EMPLOYEE HANDBOOK

HEALTH AND SAFETY

Prepared by the

Mentor

HEALTH AND SAFETY SERVICE

CONTENTS

Introduction

This Employee Health and Safety Handbook is based on the policies included within our health and safety management system.

The practical guidance contained within this handbook is intended for use by all those who are employed by the Trust.

Health and safety is of prime importance to the Trust, and we will seek to conduct our business in such a way as to avoid harm to our employees and all others who may be affected directly or indirectly by our activities.

This handbook supplements our health and safety management system documentation. It outlines the responsibilities and arrangements for ensuring your health and safety at work. The aim is to help you work safely and avoid accidents by providing a framework within which a safe method of work can be established. It is therefore important that you read the advice given here before you start work in the Trust.

Accident prevention is mainly common sense, tidiness and forethought, but safety within Thinking Schools Academy Trust does require constant vigilance and care. Remember that a little planning and thought can save a great deal of trouble and regret. Always seek expert advice when in doubt.

You are required to sign and return the declaration issued with this handbook stating that you have read the handbook and are satisfied as to your and the Trust's responsibilities with respect to health and safety.

This handbook will be reviewed annually and supplementary information distributed to all employees. Suggestions for inclusion, corrections and revisions for future editions of this handbook should be sent to your line manager.

Health and Safety Policy Statement

Thinking Schools Academy Trust aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our pupils, employees while they are at work and of others, who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the Trust, we will be committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Trust subscribes;
- setting and monitoring of health and safety objectives for the Trust;
- effective communication of and consultation on health and safety matters throughout the Trust;
- assessing the risks to the safety and health of our pupils, employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for pupils and employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Trust;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

Please note that a signed copy of the Health and Safety Policy Statement, which demonstrates our commitment to health and safety, is available at our main business address.

Organisation and Responsibilities

General Responsibilities

The following individual post(s) have been allocated overall health and safety responsibilities within the terms of our policy:

- Lee Miller, Deputy Chief Executive

Day to day responsibility for ensuring the policy is put into practice and consultation with employees is delegated to:

- Shane O'Neill and James Fenlon, Regional Facilities Managers and Damian Diomede.

Responsible Persons

It is important that health and safety standards are maintained and improved. Where necessary specific roles within the Trust have been allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person are communicated to employees in writing or verbally as required.

Management Structure

The Governing Body

Governors are responsible for strategic health and safety planning and for periodic review of health and safety performance.

The Management Team

The Management Team is responsible to the Governing Body for securing the full implementation of the Trust's Health and Safety Policy.

Members of the Trust's Management Team

The Management Team of the Trust are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers and by establishing a system of appraisal of management performance against agreed health and safety performance indicators.

The Management Team**, Governing Body and Senior Management Team**, will implement the Trust's Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions;
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the Trust's Health and Safety Policy;
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare;
- Setting health and safety performance standards to ensure effective management within their areas of control;

- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded;
- Ensuring that all employees are familiar with, and comply with, the requirements of the Trust's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and the Trust and departmental guidelines and instructions;
- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare;
- Establishing systems for monitoring all arrangements to ensure that they are working effectively;
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards; and
- Reporting annually to the Governing Body on health and safety issues within the Trust.

Heads of Departments

Heads of Department are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

They will ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Management Team and Senior Management Team.
- Significant hazards within their department are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Will implement a system to manage health and safety within their department, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.

Health and Safety Adviser:

In line with current legislation we have appointed James Fenlon, Damian Diomede and Shane O'Neill to act as our in-house health and safety advisor under Regulation 7 of the Management of Health and Safety at Work Regulations.

Health and Safety Assistance:

To assist us in our undertaking we have appointed NatWest Mentor as Health and Safety Consultants to provide competent advice and guidance.

