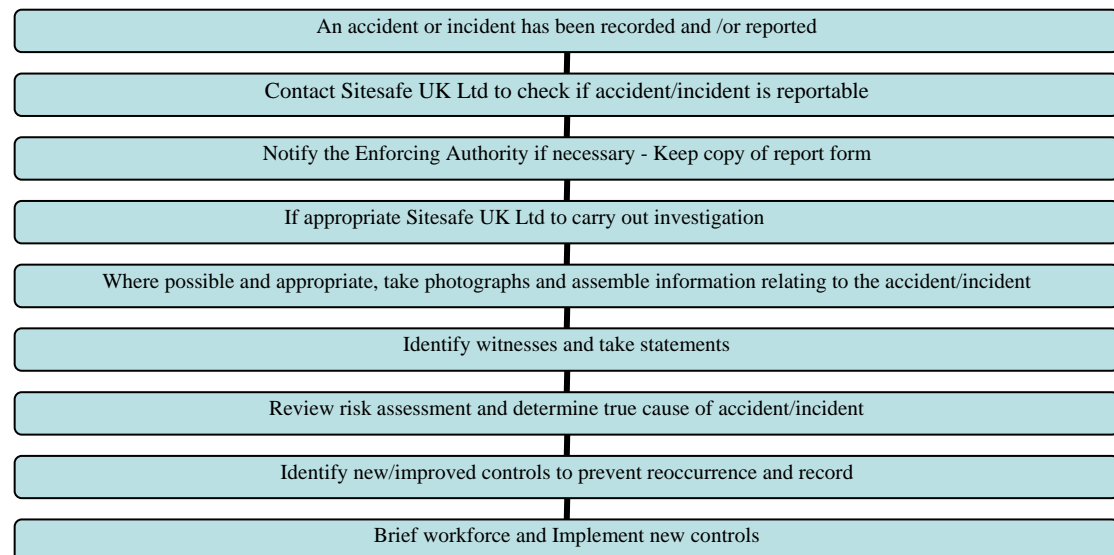
- * **Online**
Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.
- * **Telephone**
All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm).
- * **Reporting Out of Hours**
- * HSE has an out-of hours duty officer. Circumstances where HSE may need to respond out of hours include:
- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
 - a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
 - following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.
- * If you want to report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk/riddor/report.htm#online.



3.3.7 Accident/Near Miss - Initial Action Procedure



3.3.8 Accident and Incident Reporting and Investigation Procedure





3.4 EMERGENCY PROCEDURES

3.4.1 Where necessary in the interest of health and safety at any premises there shall be appropriate procedures for dealing with any event of serious and immanent danger which should include; for any necessary evacuation of the area or any part thereof.

- * The company will nominate sufficient numbers of competent persons to implement procedures set out.
- * All emergency procedure arrangements will be brought to the attention of every person concerned during induction training and must ensure that individuals are familiar with the arrangements made. Where necessary such arrangements will be tested by putting them into affect at suitable intervals.

3.4.2 First Aid

- * Your attention is drawn to the Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Notes.

Company Policy is as follows:

- (a) There will be at all times at least one trained First Aider at all static places of work. Names of all first aiders will be prominently displayed at the work place and each first aider will have the means of contacting the emergency services.
- (b) Where special or unusual hazards exist within a permanent environment help and guidance as to the appropriate facilities and first aid cover required will be obtained through Sitesafe UK Ltd.
- (c) Where employees are widely dispersed additional First Aiders/Appointed Persons will be provided to cover different sections.
- (d) Where small detachments are working in isolated locations and it is not practicable to provide a trained First Aider, personnel will be trained in the basic "save a life" techniques and instructed on the steps necessary to be taken in an emergency.
- (e) There will be at least one first aid box at each workplace. Each First Aid box will be clearly marked with a white cross on a green background and be under



the control of a First Aider or Appointed Person. Its location will be made known to all employees on induction and by approved signage.

- (f) Small travelling aid kits will be provided for employees working singularly or in small groups and for drivers who must regularly travel long distances. Necessary instruction in their use will be given.
- (g) The Accident Book (Form BI510) must be used for recording all accidents. In addition any treatment given by the First Aider should be briefly recorded.
- (h) The following table lists the minimum requirements of items to be held in boxes for 1 - 50 employees:

<u>Item</u>	<u>Minimum Requirement</u>
Guidance Cards	1
Individually wrapped sterile adhesive dressings	40
Sterile eye pads with attachments	4
Triangular bandages	4
Sterile coverings for serious wounds (where applicable)	4
Safety pins	12
Medium sized sterile unmedicated pads	8
Large unmedicated sterile pads	4
Extra large sterile unmedicated dressings	4
Sterile water or saline in 300 ml disposal container where tap water is unavailable	3

3.4.3 Occupational Health Hazards

* Below are some examples of health hazards we are likely to come across in a working situation;

- (a) Inhalation - of dusts, fumes and vapours from materials in use on the premises and office premises. Some can be potentially hazardous. Time and care should be taken to read pack instructions and safety guidance such as COSHH Assessments.
- (b) Skin contact - accidental skin contact with materials used that may cause a reaction. Even protective equipment and clothing such as plastic gloves can cause skin irritation if not used correctly.



- (c) Ergonomics - the machines we use to work are generally designed to prevent injury. Unfortunately, injuries still occur i.e. lifting heavy objects, when a mechanical device is available or over reaching to operate machinery which has been badly designed or positioned can cause back pain.

Thought and care will be given to operator use and likely health hazards when purchasing and/or installing equipment.

- (d) Ingestion - good personal hygiene is essential to prevent the ingestion of harmful substances and germs. The washing of hands (face if covered in dust or foreign substances) should be a routine procedure before any intake of food and drink.
- (e) Physical injury - for example, we can help reduce the incidence of trips and falls by ensuring we do not take unnecessary risks. We should ensure that our general health and fitness does not put us or others at risk, this should be considered on a daily as well as long term basis.

3.4.4 Emergency routes and exits

- * A competent person will complete a fire risk assessment on each building which the company controls, to identify the fire hazards on each building and ensure suitable and sufficient arrangements are in place to control hazards identified.
- * Where necessary in the interests of the fire assessment the **Chief Executive** will ensure that a sufficient number of emergency routes and exits are provided to enable any personnel at work to reach a place of safety quickly in the event of danger. Such emergency routes shall lead as directly as possible to an identified safe area.
- * Any emergency route and exit provided in accordance with the fire assessment shall be kept clear and free from obstruction and where necessary provided with emergency lighting to ensure that it can be used at any time.
- * Any provision for emergency routes and exits will have regard to;
 - a) operations,
 - b) the characteristics and size of the premises and the number and locations of places of work in the premises,
 - c) the equipment being used,
 - d) the number of persons likely to be present at any one time and
 - e) the physical and chemical properties of any substances or chemicals used on or likely to be at the premises in the event of an emergency situation.
- * All emergency routes or exits must be indicated by suitable signage.



3.4.5 Fire Procedures Head Office

- * These instructions are to be displayed near all extinguisher points:

IN CASE OF FIRE

IF YOU DISCOVER A FIRE

- A) Raise the alarm by shouting **FIRE! FIRE! FIRE!** or activating the nearest alarm point
- B) Proceed immediately to the assembly point at:**Front car park**.....
- C) Do not re-enter the premises until told it is safe to do so by the **Chief Executive** or the Fire Service Officer.

ON HEARING THE ALARM

- D) Proceed immediately to the assembly point at:**Front car park**.....
Where a roll call will be taken
 - E) Use the nearest available exit
 - F) Do not stop to collect personal belongings
 - G) Do not re-enter the building until you are told it is safe to do so by the **Chief Executive** or the Fire Service Officer.
- * The **Chief Executive** or his deputy will be responsible for calling the Fire Service and ensuring the offices are evacuated. He/she will liaise with the fire brigade on arrival and advise other workers when the emergency is over.
 - * The offices must not be re-entered until staff have been advised by the **Chief Executive** or Fire Service Officer that the emergency is over.