Employees Shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;

- Co-operate with management to meet the employer's legal duties and work in accordance with the Trust's procedures;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

Pupils Shall:

- Comply with the Trust's rules and procedures.
- Take reasonable care of themselves and others.
- Co-operate with their teachers and other staff.
- Use equipment and substances in the manner in which they are instructed.
- Not misuse anything provided for the purposes of health and safety.
- Report anything they believe to be hazardous or dangerous to their Teacher/ Form Tutor/ Management Team.

Issue 3

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Management and Legal

Accidents, Incidents and Near Misses

Introduction

An accident is defined as an unplanned, unexpected and undesired event which occurs suddenly and causes injury or loss, and a near miss is an unplanned event that has the potential to cause injury or loss.

Key Facts

According to the Health and Safety Executive (HSE) during 2012/2013:

- 148 people were killed at work
- There were 21,000 major injuries reported by employers
- There were 175,000 over 7-day absence injuries occurred and reported to the HSE
- An estimated 27 million working days lost during 2012/2013 due to health and safety incidents

Hints and Tips

Ensure you understand your organisation's health and safety policy and objectives.

Know the emergency arrangements of your organisation.

Ensure you understand the control measures specified in the organisation's procedures and risk assessments.

Ensure you have received suitable information, instruction and training in the task you are carrying out.

Ensure you wear all personal protective equipment that is specified for the task you are to carry out.

Do

- Observe the safe system of work for the task.
- Report any accidents, incidents and near misses.
- Make sure you know where the accident book is.
- Make sure you know the arrangements for emergencies and first aid.
- Use equipment according to manufacturers' instructions.

Don't

- Remove guards when using equipment.
- Leave actions for another person to carry out.
- Make unauthorised modifications to equipment or use equipment with unauthorised modifications.
- Deviate from approved safe system of work.

Issue 3

01102014

Competence and Training

Introduction

Competency and training should be related to functions, jobs or processes undertaken in the workplace. Clear standards should be developed, as this will allow those carrying out the work, as well as those supervising to know whether they possess the necessary competency. Training helps people acquire the skills, knowledge and attitudes to make them competent in the health and safety aspects of their work.

Key Facts

The Health and Safety Executive states that:

- The combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task competently. Other factors, such as attitude and physical ability, can also affect someone's competence.

In reality, only an assessment of the individual can demonstrate competence. Competence does not solely depend on any particular skills, training or qualifications. It is universally acknowledged that competence is critical in ensuring suitable health and safety standards are maintained. Competent employees are expected to act in a manner that is reasonable depending on their levels of knowledge, skills and training.

Competence in Health and safety should be seen as an important component of workplace activities, not an add-on or afterthought

Hints and Tips

Co-operate with your employer in developing a personal development plan that fits your training needs and requirements.

Remember that competence is a combination of things such as technical training, attitudes and behaviours as well as experience and knowledge of the equipment or processes.

Do not operate machinery or attempt anything that you do not have the competence, skills or abilities to do or if you have not been trained.

Training does not have to be delivered in a 'classroom' setting with a teacher standing up front. A lot of vocational training, also known as on-the-job training, can be carried out in the workplace as work is actually being undertaken.

Do

- Ensure that you have a personal development plan in place for your role.
- Bring to your employers attention, any areas you feel where you lack knowledge or skill.
- Notify your Supervisor or Line Manager if you witness a lack of competence or training somewhere within your workplace.

Don't

- Think that once trained, you may never require further training in a particular subject or discipline.
- Assume that having received training on one piece of equipment or particular process, you are then competent to do everything within your workplace.

Issue 2

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Contractors

Introduction

When contractors are engaged to work on others premises, the main contractor has obligations to plan, monitor and control their work to ensure the safety of everyone who might be affected by their work. The organisations that are contracted also have similar obligations, so it should be the main contractors policy to work closely with them all.

Key Facts

A contractor is anyone who you ask to do work for you who is not an employee. Work undertaken for a client by a contractor is usually covered by a civil contract. Health and safety requirements and responsibilities should be included in this contract.

Health and Safety responsibilities cannot be transferred to another party. Both you and the contractor you use have responsibilities under health and safety law. The main contractor should check that all contractors are competent to carry out their duties safely.