3.4.6 Checklist For Receptionist

Action to be taken on receipt of an incendiary or bomb threat:

- Do not put down the handset or cut off the call.
 - Obtain as much information as you can.
 - Try to keep the caller talking as long as possible.
 - Complete the information below asking questions in sequence if necessary;
 - * Identity or code word
 - * Where is it ?
 - * What does it look like ?
 - * Why are you doing this ?
 - * Message (exact words)
 - * What time will it go off ?
 - * What kind of device is it ?
 - * Who are you ?
 - As soon as the call is complete, note the time and inform a member of staff in authority immediately.
 - Complete the following details as soon as practical, adding anything further that you recall:

<p>* Details of caller:</p> <p>man <input type="checkbox"/></p> <p>woman <input type="checkbox"/></p> <p>child <input type="checkbox"/></p> <p>old/young <input type="checkbox"/></p> <p>not known <input type="checkbox"/></p>	<p>* Distractions:</p> <p>noise on line: <input type="checkbox"/></p> <p>call box pay tone or pips <input type="checkbox"/></p> <p>operator interruptions <input type="checkbox"/></p>
<p>* Speech:</p> <p>intoxicated <input type="checkbox"/></p> <p>rambling <input type="checkbox"/></p> <p>irrational <input type="checkbox"/></p> <p>impediment <input type="checkbox"/></p> <p>laughing <input type="checkbox"/></p> <p>serious <input type="checkbox"/></p>	<p>* Other noise:</p> <p>anyone in background <input type="checkbox"/></p> <p>traffic <input type="checkbox"/></p> <p>talking <input type="checkbox"/></p> <p>typing <input type="checkbox"/></p> <p>machinery <input type="checkbox"/></p> <p>aircraft <input type="checkbox"/></p> <p>music <input type="checkbox"/></p> <p>children <input type="checkbox"/></p>
 - * **Message:**

read: ☐

spontaneous ☐
- * **Number on which call was received:**
- * **Person receiving call:**



3.4.7 Provision Of Fire Safety Instruction To Individual Staff Member

The instruction shown below has been provided to staff member:

Name: Job title:

Date: Duration:

Instruction was provided by (insert name):

Subjects covered (tick box as necessary):

- ☐ (a) hazards and safe practices
- ☐ (b) What to do if discovering a fire and action to be taken on hearing the fire alarm
- ☐ (c) Raising the alarm and calling the fire and rescue service
- ☐ (d) plant shutdown/power isolation
- ☐ (e) location and use (if safe to do so) of fire fighting equipment
- ☐ (f) escape routes (location, use and keeping clear) and designated assembly point
- ☐ (g) assisting evacuation of public and disabled (use and non-use of lifts)
- ☐ (h) security measures (daily and in the use of fires)
- ☐ (i) safety signs, their meaning and measures to be taken
- ☐ (j) function of and care with any active or passive fire protection systems
- ☐ (k) use and importance of fire doors, door closers and release devices
- ☐ (l) need to report hazard, faults, dangers etc.
- ☐ (m) particular instructions related to specific duties.

Comments by instructor and/or instructed:

I confirm that I received instruction on the topics ticked above on the date given.

Name: Signature:

(A copy of this record should be placed on the employee's personal record file.)



3.4.8 An introduction to your fire log book

The following sheets have been prepared to assist duty holders, managers and other responsible persons to co-ordinate and maintain a fire safety record keeping system.

Whilst not expected to be comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation.

The log sheets should be kept up to date and readily accessible for inspection by the enforcing authority when required.

It is recommended that the fire log book should be kept in a loose leaf format with new record keeping pages photocopied when required.

It should be noted that it is an offence for a person to knowingly make a false entry onto these sheets.



CONTENTS OF LOG BOOK

Useful telephone contacts
 Notes on test procedures and frequencies
 Visits by fire service inspector/crew
 Fire alarm break glass call points
 Fire risk assessment details
 Fire detection and alarm system - record of tests
 Record of false alarms
 Emergency lighting system - record of tests
 Fire extinguishers - record of tests and inspections
 Hose reels - record of tests
 Sprinkler system - record of tests
 Fire resisting doors/means of escape - record of tests
 Electrical and portable appliance testing - record of test
 Fire instruction - record of when given
 Fire evacuation drills - record of when undertaken

**USEFUL TELEPHONE NUMBERS
 IN AN EMERGENCY DIAL 999**

Fire Alarm Maintenance		Building Maintenance	
Emergency Lighting Maintenance		Building Control Officer	
Fire Extinguisher Maintenance		Environmental Health	
		Fire Safety Officer	
Responsible Person			
Premises Details (Address)			



EMPLOYEE FIRE INSTRUCTION AND DRILLS

Fire instructions and training should be given to employees so that they are aware of the following:

- What to do if they discover a fire
- How to sound the fire alarm
- What to do if they hear the fire alarm
- Where the fire extinguishers are located and how to use them (if it is safe to do so)
- The escape routes from the building
- The whereabouts of the assembly points
- How to call the Fire and Rescue Service
- The arrangements for the evacuation of people with special needs
- The dangers associated with obstructing fire exits and wedging open of fire resisting doors.

Instruction and training should be given:

- As soon as possible at the commencement of employment
- Annually thereafter

Fire Evacuation Drills should be carried out:

- At least twice a year
- All employees **MUST** evacuate the premises regardless of seniority or commitments
- The results should be recorded and remedial action taken as necessary



NOTES ON TEST PROCEDURES AND FREQUENCIES

*Indicates an entry should be made in the log book. A maintenance contract is to be taken out with a reputable company in respect of each of the installations below, if provided.

FIRE EXTINGUISHERS (for further information see BS 5306: Part 3) or equivalent EU standard.

- * Monthly inspection to ensure that they are in their proper position and have not been discharged, or lost pressure (those fitted with pressure indicator), or suffered obvious damage.
- * Annual inspection. No guidance as this should be done preferably by a representative of the manufacturer, or at least by a competent person following the manufacturers recommended procedures and using the tools etc, specified therein.
- & at intervals not exceeding those given below test discharge the extinguishers.
- (A) Every 4 years - Water (Stored pressure), foam (all types
- (b) Every 5 years - Water (Gas cartridge), Powder (Gas cartridge), Powder (stored pressure valve operated).

FIRE ALARM (for further information see BS 5839: Part 1) or equivalent EU standard.

- It is important that the operations of testing do not result in a false signal of fire. Daily inspect the panel for normal operation of the system. Where provided, check that the connection to the remote manned centre is functioning correctly.
- * Weekly test and examination to ensure that the system is capable of operating under alarm conditions, namely:
 - (a) Operate trigger device (Manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation, each zone being tested at least quarterly monitored system and weekly for an un-monitored system. Each time zone is tested a different trigger device should be used.
 - (B) Examination of batteries and connections including electrolyte level.
 - * quarterly and annual inspection and test. No guidance is given as these should be done by the installer or by an employee who has received special training by the installer.

AUTOMATIC DOOR RELEASES CONNECTED TO FIRE ALARM SYSTEM

- * Weekly, in conjunction with the fire alarm test, check that all doors are being released and closing fully onto the door rebates.



FIRE DETECTORS (FOR FURTHER INFORMATION SEE BS 5839: Part 1), or equivalent EU standard.

Regular visual inspection of detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

* Annual test of at least 2% of installed heat detectors by application of a heat source as a check on reliability. Detectors other than heat should be checked for correct operation and sensitivity in accordance with the manufacturers instruction.

EMERGENCY LIGHTING (for further information see BS 5266: Part 1), or equivalent EU standard.

Because of possible failure all tests should be undertaken at times of least risk.

Regularly inspect the system for cleanliness, particularly luminaries. Battery banks and generators should be checked following the manufacturer's instructions.

* Monthly test of self contained luminaires, by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaires to be checked for proper function.

* Annual test of self contained and central battery systems by simulation of a failure of the normal lighting supply, for a continuous period, for its full duration. During the test, check all luminaires for proper function.

Fire Doors (for further information see BS 476 Part 22 (1), or equivalent EU Standard

* Monthly. The following should be checked:

- a. The heat-activated seals and smoke seals are undamaged;
- b. That door leaves are not structurally damaged or excessively bowed or deformed.
- c. That gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent fire and smoke sealing;

Electrical Inspections

* Five Yearly - Arrange for the electrical system of fire safety installations to be checked in accordance with the testing and inspection requirements of the current IEE Wiring Regulations; for any defects found to be found to be logged and the necessary action taken, and ensure that certificates of satisfactory testing are received.



Portable Appliance Testing

* Annually - Electrical testing should be performed by a person who is competent in the safe use of the test equipment and who knows how to interpret the test results obtained. This person must be capable of inspecting the equipment and, where necessary, dismantling it to check the cable connections.

Fire Instructions

* The legislation applicable to these premises requires that instructions should be given in respect of the action, purpose, etc, of the following; discovering a fire, hearing the fire alarm, the assembly point, calling the fire service, making safe power supplies, etc, use of fire alarms and fire extinguishers, and the means of escape routes.

Fire Drills

* The legislation applicable to these premises requires that drills should be conducted to simulate fire conditions i.e. one escape route obstructed, no advance warning given other than to specific staff for the purposes of safety, the fire alarm should be operated on instructions of management.

Do not call the fire service for the purposes of a drill, it is an offence.

<u>Visits By Fire Service Inspector/Crew</u>	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
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63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

Fire and Rescue Service crews will periodically visit premises for familiarisation purposes in the event of them being called to a fire in the building. The fact that a Fire and Rescue Service visit has taken place should not be interpreted as an endorsement of fire safety measures and procedures in the premises.

[illegible]



FIRE RISK ASSESSMENT

Name and address of premises:	
Contact Details: (Tel/Fax/Email etc)	
Employer or other Responsible Person:	
Risk Assessment Undertaken By:	
Position:	
Signature:	
Date of Assessment:	
Main Employer/Owner	
Main Employer Address/Contact Details	

--

Date	Assessor (print)	Position	Signature	Review Date

The Fire Risk Assessment should be reviewed annually or on the introduction of new plant, materials, processes or alterations to the premises.