All contractors must have adequate insurances in place.

Hints and Tips

Co-operate and communicate with all contractors.

Ensure you make other contractors aware of any risks that they may not know about.

If you are a supervisor or manager, you should carry out regular inspections on all contractors.

Ensure your work does not affect the safety and wellbeing of any other contractors on site.

Do

- Work alongside contractors.
- Report any unsafe behaviour to your manager.
- Know which contractors are authorised to be on site.
- Know the approximate timescales of work.

Don't

- Assume they are competent.
- Be afraid to question someone if you think they're unauthorised.
- Ignore their risk assessments and safety procedures - these affect you too.

Issue 2

01102014

Emergency Procedures

Introduction

An event can be considered to be an emergency if it requires a rapid and variable response in order to minimise loss e.g. explosions, chemical spills, security/terrorist threats etc.

Key Facts

Fire is not included in these procedures. All potential emergency situations should be considered - consider the worst-case scenario for each potential event. Loss can be minimised by taking a practical approach.

Terrorism and National Emergencies.

The threat level indicates the likelihood of a terrorist attack in the UK. There are 5 levels of threat:

- low - an attack is unlikely
- moderate - an attack is possible but not likely
- substantial - an attack is a strong possibility
- severe - an attack is highly likely
- critical - an attack is expected imminently

The level is set by the Joint Terrorism Analysis Centre and the Security Service (MI5). The current threat level applicable is widely publicised in the media. Threat levels don't have an expiry date. They can change at any time as different information becomes available to security agents.

Hints and Tips

Being aware of the emergency procedures will help you respond to emergencies.

Know the control measures.

Ensure you have adequate instruction, information and training to deal with emergency procedures, especially where you have a key role.

Get involved in preparation of emergency procedures.

Do

- Ensure you read and understand the necessary risk assessments.
- Follow good working practises.
- Know the potential consequences of emergencies.
- Try and remain calm if an emergency arises.

Don’t

- Assume it can't happen to you or to your employer.
- Panic if emergency situations arise.
- Do anything which could affect the health and wellbeing of yourself or anyone else.

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Risk Assessment

Introduction

A risk assessment is the process of identifying the risks from an activity or workplace and assessing the potential impact of each risk i.e. what could go wrong, as well as identifying possible control measures that would reduce or eliminate the risk.

Key Facts

Risk assessments are a legal requirement as per the Management of Health and Safety at Work Regulations.

A good risk assessment should help prevent accidents and ill health and therefore could save lives and reduce the likelihood of compensation claims or legal action.

You have a duty to comply with your employers Risk Assessment.

Risk Assessments only need to be recorded if there are five or more employees although writing them down, irrespective of the number of employees, does demonstrate you have covered all the necessary points.

You should always be aware of the hazards and risk around you.

Hints and Tips

Ensure you are aware and fully understand any Risk Assessments that are relevant to your duties at work and any tasks that you undertake.

There should be a Risk Assessment carried out for all work equipment and work activities. Ensure that you know what control measures are in place to protect you.

Co-operate with your employer when they are carrying out and implementing Risk Assessments.

Do

- Get involved in the Risk Assessment process.
- Implement the control measures stated in the Risk Assessment e.g. Wear PPE.
- Report any Risks or Hazards which have gone unreported.
- Inform your employer if the process steps are different from that on the risk assessment.

Don't

- Carry out work unless an adequate Risk Assessment has been carried out.
- Assume your employer has considered all the risks.
- Ignore the Risk Assessment - it exists for a reason.
- Alter the Risk assessment without notifying your manager and team.

Issue 2

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Safety Signs

Introduction

Rules and regulations covering safety signs are covered by the Health and Safety (Safety Signs and Signals) Regulations 1996. These regulations stipulate the design of certain signs, which are listed below. Safety signs are intended to reinforce the safety message, not act as a primary control.

Key Facts

Mandatory - Specific behaviour or action, must do

Prohibition - Dangerous behaviour, Stop, must not do

Safe Condition - Door, Equipment, Facilities

Warning - Be careful, take precautions

Mandatory Sign

Prohibition Sign

Safe Condition Sign

Warning Sign

Hints and Tips

Mandatory signs: which tells employees, or others, what they must do (.e.g. 'eye protection must be worn' or fire door keep shut'). These are circular with a blue background and white pictogram. The pictograms are often supported by white text on a blue background..

Prohibition signs: which gives instruction on what must not be done (e.g. 'no smoking' or 'no access for unauthorised persons'). These signs are circular with a red diagonal line and edging. The pictograms are often supported by white text on a red background.

Safe Condition signs: (sometimes referred to as Emergency Escape or First Aid Signs) - providing information about emergency escape routes, first aid, etc. These are rectangular with a green background and white pictogram. The pictograms are often supported by white text.

Warning signs: which warns of dangers or hazards (e.g. 'fork lift trucks operating'). These are triangular with black edging and a yellow background. The pictograms are often supported by black text on a yellow background.

Do

- Ensure that you understand the meaning of all safety signs in your workplace
- Remind your colleagues of the dangers if you see them ignoring safety signage
- Get temporary signage removed when it is no longer applicable, such as wet floor signs

Don't

- Ignore safety signs even if they appear to be out of date or placed incorrectly - often, dangers may not be obvious
- Remove or deface safety signage
- Obstruct safety signs with goods or stock

Issue 2

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People

Alcohol, Drugs and Substance Misuse

Introduction

The consumption of alcohol is an accepted part of social life and is normally a personal matter. However, the subject of alcohol, drugs and substance misuse and how these stimulants can impair performance, safety or interpersonal work relations is a matter for employers.

Key Facts

According to the HSE alcohol is estimated to:

- cause 3-5% of all absences from work
- affect 3-5% of the average workforce who are alcohol dependant
- be responsible for 8 to 14 million lost working days in the UK each year.

Alcohol, drugs and substance misuse are known to affect judgment and physical co-ordination which could lead to accidents. Alcohol, drugs and substance misuse can lead to resentment among employees who have to 'carry' colleagues whose work declines because of their drinking, drug taking or substance misuse.

Hints and Tips

Familiarise yourself with the Company's Alcohol, Drugs and Substance Misuse policy.

Ask your Line Manager what help is available if you feel you have a problem with alcohol, drugs or substance misuse.

Be conscious that at times, your activities outside of work can have an impact the following day.

Do

- Know the rules on alcohol at work or when attending work functions.
- Bring to the attention of your line manager if you are taking medication which may impair your ability to work safely.
- Alert your line manager if you feel a colleague is under the influence.

Don't

- Drink alcohol during breaks if you operate or drive machinery.
- Operate or drive machinery if taking medication which may affect you.
- Be afraid to approach line manager if you feel you have a problem.

Issue 2

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Driving at Work

Introduction

Risks associated with driving will always be present. Although these cannot be completely controlled an employer has a responsibility to take all reasonable steps to manage these risks, as they would in a workplace, down to as low a level as is reasonably practicable.

Key Facts

Reported road casualties in Great Britain 2012:

- Killed 1,754
- Seriously Injured 23,039
- Slightly Injured 170,930

Over 2,500 people die each year in road accidents. Around one third of fatal and serious road crashes involve someone who was at work. Business drivers are far more likely to be involved in accidents than people driving privately.

A number of people are struck by moving vehicles on motorway hard shoulders each year, either because they stayed inside their vehicle whilst awaiting assistance or remaining close to their vehicle. This results in around 250 deaths and major injuries each year.

Hints and Tips

Plan journeys in advance. Do not be tempted to adjust satellite navigation systems (sat-navs) whilst driving.

If there is a risk of getting stranded during periods of poor weather, either postpone your journey if possible or ensure you carry additional provisions such as water, snack foods, a blanket and a torch.

If you do breakdown on a motorway, pull your vehicle as far to the left on the hard shoulder as possible and angle your wheels towards the verge. Put your hazard warning lights on and side lights if visibility is poor. Get everyone out of your vehicle safely (via the nearside doors if you can) and stand as far away as possible, even if that means climbing over a crash barrier or standing in the rain.