FIRE ALARM BREAK GLASS POINT LOCATION

[illegible]

WEEKLY TEST - QUARTERLY TEST AND INSPECTION - ANNUAL TEST AND INSPECTION

[illegible]

RECORD OF FALSE ALARMS

[illegible]

MONTHLY TEST - ANNUAL TEST AND INSPECTION

Page 18 of 23

FIRE EXTINGUISHERS RECORD OF TESTS AND INSPECTIONS

MONTHLY TEST (M) - ANNUAL TEST AND INSPECTION (A) - PERIOD DISCHARGE (PD)

[illegible]

MONTHLY INSPECTION

[illegible]



ELECTRICAL AND PORTABLE APPLIANCE TESTING

ELECTRICAL SYSTEM - 5 YEARLY

Date	Fault Identified	Action Taken to Remedy	Tester Company	Tester Name (print)

PORTABLE APPLIANCE TESTING - ANNUALLY

ONLY RECORD ITEMS WHICH FAIL

Date	Item Tested	Action Taken to Remedy (dispose or repair)	Tester Company	Tester Name (print)

STAFF TRAINING AND INSTRUCTION SESSIONS SHOULD NOT BE LESS THAN 30 MINUTES

[illegible]



FIRE EVACUATION DRILL

Note: Actual Fires/AFAs with full evacuation may also be included as Fire Drill

Should be carried out at the interval shown below and conducted to simulate fire conditions; i.e. one route obstructed. No advance warning should be given, other than to specific staff for purposes for safety and the avoidance of a false call being made to the Fire and Rescue Service.

SIX MONTHLY

In residential premises, places of entertainment, large shops and department stores.

YEARLY

In industrial and commercial premises.

Date	Persons/Section taking part	Evacuation time	Details of Deficiencies and Action Taken	Name (print)



3.5 PROTECTIVE CLOTHING

3.5.1 The Personal Protective Equipment at Work Regulations 2002 requires every employer to ensure that suitable personal protective equipment (PPE) is provided to his employees that are exposed to a risk to their health or safety whilst at work.

- * It will be the policy of this Company to reduce risks identified to such an extent that PPE is not required. However, as a last resort where the risks can not be adequately controlled PPE will be issued in accordance with the standards of the Personal Protective Equipment Regulations 2002.

3.5.2 Assessment

- * Before choosing and issuing any PPE the **Chief Executive** will ensure PPE to be provided has been assessed, to establish the equipment issued is suitable for the job it is required to do and complies with the regulations.

3.5.3 Information Instruction and Training

- * **Chief Executive** will be responsible for ensuring that any employee issued with PPE is provided with such information, instruction and training as is adequate and appropriate to enable the employee to use the equipment correctly and to its best effect.

3.5.4 Use of PPE

- * All employees will be responsible for using PPE as issued, in accordance with training given and information received. In addition, employees will be responsible for reporting to the **Chief Executive** loss or obvious defect to such equipment.

The **Chief Executive** will be responsible for ensuring the re-issuing of PPE as required.

3.5.5 Standards

- * All personal protective equipment issued by the Company will be approved by the HSE or CE marked. The Company will ensure any PPE issued is capable of coping with the levels of contamination expected and protect the employee against known hazards.



3.6 HAZARDOUS SUBSTANCES

3.6.1 The Control of Substances Hazardous to Health (COSHH) Regulations, provides a legal framework for controlling the exposure of employees to hazardous substances used in and arising from work activities.

- * The essential requirement of the COSHH Regulations is for employers to make an assessment of the risk to employees health, arising from work processes and take measures to protect the health of employees and others.
- * Hazardous substances to which the regulations apply are defined as follows. Any substance including any preparation containing the substance which is:
 - (a) A substance classified as being; toxic, very toxic, harmful, corrosive, irritant or sensitising under the Chemicals (Hazard Information and Packaging For Supply) Regulations (as amended).
 - (b) A substance which has a maximum exposure limit or which has an Occupational exposure standard set by the Health & Safety Commission (These substances are defined in HSE Guidance Note EH40).
 - (c) Any substances that have a chronic or delayed effect.
 - (d) Biological agents
 - (e) Dust, of any kind, when present in substantial concentration in air.
 - (f) A substance not contained in the definitions given in (a) to (d) above, which creates a hazard to the health of any person which is comparable with the hazards mentioned in substance exposure.

IT IS IMPORTANT TO NOTE:

- (i) Reduction in exposure must be obtained so far as is practicable by means other than personal protective equipment. (Personal protective equipment is a last resort).
- (ii) Exposure to Hazardous Substances must be reduced so far as is practicable. The workplace exposure limits (WEL) should be regarded as a minimum standard which should be bettered if practicable.



3.6.2 An Action Plan as follows has been adopted by this company:

1. Assessments should only be carried out by persons who are competent and have received sufficient instruction and training.
2. Prepare an inventory of all substances used within the Company.
3. Obtain information such as Hazard Data Sheets from manufacturer or suppliers for each substance identified and establish which substance are hazardous as defined.
4. Identify the process/activity association with each hazardous substance.
5. Commence the assessment programme starting with the more hazardous substance/activities identifying the control strategies needed in each case.
6. Implement control measures, monitor their effectiveness and ensure they are maintained.
7. Instigate a health surveillance programme if needed
8. Records are to be kept of all inventories, assessments and results of monitoring that is undertaken in the workplace.

The following checklist which describes the procedures to achieve the action plan.

3.6.3 ASSESSMENT

- * What substances are present and in what form?
 - Check inventory list, identify substances and review Data Sheet.
 - If no information available, request immediately from supplier.
- * What harmful effects are possible?
 - Check information on Data Sheets.
- * Where and how are the substances actually used, stored or disposed of?
 - Check Data Sheets, additional information from in-Company resources, Sitesafe UK Ltd.
- * What harmful substances are given off? (dust, fumes etc).



- Check existing data resources and previous experience of use.
- * Who could be effected, to what extent and how long for?
- Check out actual operations. Monitor to produce and identify answers if previous experience is not available.
- * Under what circumstances?
- Check on location of operation and existing environmental conditions (eg, confined space, poor ventilation).
- * How likely is it that exposure will happen?
- Check how frequently the operation is carried out and for what duration.
- Assess the probability of risk of exposure to the operative or other persons.

NOTE: Substances can be inhaled, ingested, absorbed, injected through skin or mucous membrane.

- * What precautions need to be taken?
- Can the substance be eliminated.
- Can the substance be substituted.
- Can engineering controls be used (eg extraction, forced ventilation dilution etc).
- Do personal protective measures need to be taken.

The above information should be recorded in a systematic way and conclusions reached should be retained until replaced by a new assessment.

On completion of the project or activity the COSHH records should be returned to the company **Chief Executive**.

- * At the conclusion of the assessment the following action should have been taken:

The information should have been gathered in a systematic way, questioning, reviewing technical/trade literature, HSE guidance etc. The hazards and associated risks should have been identified. From an analysis of the information, conclusions on control measures should have been made.

A record should have been made in order to inform and/or train employees and a copy maintained on file for future records.

NOTE: If at any time during the assessment the substance and/or operation is not likely



to be a hazard to the employee health the assessment can be terminated but a record of the assessment must be retained.

3.6.4 Control

- * On the basis of the assessment, appropriate control measures will be established following the key points listed below:

Remove the hazardous substance by changing the process.

Substitute with safer substances.

Totally enclose process.

Partially enclose any extraction equipment.

General ventilation.

Using safe systems of work and handling procedures.

NOTE: The provision of control measures is not sufficient in itself, they must be properly applied and supervised by the **Chief Executive**.

- * Where the control measure is an engineering control eg. exhaust ventilation, it must be kept in efficient working order and good repair. They must be examined and tested at regular intervals.

3.6.5 Monitoring Exposure

- * Working exposure should be monitored in certain cases, eg:
 - Where there could be a serious risk to health should the control measures fail.
 - Where there is doubt that the exposure limits are being achieved.
 - Where there is any doubt that the control measures are working.

NOTE: Check with Sitesafe UK Ltd
Results should be kept along with the assessment record.

3.6.6 Health Surveillance

- * Health surveillance is required under the Management of Health and Safety at Work Regulations 1999 and must be provided as appropriate having regard to the risk identified.
- * Should health surveillance be requested or become required, guidance can be obtained from Sitesafe UK Ltd - 01865 326553



Individuals health records must be maintained and kept for up to 40 years following the last known exposure.

3.6.7 Informing Employees

- * The key requirements to meet the need to inform employees and/or others should cover the following:

The risks arising from their work or contact with work activities.
The precautions to be taken and control measures established.

In addition if monitoring or health surveillance is undertaken.
The results of any monitoring
The collective - non personal - results of health surveillance.

- * This information will be provided during company induction and specific project inductions.

3.6.8 General Guidance

- * Suppliers of substances for use in the workplace have a legal duty to provide information on their products. This may be in a number of forms eg. data sheets, labels etc. If it is not provided it **MUST** be obtained before the substance is used.

Additional information on substances can be obtained from the following publications.

The Control of Substances Hazardous to Health Regulations.
HSE Guidance Note EH/40 (substances in this listing have been given Workplace Exposure Limits (WEL)).