Do

- Ensure you hold relevant levels of insurance for the type of driving you are doing.
- Carry out daily levels checks.
- Plan your journey and leave yourself plenty of time.
- Remain courteous to other road users at all times.

Don't

- Drive for more than 2 hours without taking a short break.
- Drive if under the influence of alcohol or drugs.
- Allow yourself to be provoked into losing your temper by other motorists.
- Use your handheld mobile phone whilst driving.

Issue 2

01102014

First Aid

Introduction

First aid is the care given before emergency medical help arrives, it can often mean the difference between life and death.

Key Facts

A first aider is someone who has undertaken training and has a first aid qualification.

An appointed person is the person who takes charge when someone is injured or falls ill, including calling an ambulance if required but does not give first aid treatment.

First aid can save lives and prevent minor incidents from becoming major incidents.

First Aid at work covers the arrangements you must make to ensure this happens.

It does not matter whether the injury or the illness is caused by work, first aid cover is still required.

Hints and Tips

If asked to be a first aider, ensure that you are comfortable with this and are given the appropriate training.

Your employer will ensure there are sufficient first aid kits in the premises.

All mobile workers should have access to first aid kits.

Familiarise yourself with first aid signage and location of first aid kits.

Do

- Know who your first aiders are and where they are located.
- Know how to contact the first aider.
- Ensure that any first aid situation is reported to first aider.

Don't

- Try to give someone first aid if you have not had any training.
- Remove anything from the first aid kit without permission from first aider.
- Move first aid kits.
- Panic if faced with first aid situation, remain calm and contact first aider.

Issue 4

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Lone Working

Introduction

The Health and Safety Executive identifies Lone Working as 'those who work by themselves without close or direct supervision'. This means that many businesses, including ours will have people working for them classed as 'Lone Workers'.

Key Facts

Just by the nature of them being lone workers, does not increase the risks to employees and consequently, lone working in itself is not against the law. However, the law requires employers and others to think about and deal with any health and safety risks before anyone works alone.

It is the employer's duty to assess risks to lone workers and take steps to avoid or control risks where necessary.

As an employee, you have responsibilities to take reasonable care of yourself and other people affected by your work activities and to co-operate with your employer in helping them to meet their own legal obligations.

Hints and Tips

If your work does not base you in one particular place each day, always prepare a daily schedule so that someone knows where you are and what you are doing.

Pre-determine a contact strategy with a designated 'contact person' and ensure they are aware of what to do if they cannot get in touch with you.

If you have any medical conditions which might cause black-outs, fainting, dizzy spells etc, notify your Supervisor or Line Manager immediately. It would be advisable to check with your Doctor or other healthcare professional whether lone working is suitable given your medical condition.

Do

- Make sure someone knows what work you are doing and any travel plans you might have
- Feel comfortable leaving any situation you consider threatening or intimidating
- Ensure you are sufficiently experienced and fully understand the risks and precautions.

Don't

- Take un-necessary risks when you are working alone.
- Keep quiet about any issues you think might compromise your safety - always discuss issues with your Supervisor or Line Manager.

Issue 2

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New and Expectant Mothers

Introduction

Being pregnant or a new mother does not prevent you from working and developing a career. Many women work whilst they are pregnant and return to work whilst breastfeeding. To the new or expectant mother, working conditions that were considered acceptable no longer meet their needs.

Key Facts

If an employer fails to protect the health and safety of their pregnant workers, it is automatically considered sex discrimination.

Because pregnancy is considered to be a 'special position' requiring special protection, you do not have to compare yourself to the way anyone else has been treated at work, or to how you were treated before you were pregnant.

If any type of work can present a particular risk to expectant or nursing mothers, the risk assessment must then include an assessment of those risks and detail what additional control measures are required.

If the risks are unavoidable, then working conditions should be adjusted to avoid the risks.