3.6.9 Assessment Review

- * A review of the original assessment may be required when:
 - (a) There is reason to suppose that the original assessment is no longer valid.
 - (b) If the circumstances of the work change significantly - eg:
 - Volume of production
 - Plant
 - Materials
 - Process
 - Control measures.



(c) Where any of the following is reported or becomes known:

- Ill health is reported
- New evidence in substances.
- Monitoring shows loss of control.
- New or improved techniques of control becomes known.

* However, in addition it is this company's policy to review assessments annually and update as necessary.

3.6.10 Dust

* Dust of any kind when present in substantial concentration in air is considered to be hazardous to health, as defined by the Control of Substances Hazardous to Health Regulations.

Workers exposed to dust concentrations must be protected either by reducing the concentrations which may be dangerously high in the immediate breathing zone unless it is extracted away at source. Forced draught ventilation may need to be provided in confined spaces.



C.O.S.H.H. SUMMARY SHEETS



C.O.S.H.H. ASSESSMENTS



HEALTH & SAFETY DATA SHEETS



3.7 MANUAL HANDLING

The Manual Handling Operation Regulations 1992 (as Amended) have been introduced under the Health & Safety At Work Act 1974 to enable the UK to implement the requirements of European Directive 90/269/EEC on the Manual Handling of Loads. The Regulations seek to prevent injury from all manual handling operations and are concerned with the lifting and carrying of heavy weights.

The Regulations establish a clear hierarchy of measures for dealing with risk from manual handling. These are;

- * Avoid hazardous manual handling operations so far as reasonably practicable;
- * Assess any hazardous manual handling operations that cannot be avoided; and
- * Reduce the risk of injury so far as reasonably practicable.

3.7.1 Definition of Terms

- * "Manual Handling Operations" means any transporting or supporting of a load by hand or bodily force including lifting, putting down, pushing, pulling, carrying or moving. The pulling upon levers and handles or ropes does not fall within the definition, although the force applied to manipulate a load of any material supported on a spade, fork or similar implement are covered by the Regulations.
- * "Load" means any item or object that is being supported or transported.
- * "Injury" from manual handling operations does not include injury caused by the inherent properties of substances that spill from, or contaminate the surface of a load however, where the external properties of a load are changed through leakage for example where the load is made slippery the slipperiness would fall within the scope of the regulations.

3.7.2 Assessments

- * The **Chief Executive** is responsible for ensuring a suitable and sufficient assessment of all manual handling operations has been undertaken and anticipates all reasonably foreseeable factors. Where necessary the **Chief Executive** will delegate this responsibility to a competent person who has the ability to:



- (a) understand the regulations
 - (b) has a knowledge of the handling operation that has to be assessed.
 - (c) has an awareness of human (individual) capabilities and limitations.
 - (d) has an ability to recognise particular risks.
 - (e) has an ability to recommend reasonably practicable solutions.
 - (f) has the judgement of what constitutes a residual risk
- * All assessments produced will be kept up to date and revised as necessary where sufficient change has taken place or in the light of past experience
- * The significant findings of any assessment will be recorded in all instances unless:
- (a) the assessment is simple and obvious and easily repeatable
 - (b) the risk can be shown to be insignificant
 - (c) the handling operation is low risk and short lived.
- * Each assessment will take into account the following factors:
- (a) the tasks
 - (b) the loads
 - (c) the working environment
 - (d) individual capability
 - (e) other factors

3.7.3 Following a Manual Handling assessment of the Company's activities the following procedures are to be used when handling items on a daily basis.

Kinetic Lifting

- * The kinetic method of lifting enables the worker to make full use of the body's own weight and momentum to initiate the lift. The natural shape of the spine is maintained throughout (although the body maybe bent forward the spine should remain straight) and the lift is powered by the strong legs and thigh muscles. This method of lifting involves the minimum amount of muscular effort and this reduces stress and fatigue.
- * The following six key factors should be practised until they become second nature, a single co-ordinated action;
1. Feet. All lifting and handling can only be successful if it is carried out on a firm base. The person lifting may work from the ground, or on a temporary platform and it is essential that the feet are placed so that a good balance is maintained throughout the lift.



There is no correct or exact distance apart for the feet. Each individual has to consider their own weight, height and build. In general terms the feet should be at shoulder width and in line with the lift, with one foot slightly in front of the other. The rear foot should point forward when lifting, in the direction of movement. This position gives a good, adaptable balance and a wide enough base to perform the lift.

2. **Legs.** Having established a good base for the lift and recognised that it may be necessary to make adjustments of balance, it naturally follows that the legs must be relaxed sufficiently to achieve flexibility. To obtain flexibility, both knees must be unlocked to allow the feet to adjust automatically. This is a requirement for all good movement.

Whilst it is important to unlock and bend the knees, they should not be placed into the complete squat position as this will place extreme pressure on the knee joints. The forward leg should be at a 90 degree angle, whilst the back leg will provide the thrust for the lift. Although the lifter is only using one hand, the weight will be taken through the centre line of the body, thus maximises the weight of the body.

3. **Head.** The head should be gently raised and the chin tucked firmly in. This will not only straighten the neck; but the whole spine and it will bring about many other corrections in body movement, automatically lifting the chest and preparing the arms for a more efficient action. This head action should be carried out at the initial stage of all lifting movements.
4. **Straight Back.** A bent back is a weak back. It will lead to excessive muscular tension and damage to the spine. It will also undermine shoulder and arm efficiency. Generally, if the correct head position is adopted the back can be kept straight even if it is not vertical.

The back should straighten automatically, if the lifter breathes in just before the load is lifted the muscles around the back are locked providing additional protection to the spine.

5. **Arms.** Arms should be kept as close to the body as possible. The further the arms are extended the greater the strain. The elbows should be kept into the body.
6. **Grip.** A good grip is essential for all manual handling operations. Whenever possible, one hand should be below the load, with most of the



weight being taken by the palm and roots of the fingers. The other hand will then pull the load towards your body and help balance and control it.

To re-cap

- Stand close to the load
- Feet slightly apart and stable
- Bend at the knees, keeping the back straight
- Grip the load firmly
- Breathe in before lifting
- Lift with the legs
- Keep the load close to the body.

Remember

Always test the load before attempting to lift it to ensure it is in your capability.

Always lift slowly and smoothly avoiding sharp or jerking motions.

If mechanical aids are available use them.

3.7.4 Manual Handling Assessment Chart (MAC)

* The HSE manual handling assessment system should be completed to start an assessment process. The Assessment Chart (MAC) is a tool designed to help Health and Safety Inspectors assess the most common risk factors in lifting, lowering, carrying and team handling.

* The MAC assessment provides a colour coded system to establish the level of risk presented by each operation.

G	=	GREEN	-	Low risk level
A	=	AMBER	-	Medium risk level
R	=	RED	-	High risk level
P	=	PURPLE	-	Very high risk level

* Using the colour coding and its associated numerical scoring system will help us to prioritise tasks that need most urgent attention and then reduce the overall level of risk for the task.

Further information on the MAC, including online training can be found at www.hse.gov.uk/msd/mac.



Manual Handling Assessment Sheet - Team Handling

Task Description

Are there indications that the task is high risk? (Tick appropriate boxes)

Task has history of manual handling incidents
(e.g. company accident records, RIDDOR reports) ☐

Task is known to be hard work or high risk ☐

Employees doing work show signs that they are
finding it hard work (e.g. breathing heavily, red faced, sweating). ☐

Other indications, if so what?

Insert the colour band and numerical score for each of the risk factors in the boxes below, referring to the assessment using the tool.

Risk factors	Colour band G,A.R or P	Numerical score
Load weight and frequency		
Hand distance from the lower back		
Vertical lift region		
Trunk twisting/sideways bending		
Postural constraints		
Grip on the load		
Floor surface		
Other environmental factors		
Communication and co-ordination		
TOTAL SCORE		

Assessor Name

Signature

Date

--	--	--



Manual Handling Assessment Sheet - Lifting

Task Description

Are there indications that the task is high risk? (Tick appropriate boxes)

Task has history of manual handling incidents
(e.g. company accident records, RIDDOR reports) ☐

Task is known to be hard work or high risk ☐

Employees doing work show signs that they are
finding it hard work (e.g. breathing heavily, red faced, sweating). ☐

Other indications, if so what?

Insert the colour band and numerical score for each of the risk factors in the boxes below, referring to the assessment using the tool.

Risk factors	Colour band G,A.R or P	Numerical score
Load weight and frequency		
Hand distance from the lower back		
Vertical lift region		
Trunk twisting/sideways bending		
Postural constraints		
Grip on the load		
Floor surface		
Other environmental factors		
TOTAL SCORE		

Assessor Name

Signature

Date

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Manual Handling Assessment Sheet - Carrying

Task Description

Are there indications that the task is high risk? (Tick appropriate boxes)

Task has history of manual handling incidents
(e.g. company accident records, RIDDOR reports) ☐

Task is known to be hard work or high risk ☐

Employees doing work show signs that they are
finding it hard work (e.g. breathing heavily, red faced, sweating). ☐

Other indications, if so what?

Insert the colour band and numerical score for each of the risk factors in the boxes below, referring to the assessment using the tool.

Risk factors	Colour band G,A.R or P	Numerical score
Load weight and frequency		
Hand distance from the lower back		
Asymmetrical Trunk/Load		
Postural constraints		
Grip on the load		
Floor surface		
Other environmental factors		
Carry distance		
Obstacles en route		
TOTAL SCORE		

Assessor Name

Signature

Date

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3.8 PORTABLE APPLIANCE TESTING

3.8.1 General

- * The Inspection and testing of in-service electrical equipment (usually referred to as Portable appliance testing or PAT) was introduced to enable companies and organisation comply with the Electricity at Work Regulations. To meet these regulations it is necessary to have in place a program of inspection and electrical safety testing of portable appliances. Other legislation of specific relevance to electrical maintenance - The Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Provision and Use of Work Equipment Regulations 1998.

3.8.2 Portable electrical equipment is defined as any electrical equipment that is powered between 25 and 240 volts and which is connected to the electrical mains via a plug and socket.

- * It is this company's policy that all electrical tools, other than hired equipment (which must come with a current PAT record) is issued from Head office. The equipment is logged and inspected before issue, and to comply with the Electricity at Work Regulations is tested using a portable appliance tester and results noted. Any faults are corrected by external repairers before testing and reissue.
- * Operatives of portable electrical equipment are instructed to visually inspect equipment before use, checking flexible cables, plugs and controls for damage or wear.



3.9 OFFICE SAFETY

3.9.1 The office environment

- * Good house-keeping in any environment will improve safety. General untidiness can cause accidents, many of which will result in personal injury. Avoid producing tripping hazards by keeping all floors, passages, stairways and doors clear of obstructions at all times.
- * Trailing electric cables from equipment such as visual display units, telephones etc. must be kept to a minimum and positioned to prevent tripping hazards.
- * Where this is unavoidable, cable protectors will be placed over the trailing cables. Trailing cables not only produce a tripping hazard, but on electrical appliances can cause or create other problems such as fire hazards, where cables become broken or frayed.

3.9.2 Filing and Storage

- * When working from filing cabinets, only open one drawer at a time. If used incorrectly, cabinets can overturn. Never leave cabinet drawers open when not attended.
- * Filing cabinets should always be loaded bottom drawer first and then work up.
- * Never reach above face height for items from shelves etc. Use a 'hop up' or steps where provided.

3.9.3 Lighting

- * The Company will provide adequate lighting throughout the work area. A light level of 150 lux or above will be maintained in all access ways and 500 lux in general office areas.
- * Employees should report lighting that is non operative, flickering or thought to be below the above standard.
- * The Company will check lighting levels on a regular basis to ensure the required standard is maintained.



3.9.4 Machinery Hazards

- * All office machines will be located in accordance with manufacturers recommendations and must always be operated as per the manufacturers operating instructions. In the event of a break down do not tamper with the machine. Report the matter to your Line Manager immediately so that appropriate remedial action can be taken
- * Care must always be taken when using items such as staplers, knives, scissors and guillotines etc. All have the ability to inflict serious injury. Additional care should be taken when storing these items. Avoid placing uncovered blades in drawers.
- * Only those trained and authorised are permitted to use Company equipment. Do not bring personal equipment into the working environment

3.9.5 Hazardous Substances

- * Although chemical hazards may not be obvious in the office environment, chemicals used in photocopiers and printers etc can be toxic, irritant or harmful and as such care must be taken when using them. The COSHH Regulations will apply. (See Section 3.6 Hazardous Substances).

3.9.6 Manual handling

- * Organise the work to minimise the amount of lifting necessary, using mechanical means or other aids if available. When help is needed for lifting heavy or awkward loads, get everyone to work together but make sure only one person gives, clear unhurried instructions. Provide protection for hands and feet, and protective clothing where necessary.

Make sure that everyone knows the correct lifting techniques:
See Section 3.7 manual handling).

- Don't jerk and shove - twisting the body may cause injury
- Lift in easy stages - floor to knee then from knee to carrying position. Reverse this lifting method when setting the load down.
- Hold weights close to the body. Lift with the legs and keep the back straight.
- Grip loads with palms, not fingertips. Don't change your grip while carrying.



- Don't let the load obstruct your view. Make sure the route is clear before you start moving.
-

3.9.7 Visual display units (VDUs)

- * Long periods of use may result in headaches, eye strain and back problems. Well designed work areas, comfortable seating and a properly adjusted screen should minimise these symptoms. There is no evidence at present that users of VDU's need to take special precautions to protect against radiation emissions.

3.9.8 Upper limb disorders.

- * Keyboard operators maybe affected by upper limb disorders at some point in their working lives.

The term covers a number of related medical conditions including; tenosynovitis, carpal tunnel syndrome, tennis elbow and heat conditions which affect the arms, particularly the hands and forearms. The symptoms of upper limb disorders include pain of affected parts. Typical causes are incorrect posture, too great a workload, over forceful movements and inadequate rest periods.

Injury can be prevented by improved design of working areas (position of keyboard and VDU screens, heights of workbenches and chairs, lighting), adjustments of workloads and rest periods along with the provision of special tools.



3.10 DISPLAY SCREENS

The Health & Safety (Display Screen Equipment) Regulations 1992 sets out broad general duties which apply to all visual display units used in the working environment. The Regulations require an analysis of work stations to assess and reduce risks.

3.10.1 Assessments

- * The **Chief Executive** will be responsible for ensuring all existing and new work stations have been suitably assessed. Such assessments will be reviewed where there is a reason to suspect that it is no longer valid or there has been sufficient change in the matters to which it relates.
- * The **Chief Executive** will be responsible for ensuring that risk factors identified in such assessments are reduced to the lowest extent practical.

3.10.2 Work Routines

- * Daily work on display unit equipment shall be planned to ensure there are adequate periodical interruptions.

3.10.3 Eyes and Eyesight

- * Where a person is already a user of display screen equipment prior to the implementation of the Display Screen Regulations the company will provide at their request an appropriate eyesight test which will be carried out by a competent person.
- * Where necessary, those working with visual display units, will be provided with special corrective appliances appropriate to the work they are undertaking.

3.10.4 Work Stations

- * The company will ensure that all new and existing work stations meet the requirements of the EEC Directive 90/270/EEC(A) with a view to securing the health, safety and welfare of persons at work.

3.10.5 Hazards

- * Display screen equipment has been associated with a range of symptoms related to visual systems and working posture. These often reflect body fatigue. To eliminate these



hazards work stations will be designed applying ergonomic principles. Further reference and guidance can be found in the Display Work Equipment, Guidance on Regulations.

3.10.6 Equipment

* General comment;

The use as such of the equipment must not be a source of risk for operators or users.

* Display screen

The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen should be stable, with no flickering or other forms of instability.

The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user and also be easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator or user.

It should be possible to use a separate base for the screen or an adjustable table.

The screen shall be free of reflective glare and reflections liable to cause discomfort to the operator or user.

* Keyboard

The keyboard shall be tiltable and separate from the screen so as to allow the operator or user to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator or user.

The keyboard shall have a matt surface to avoid reflective glare.

The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.



The symbols on the keys shall be adequately contrasted and legible from the design working position.

*** Work desk or work surface**

The work desk or work surface shall have a sufficiently large, low reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

There shall be adequate space for operators or users to find a comfortable position.

*** Work chair**

The work chair shall be stable and allow the operator or user easy freedom of movement and a comfortable position.

The seat shall be adjustable in height.

The seat back shall be adjustable in both height and tilt.

A footrest shall be made available to any operator or user who wishes one.

3.10.7 Environment

*** Space requirements**

The workstation shall be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements.

*** Lighting**

Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.

Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.



* Reflections and glare

Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.

Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

* Noise

Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

* Heat

Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to operators or users.

* Radiation

All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of operators or users health and safety.



3.11 YOUNG PERSONS

3.11.1 Introduction

This section provides information on the specific provisions of the Management of Health and Safety at Work Regulations 1999 (as amended 2006) relating to Young Persons and highlights the key issues for inspection and enforcement.

3.11.2 Background

- * The former Health and Safety (Young Persons) Regulations 1997 which came into force on 3 March 1997 are now subsumed within the Management Regulations. They implement the health and safety provisions of the Young Workers Directive (94/33/EC).

3.11.3 Guidance

- * Practical guidance on the regulations is given in HSE's guidance booklet HSG165 'Young people at work - a guide for employers'. The guide concentrates on the regulations and does not cover every aspect of the employment of young persons, although it contains brief information on some more specific issues e.g. the provision and use of work equipment.
- * HSE has also produced joint guidance for work experience organisers, HSG199 'Managing Health and Safety on Work Experience - A guide for organisers in collaboration with the Department of Education and Employment (now the Department for Education and Skills (DfES), the Scottish Executive and the National Assembly for Wales.
- * This guidance is aimed at new employers and organisers of work experience placement i.e. schools, education business partnerships etc. It explains how they might assist employers i.e. placement providers, to comply with the Management Regulations. It also builds on the references to health and safety in the existing DfES booklets, Work experience - a guide for employers, and Work experience.