Hints and Tips

Hormonal changes during and after pregnancy can affect ligaments, thereby increasing your risk of injury from sprains and strains.

Whilst standing for long periods of time may cause backache, dizziness and light-headedness, sitting for long periods can also increase the risk of thrombosis and may also increase backache. Vary your movement as often as you require.

Exposure to shocks, bumps, jolting and vibration, often experienced whilst driving or using ride-on plant or equipment, can increase the risks of potential miscarriage.

Exposure to loud noise, especially if prolonged, can lead to an increase in blood pressure.

Do

- Ensure you notify your employer if you are pregnant or breastfeeding..
- Work with your employer to complete your specific risk assessment.
- Speak with your employer if you have any concerns regarding your health and your workplace.

Don't

- Work in close proximity to pesticides, lead or biological hazards.
- Attempt to lift anything you consider to be too heavy. Always seek help.
- Be afraid to ask your employer to conduct a detailed, specific risk assessment.
- Forget, you have a statutory right to time off to attend medical appointments with pay.

Issue 2

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Violence and Aggression

Introduction

The Health and Safety Executive (HSE) defines work-related violence as: 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Violence can range from a life-threatening physical attack to verbal abuse. Verbal abuse and threats are the most common type of incident.

Key Facts

Anyone whose job requires them to deal with the public can be at risk from violence. This can include employees engaged in giving a service, education, caring professions, cash transactions, delivery and collection, and controlling or representing authority.

The consequences of work-related violence can be wide-ranging and include poor morale among staff and a poor image for the organisation. It can also affect staff recruitment and retention, create extra costs for absenteeism and result in higher insurance premiums and compensation payments.

A survey conducted in Scotland showed that whilst 38% of public-facing workers suffered some form of verbal abuse, only two-thirds of cases were reported.

Hints and Tips

If you are the victim of violence or aggression, report it to your supervisor or line manager immediately.

Do not respond to violence or aggression with violence or aggression. You will only exacerbate the situation and make matters worse. By maintaining a calm but assertive approach, you will remain in control.

If you are responsible for banking cash, bank frequently and always vary your route to the bank.

If you have to meet a client or customer who you know has aggressive tendencies, always ensure you are accompanied or meet in a public area.

Do

- Ensure you understand what constitutes violence and aggression and where to report any incidents.
- Recognise the early signs of aggression and learn to avoid it or cope with the situation.
- Avoid lone working situations if you think there is the potential for violence or aggression.

Don't

- Tolerate unacceptable behaviour - always report any incidents of violence or aggression.
- Resort to name-calling or other verbal abuse.
- Stare at another person in a menacing or threatening manner.
- Raise your hands whilst discussing issues. This could be viewed as an aggressive act.

Issue 2

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Equipment and Materials

Asbestos

Introduction

Asbestos and asbestos containing materials were used in the construction industry for many years primarily as a deterrent to the spread of fire or for its insulation properties. It is the largest single cause of work-related fatal disease and ill-health in Great Britain.

Key Facts

Thousands of people die every year because they have inhaled asbestos many years previously.

This can cause the following diseases:

- Mesothelioma
- Asbestosis
- Asbestos related lung cancer
- Diffuse pleural thickening.

The number of mesothelioma deaths increased from 2,291 in 2011 to 2,535 in 2012. This was largely due to an increase in male deaths aged 65 years or more. In 2012 there were 2,126 male deaths and 409 female deaths.

Research suggests there are probably about as many asbestos-related lung cancer deaths each year as there are mesothelioma deaths. This implies there are currently around 2000 deaths each year in Great Britain due to asbestos-related lung cancer.

Hints and Tips

Know your companies policy on asbestos and where/if asbestos is located in your premises.

What actions you need to take should your work expose you to asbestos.

Be aware: asbestos breaks into long fibres. They can get lodged/become embedded in your lungs causing the diseases already listed.

Work, even sanding or minor drilling of certain types of asbestos has to be carried out by a licensed contractor.

Work on any asbestos must not take place unless a suitable risk assessment and method statement is prepared and appropriate precautions adopted.