3.11.4 Summary requirements

- * The Management Regulations place particular duties on employers of young persons.



- * Young persons are defined as being persons who have not attained 18 years. There are extra duties if the young person is a child, i.e under minimum school leaving age (MSLA).

In essence, the Regulations introduce:

- (1) a requirement to take particular account of certain specified factors when carrying out or reviewing risk assessments.
- (2) a requirement that the risk assessment be carried out before the young person starts work;
- (3) a requirement to prohibit young person from certain work if risk assessment identifies a significant risk which cannot be eliminated;

and in cases where the young person is a child:

- (4) a requirement to provide specified information to parents/guardians.

- * The requirement above may give rise to situations where the employer should prohibit young persons from certain work even though the risks involved would be considered acceptable for adults.
- * Students and schoolchildren under 18 years, including those undergoing work experience, are covered by the Management Regulations. This is because persons undertaking 'relevant training' are considered as employees for the purposes of health and safety law, by virtue of the Health and Safety (Training for Employment) Regulations 1990.

SPECIFIC DUTIES

3.11.5 Risk assessment

Regulation 3(4) and 3(5) define requirements for risk assessment in situations where young persons are employed or are about to be employed.

- * The effect of reg 3(4) is that before an employer employs a young person they should carry out a risk assessment which takes particular account of risks to the young person. Employers who already employ young persons are also required by reg 3(4) to review their existing assessments 'forthwith'.



- * Regulation 3(5) requires that the risk assessment takes into account certain specified factors. In so doing, it more closely defines the existing requirement to 'make a suitable and sufficient assessment' (the Management Regulations reg 3(1)). It has the effect of clarifying the nature of the employers duty but it does not introduce a higher standard of compliance.
- * Where employers are already complying with existing regulations (e.g the Management Regulations reg 3(1)(a)), all that may be necessary to comply with regs 3(4) and 3(5) is to review the factors taken into account in the assessment to ensure the measures taken are appropriate to young persons. However, employers will need to be alert to the fact that in some situations the appropriate measure arising from this review may be to prohibit young persons from carrying out the work.
- * In many cases there will be scope for using generic assessments which reflect core hazards and risks associated with the employment of young persons in particular types of work. Such generic assessments will be subject to the same limitations as 'model' assessments (Management Regulations ACOP para 17) and should be treated in a similar fashion.
- * The factors specified in reg 3(5) cover both the psychological and physiological characteristics of young persons. These are considered separately in the following paragraphs.

3.11.6 Psychological factors

- * The assessment should take into account the inexperience and immaturity of the young persons and also their possible lack of awareness of existing or potential risks. There may be situations where these factors are of sufficient importance that the young persons should be prohibited from the work.
- * In other cases provision of additional supervision and information may be necessary. The table in HSG 165 Section 4 gives some pointers to situations where this is likely to be the case and where sector specific guidance has been produced this may also be relevant.

3.11.7 Physiological factors

- * Particular physiological factors which should be considered in relation to the immaturity of young persons (reg 3(5)(a)) include;



- (1) availability of PPE which is suitable for young persons (e.g appropriate fit);
 - (2) stature, strength and reach of young persons in relation to their ability to operate controls (this is likely to be particularly relevant to the operation of vehicles and power tools) and
 - (3) body dimensions of young persons in relation to safe distances used to prevent access to danger zones (see BS5304: 1988 Code of practice for safety of machinery and BSEN 294: 1992 Safety of machinery: safety distances to prevent danger zones being reached by the upper limbs).
- * Regulations 3 (5)(g) requires that employers take into account risks arising from a number of agents, processes and work detailed in the Annex to the Young Workers Directive. These are listed in the first column of the table in Section 4 in HSG165, together with guidance intended to assist the assessment process.
- * In many cases the physiological risks to adults and young persons are the same. However, there are some areas where young workers may require greater protection because of physiological differences. The table indicates that these are:
- (1) work where pace is determined by machinery (muscle strength not fully developed);
 - (2) work in high pressure atmospheres (bones not fully developed and may be at greater risk of long term harm);
 - (3) ionising radiation (slightly greater risk of developing cancer and hereditary effects) and
 - (4) whole body vibration (WBV) (greater risk of spinal damage as bones not fully matured and muscle strength not fully developed).

3.11.8 Provision of information

- * Regulation 10(2) requires employers who employ children (i.e young persons below the MSLA) to provide information to the parents on the risks identified in the risk assessment and also on the associated control measures which are provided. This requirement is additional to requirements under other legislation to provide information to employees.



- * Regulations 10(2) states that the information provided to parents, relating to the findings of the risk assessment and to the preventative and protective measures, shall be 'comprehensible and relevant'. HSG165 makes it clear that HSE will be satisfied if the information covers the key finding of the risk assessment. Similarly the information needs only cover those preventative and protective measures which arise from the key findings of the risk assessment.
- * Legal definition of MSLA and the term 'a parent' are given in the regulations, referenced to other legislation. The definition of 'parent' includes a legal guardian.
- * HSG165 makes it clear that HSE will not require the information to parents to be in writing and accepts that the employer may arrange for it to be transmitted to the parent by the child or (in the case of children on work experience placements) by intermediaries. Legal advice is that this will be sufficient to meet the requirements of the regulations provided the employer is satisfied that the information will be passed on.

3.11.9 Protection from risk

- * Regulation 19 requires employers to take measures to ensure young persons are not exposed to significant risk. These measures should be based on the outcome of the risk assessment and in some cases may include the employer prohibiting the young person from certain types of work.
This type of prohibition is most likely to arise in situations where the experience, maturity and awareness of a young person would be insufficient to allow the work to be carried out without significant risk.
- * The requirement in Regulation 19 to prohibit young persons from certain types of work does not apply to those who are over the MSLA and who are doing work
 - (1) necessary for their training;
 - (2) under the supervision of a competent person; and
 - (3) where any risk is reduced to the lowest level that is reasonably practicable.
- * This is likely to be the case in many vocational training situations, e.g government-funded training, modern apprenticeships, in-house training, and the work qualifying

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for NVQ/SVQ assessment. Children below the MSLA may not do work involving the stated risks in regulation 19(2) under any circumstances including for training or work experience.

- * The requirement for employers to prohibit young persons from certain work and also the relaxation of this requirement are both subject to the provision that there are no other conflicting legal requirements.



3.12 LONE WORKERS

3.12.1 Who are lone workers and what jobs do they do?

Lone workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations; some examples are given below;

People in fixed establishments where;

- * only one person works on the premises, eg in small workshops, petrol stations kiosks, shops and also home workers.
- * people work separately from others, eg factories, warehouses, maintenance, some research and training establishments, leisure centres or fairgrounds;
- * people work outside normal hours eg, cleaners, security, special production maintenance or repair staff etc.

Mobile workers working away from their fixed base;

- * service workers, eg rent collectors, postal staff, social workers, home helps, district nurses, pest control workers, drivers, engineers, architects, estate agents, sales representatives and similar professionals visiting domestic and commercial premises.

3.12.2 Can people legally work alone? Assessing and controlling the risks

- * Although there is no general legal prohibition on working alone, the broad duties of the HSW Act and MHSW regulations still apply. These require identifying hazards of the work, assessing the risks involved and putting measures in place to avoid or control the risks.

Employees and safety representatives are a valuable source of information and advice. Consultation will help to ensure that all relevant hazards have been identified and appropriate controls chosen; consultation with employees and their representatives on health and safety matters is a legal responsibility.

Control measures will include instruction, training, supervision, protective equipment etc. The company will take steps to check that control measures are used and review the risk assessment from time to time to ensure it is still adequate.



When risk assessment shows that it is not possible for the work to be done safely by a lone workers, arrangements for providing help or back-up will be put into place. Where a lone worker is working at another employer's workplace, the company will be asked for any risks and the control measures that should be taken. This helps us to assess the risk and provide adequate protection.

Risk assessment help decide the right level of supervision. There are some high-risk activities where at least one other person may need to be present.

3.12.3 Safe working arrangements for lone workers

- * Establishing safe working for lone workers is no different from organising the safety of other employees. The company understands the law and standards which apply to their work activities and will assess whether the requirements can be met by people working alone.

Lone workers face particular problems. Some of the issues which need special attention when planning safe working arrangements are as follows;

Can the risks of the job be adequately controlled by one person?

- * Lone workers will not be placed at more risk than other employees by this company. This may require extra risk-control measures. Precautions will take account of normal work and foreseeable emergencies, eg fire, equipment failure, illness and accidents. The **Chief Executive** will identify situations where people work alone and ask questions such as;
 - * Does the workplace present a special risk to the lone worker?
 - * Is there a safe way in and a way out for one person? Can temporary access equipment which necessary be safely handled by one person?
 - * Can all the plant, substances and goods involved in the work by safely handled by one person? Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment.
 - * Is there a risk of violence?
 - * Are women especially at risk if they work alone?



- * Are young workers especially at risk if they work alone?

3.12.4 Is the person medically fit and suitable to work alone

The company will check that lone workers have no medical conditions which make them unsuitable for working alone. The **Chief Executive** will seek medical advice if necessary. Consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual.

- * What training is required to ensure competency in safety matters

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations. Lone workers need to be sufficiently experienced and to understand the risk and precautions fully. The company will set the limits to what can and cannot be done while working alone by recorded assessment. Employees must be competent to deal with circumstances which are new, unusual or beyond the scope of training, eg when to stop work and seek advice from a supervisor and how to handle aggression.

- * How will the lone worker be supervised?

Although lone workers cannot be subject to constant supervision, it is still an employer's duty to ensure their health and safety at work. Supervision can help to ensure that employees understand the risks associated with their work and that the necessary safety precautions are carried out. **Chief Executive** can also provide guidance in situations of uncertainty. Supervision of health and safety can often be carried out when checking the progress and quality of the work; it will take the form of periodic visits combined with discussions in which health and safety issues are raised.

The extent of supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues. Employees new to the job undergoing training, doing a job which presents special risks, or dealing with new situation will be accompanied at first. The level of supervision required is a management decision which will be based on the findings of the risk assessment. The higher the risk, the greater level of supervision will be provided. It will not be left to individuals to decide whether they require assistance.

Procedures will be put in place to monitor lone workers to see they remain safe. These may include;



- * **Chief Executive** periodically visiting and observing people working alone;
- * Visits by the company's safety consultants.
- * Regular contact between the lone worker and supervision using either a telephone or radio;
- * Automatic warning devices which operate if specific signals are not received periodically from the lone worker, eg systems for security staff;
- * Other devices designed to raised the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity;
- * Checks that a lone worker has returned to their base or home on completion of a task;

3.12.5 What happens if a person becomes ill, has an accident, or there is an emergency?

- * Lone workers should be capable of responding correctly to emergencies. Risk assessment will identify foreseeable events. Emergency procedures will be established and employees trained in them. Information about emergency procedures and danger areas will be given to lone workers who visit our premises. Lone workers will have access to adequate first aid facilities and mobile workers will carry a first aid kit suitable for treating minor injuries. Occasionally risk assessment may indicate that lone workers need training in first aid.



3.13 DRUGS AND ALCOHOL

3.13.1 What is drug Mis-use?

- * Drug mis-use refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvent. Drug misuse can harm the mis-user both physically and mentally and through the mis-user's actions, other people and the environment.
- * Successfully tackling drug misuse can benefit both our business and our employees. For example by:
- * Saving on the cost of recruiting and training new employees to replace those whose employment might be terminated because of untreated drug misuse.
- * Reducing the cost of absenteeism or impaired productivity.
- * Creating a more productive environment by offering support to those employees who declare a drug related problem.
- * Reducing the risk of accidents caused by impaired judgement.
- * Enhancing the public perception of our organisation as a responsible employer.
- * Contributing to society's efforts to combat drug abuse.

3.13.2 Who is at risk

- * All kinds of people are involved in drug misuse - they do not conform to any stereotype. A lot of people who are involved in drug misuse are in work.
- * Drugs can affect the brain and the body in a number of ways. They can alter the way a person thinks, perceives and feels and this can lead to either impaired judgement or concentration.
- * Drug misuse can also bring about the neglect of general health and well being. This may adversely influence performance at work, even when the misuse takes place outside the workplace.



3.13.3 Table one

Signs of misuse which we look for include;

- ☐ Sudden mood changes
- ☐ Unusual irritability or aggression
- ☐ A tendency to become confused
- ☐ Abnormal fluctuations in concentration and energy
- ☐ Impaired job performance
- ☐ Poor time-keeping
- ☐ Increased short-term sickness absence
- ☐ A deterioration in relationships with colleagues, customers or management
- ☐ Dishonesty and theft (arising from the need to maintain an expensive habit)

Remember all the signs shown above may be caused by other factors, such as stress and should be regarded only as indications that an employee may be misusing drugs.

3.13.4 The legal position

- * We have a general duty under the Health and Safety at Work etc Act 1974 (HASAW Act) to ensure as far as is reasonably practicable the health, safety and welfare at work of our employees.
- * We also have a duty under the Management of Health and Safety at Work Regulations 1999 to assess the risks to the health and safety of our employees. If we knowingly allow an employee under the influence of drug misuse to continue working and his or her behaviour places the employee or others at risk, we could be prosecuted.
- * Our employees are also required to take reasonable care of themselves and others who could be affected by what they do at work.
- * The Road Traffic Act 1988 states that any person who when driving or attempting to



drive a motor vehicle on a road or other public place is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle in the same circumstances.

- * The principle legislation in the UK for controlling the misuse of drugs is the Misuse of Drugs Act 1971 (Amendment) Order 2008. Nearly all drugs with misuse and/or dependence liability are covered by it.
- * The Act makes the production supply and possession of these controlled drugs unlawful, except in certain specified circumstances (for example, when they have been prescribed by a doctor). If we knowingly permit the production or supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on our premises we could be committing an offence.
- * The Act lists the drugs that are subject to control and classifies them in three categories according to their relative harmfulness when misused.

CLASS A - Includes ecstasy, cocaine, heroine, LSD, mescaline, methadone, morphine, opium and injectable forms of Class B drug.

CLASS B - Includes oral preparations of amphetamines, barbiturates, cannabis, cannabis resin, codeine and methaqualone (Mandrax).

CLASS C - Includes; most benzodiazepones (eg Temazepam, Valium), other less harmful drugs of the amphetamine group and anabolic steroids.

- * The penalties for offences involving controlled drugs depend on the classification of the drug. Penalties for misuse of Class A drugs are more severe than those for Class B drugs which in turn are more severe than the penalties for Class C drugs. The Act also distinguishes in terms of the penalties that may be imposed between the offences of possession and drug trafficking or supplying with the latter attracting higher penalties.
- * It is possible that in certain circumstances charges may be brought against an employer or an employee under either this Act or the Health and Safety at Work Act or both. It would be up to the courts to decide on the circumstances of each case.

3.13.5 Policy on drug misuse

- * **Aim** - This policy is aimed at all company employees including Management and staff regardless of their status and exists to ensure drug misuse can be identified and dealt with at the earliest point to safeguard the mis-user and other company employees.

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- * **Responsibility** - All Supervisory Staff will be responsible for ensuring the policy is carried out on a day to day basis. The company's **Chief Executive** will have overall responsibility for making the policy effective.
- * **Definition** - The company defines drug misuse as any drug/substance taken in excess of that prescribed by the individuals General Practitioner or specialist. Incorrect use of items such as solvents glue or aerosols, use of non prescribed Class A, B or C substances.

Company Rules

- 1) Employees must not attend any place of work under the influence of a drug unless the Chief Executive has been made aware of the drug effect and is safe given the task to be carried out.

Note:- This may include prescribed drugs or those brought as cold/flu remedy from a pharmacist.

- 2) The company will do everything in its power to help those who identify they have a drug problem. Periods of absence for treatment and rehabilitation will be regarded as normal sickness.
- 3) The company identify the addictive nature of many drugs and substances which are commonly misused and recognise the chance of relapses during periods of treatment and rehabilitation.
- 4) This policy will be reviewed regularly by the company to ensure it is effective and will be monitored by the **Chief Executive** and our independent safety advisors Sitesafe UK Ltd.

Confidentiality

- * The company identifies the right of employees who have a drug problem and will treat all cases in the strictest of confidence subject to the provisions of the law.

Help

- * The company encourages any member of its workforce with a drug problem to seek help voluntarily. The **Chief Executive** will provide advice and support so far as their knowledge and experience is able and will arrange after consultation with the individual help via local advisory services.



- * Any employee who requires general information on the effects of drugs on health and safety should contact the company's safety advisors who will provide material on behalf of the company.

Disciplinary action

- * The misuse of drugs or substances are known to impair performance and places both the user and those working around them at serious risk. For this reason any employee identified as having a drug problem who refuses to seek help or treatment is subject to the company's disciplinary rules.
- * Cases of gross misconduct may result in dismissal from the company.
- * Possession or dealing in illegal drugs identified by the company will be reported immediately to the police. Employees should be aware that there is no alternative to this procedure.

3.13.6 Alcohol

What happens when you drink alcohol.

- * Alcohol is absorbed into your bloodstream within a few minutes of being drunk and carried to all parts of your body including the brain.
- * The concentration of alcohol in the body, known as the 'blood alcohol concentration' depends on many factors, but principally how much you have drunk, how long you have been drinking, whether you have eaten, and your size and weight. It is difficult to know exactly how much alcohol is in your bloodstream or what effect it may have.
- * It takes a healthy liver about 1 hour to break down and remove 1 unit of alcohol. A unit is equivalent to 8gm or 10ml (1cl) of pure alcohol. The following contains 1 unit of alcohol.

A half pint of ordinary strength beer, lager and cider (3.5% ABV)

A single 25ml measure of spirits (40% ABV)

A small glass of wine (9% ABV)

- * If someone drinks 2 pints of ordinary strength beer at lunchtime or half a bottle of wine (ie 4 units), they will still have alcohol in their bloodstream 3 hours later. Similarly if



someone drinks heavily in the evening they may still be over the legal drink drive limit the following morning.

- * Black coffee, cold showers and fresh air won't remove the blood alcohol concentration. Only time can remove alcohol from the bloodstream.
- * Even at blood alcohol concentrations lower than the legal drink/drive limit, alcohol reduces physical co-ordination and reaction speeds. It also affects thinking, judgement and mood. People may feel more relaxed and less inhibited after a couple of drinks but getting drunk can lead to arguments, mood swings and even violence.
- * Large amounts of alcohol in one session can put strain not just on the liver but other parts of the body as well, including muscle function and stamina. After getting drunk, you should avoid drinking alcohol for 48 hours to give your body tissue time to recover. However, this is a short term measure and people whose pattern of drinking places them at significant risk should seek professional advice.
- * Drinking alcohol raises the drinker's blood pressure. This can increase the risk of coronary heart disease and some kinds of stroke. Regularly drinking more than the daily benchmarks also increases the risk of liver damage, cirrhosis of the liver and cancers of the mouth and throat. People who drink very heavily may develop psychological and emotional problems including depression.

Daily benchmarks

- * The following benchmarks are a guide to how much adult men and women can drink in a day without putting their health at risk. They apply whether you drink every day, once or twice a week or occasionally. The benchmarks are not targets to drink up to. There are times and circumstances when it makes sense not to drink at all.

Men

- * If you drink between 3 and 4 units a day or less, there are no significant risks to your health but....

If you consistently drink 4 or more units a day there is an increasing risk to your health.

Women

- * If you drink between 2 and 3 units a day or less there are no significant risks to your health but...

OXFORDSHIRE FOOTBALL ASSOCIATION



If you consistently drink 3 or more units a day there is an increasing risk to your health

Note:- The benchmarks don't apply to young people who have not reached physical maturity.

Studies show that people who regularly drink small amounts of alcohol tend to live longer than people who do not drink. The main reason is that alcohol gives protection against the development of coronary heart disease.

- * However, this protective effect is only significant when people reach a stage of life when they are at risk of coronary heart disease. For men, this is over the age of 40. For women, it is after the menopause. The benefits come from drinking small amounts of alcohol fairly regularly i.e. between 1 and 2 units a day. No overall additional benefit comes from drinking more than 2 units a day or from drinking a particular type of drink (eg red wine).



3.14 SAFETY TRAINING

3.14.1 Training

- * Under Section 2(2)(c) HASAWA, it is the duty of every employer to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employee.
- * The Management of Health and Safety at Work Regulations 1999 states that employers must take into account employees capabilities as regard health and safety to any tasks they are required to undertake.
- * The Work at Height Regulations 2005 requires those who are engaged in work at height including it's organisation, planning and supervision must be trained and competent.
- * The Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to ensure employees are provided with adequate safety training.

The above is a small sample of legislation lead obligations to train employees to be able to work and be at work safely, the company identifies their duty to ensure employees are adequately trained and considers such training to be a corner stone to health and safety within the organisation.

3.14.2 In order to fulfill the company's legal obligation towards the training of its employees pre work and on-site induction sessions will be held, the aim of which will be to introduce them to the company's Safety Policy and procedures for implementing that policy. Any hazards particular to the work place together with action required to prevent accidents will be explained.

- * Sessions will be carried out as required by the **Chief Executive**, assisted as and when necessary by safety instructors. A record of attendance must be maintained at their place of work, and later returned to the Company H/Q for the individuals training records.

3.14.3 Routine Training

- * Safety awareness training sessions and legislation updates for staff should be arranged by management on an annual basis.



3.14.4 Work in Member States

- * The systems of work in this Health and Safety Procedures manual are applicable to overseas contracts and where necessary may need to be used in conjunction with local rules and regulations of member governments and/or clients.

3.14.5 Fire safety training

- * If you are given specific duties in relation to fire safety you will be trained to carry out the tasks allocated as part of those duties.
- * All employees will be given instruction relating to the company fire action plan, which will include but may not be limited to; What to do in the event of discovering a fire, how to raise the alarm, what to do on hearing the alarm, location and use of fire extinguishers, escape routes and assembly points, how to call the emergency services, arrangements for helping those with special needs in an emergency situation and general fire safety awareness.

3.14.6 Inductions (office)

All new employees will be inducted to the company. As a minimum this induction will include;

- a) An introduction to the company safety policy
- b) Safety reporting structure
- c) Employee responsibilities
- d) General risk assessments
- e) HQ office fire procedure and arrangements
- f) HQ office first aid procedure and arrangements
- g) Welfare arrangements
- h) Manual handling
- i) VDU work stations
- j) Substances hazardous to health
- k) Company smoking policy.
- l) Company alcohol and drugs policy
- m) Working with electrical equipment
- n) Safety signage
- o) Personal protective equipment
- p) General office safety
- q) Getting additional health and safety advice and assistance



Those attending the above session will be required to sign an attendance sheet which will be held on the employee records at HQ.

3.14.7 Inductions (office) aide memoir

- * The **Chief Executive/Office Manager** will ensure the following items are covered during induction training sessions and that a record of training is kept of such training periods.
- A) Introduction to the Company's safety policy, ensure delegates are aware that the policy exists, where it can be viewed, the policy make-up i.e. statement, responsibilities and arrangements. Sections specific to their working environment and duties. How they will be informed of any changes to the policy.
- B) Advise delegates of the need for an effective safety reporting system drawing their attention to Section 2.1 of the safety policy, identifying the appropriate reporting route should a safety issue occur.
- C) Identify the employees health and safety responsibilities (Section 7 and 8 of the Health and Safety At Work Etc Act).
- D) Identify the main hazards associated with the general working environment by showing general risk assessment. **Section 3. 2** of the company's safety policy will be viewed during this period which identifies the company risk assessment procedure.
- E + F) Using **Section 3.4** of the company's health and safety policy, provide delegates with information of the fire and first aid arrangements. This session should identify the emergency assembly point, fire evacuation routine, what to do in the event of discovering a fire or hearing the fire alarm, what to do in the event of injury, who the first aider is and how to contact them, and how to record an accident in the accident book.
- G) Using **Section 3.1** of the company's health and safety policy identify the welfare facilities provided at the head office i.e. toilets, rest rooms, washing facilities and location of drinking water, advise delegates of how to report defect in these facilities.
- H) Using section **3.7** of the company's safety policy identify the need for safe manual handling techniques, using the kinetic lifting system demonstrate correct lifting using a box of photocopying paper or similar. Identify any aids provided by the company to reduce manual handling operation and instruct delegates to seek assistance if they believe a load is beyond their capabilities.



- D) Using section **3.10** of the company's safety policy identify the hazards associated with working with Visual Display Screens explain the requirement for workstation assessments and the importance of correct operator set-up. Identify items provided by the company to reduce the hazard of repetitive strain etc, i.e. adjustable tables and chairs, wrist rest, foot rest etc.
- J) Using section **3.6** of the company's safety policy identify the items within the office environment that are covered by the COSHH Regulations, the need for assessment, safe systems of work and appropriate PPE. Identify location of COSHH assessments and how to obtain and change PPE.
- K) Using section **1.7** of the safety manual, identify the company's smoking policy. Identify smoking and non smoking areas and systems provided for the disposal of cigarette butts.
- L) Using section **3.13** of the company's safety manual identify the company's policy on drugs and drink in the workplace. Identify the system for reporting problems and the action that will be taken should an employee be suspected of being under the influence of either drink or drugs.
- M) Identify the types of electrical equipment used within the office environment, their hazards and the requirement to test and mark equipment with its test result. The need for each user to visually inspect equipment before each period of use. Identify the types of defect visual inspections are aimed to identify, how to report problems when discovered.
- N) Identify the types of safety signage used within the working environment and their legal status i.e. red = prohibitory, blue = mandatory, yellow = warning and green = safety. Advise delegates that such signage must be observed and must not be obstructed.
- O) Using section **3.5** of the company's safety policy identify types of PPE available, their use and how to obtain them should the task being carried out require them. Identify the need to provide a system of work so far as is reasonably practical that eliminates the need for PPE.
- P) Using section **3.9** of the company's safety policy, identify the main hazards associated with working in the office environment and the systems of work utilised that reduce the risk of injury.
- Q) Using the law poster 'What you should know', identifies who in and outside of the company can provide extra health and safety information if it is required.



3.14.8

STAFF SAFETY INDUCTION SHEET

EMPLOYEE NAME:

DATE EMPLOYMENT COMMENCED:

Ref	Subject	Date	*Employee	Instructor
01	Introduction to the Company Safety Policy			
02	Safety reporting structure			
03	Employee H & S responsibilities			
04	General risk assessment			
05	Head Office fire procedure and arrangements			
06	Head Office first aid procedure and arrangements			
07	Welfare arrangements			
08	Manual handling			
09	Working with VDUs			
10	Substances hazardous to health			
11	Company smoking policy			
12	Company alcohol and drugs policy			
13	Working with electrical equipment			
14	Safety signage			
15	Personal protective equipment (PPE)			
16	General office safety			
17	Additional H & S advice and assistance			

* to be signed by the employee following the period of instruction.