If you are at risk of asbestos exposure or encountering asbestos in the workplace, you MUST receive asbestos awareness training.

Do

- Understand what your company's procedures are in managing risks from asbestos.
- Ensure that you have had an appropriate training session on asbestos.
- Follow any safe system of work adopted for work with asbestos.
- Wear all appropriate PPE for work with asbestos.

Don't

- Touch or disturb any materials if you suspect they are or contain asbestos.
- Place any contaminated clothing into general waste.
- Deviate from safe system of work.
- Continue working if you suspect you have disturbed some asbestos fibres.

Issue 2

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Clinical Waste

Introduction

Clinical waste includes blood, faeces, vomit, saliva, mucous, urine, semen, vaginal fluids, human waste and animal flesh. It also describes anything that may be contaminated with them, such as swabs, bandages, hypodermic needles, sharps, tissues, clothing etc.

Key Facts

Clinical Waste is separated into three categories which are: Infectious Clinical Waste - all human tissue including blood, animal carcasses and tissue, soiled dressings, swabs and any other soiled waste, any other waste material/items that may be contaminated with these substances

Offensive Waste - waste which is non-infectious and non-hazardous (e.g. not requiring specialist treatment), but which may cause offence to those coming into contact with it (e.g. incontinence pads)

Medicinal Waste - includes expired, unused, spilt and other pharmaceutical products, drugs, vaccines and sera that need to be disposed of safely. Also includes items contaminated from use such as bottles or boxes with residues, masks, syringes and drug vials.

Hints and Tips

Ensure you are aware of your organisation's policy on clinical waste.

Ensure you know which bins to put clinical waste into.

Arrangements for dealing with Clinical Waste are based on its category - it is listed from A to E:

- Group A: - includes identifiable human tissue, Blood, Animal Carcasses and tissue from Veterinary Centres, Hospitals or Laboratories
- Group B: - includes discarded syringe needles broken glass and other sharps
- Group C: - includes microbiological cultures and infected waste from pathology Departments
- Group D: - covers drugs and other pharmaceutical products
- Group E: - includes items used to dispose of urine, faeces and other bodily fluid secretions.

Do

- Place all clinical waste into approved clinical waste bins.
- Know your Organisations needlestick injury policy and who to contact in an emergency.
- Ensure that Clinical Waste being stored cannot be scavenged by vandals, children, thieves or wild animals.

Don't

- Place clinical waste into general waste bins.
- Allow spillages of any clinical waste to remain untreated.
- Attempt to clean clinical waste spills without the correct equipment or protective clothing.

Issue 2

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Electrical Installations and Fixed Equipment

Introduction

Electricity is invisible and silent, but it can easily be a killer if not treated with respect. A mild electric shock could be enough to throw you off balance and make you fall from a height.

Key Facts

Electricity, fire and drowning/asphyxiation accidents accounted for around one in twelve fatalities to workers but fewer than one in a hundred non-fatal injuries to employees (RIDDOR)

Around 1,000 electrical accidents at work are reported to HSE each year and about 25 people die of their injuries.

The main hazards are:

- Contact with live parts causing shock and burns
- Faults which could cause fires
- Fire or explosion where electricity could be the source of ignition in a potentially inflammable or explosive atmosphere.

The 17th Edition of the Wiring Regulations came into force in 2008, amended 2011 These regulations are also published as British Standard BS7671.

All electrical equipment and installations must be regularly tested, inspected and maintained regularly.

Hints and Tips

Where possible, use 110V supply and/or equipment. Where this is not possible, use a Residual Current Device (RCD).

Even low level voltages can be dangerous.

Remember that electricity can arc i.e. "jump" across considerable distances.

Even if working live can be justified, many precautions are needed to make sure that the risk is reduced. Ensure your employer has taken adequate measures before agreeing to work on live electricity.

Do

- Use safe isolation procedures at all times
- Use adequate signage when working with electricity
- Assume cables are present when digging in the street
- Inspect electrical equipment before use
- Test and certificate the circuit on completion of work.

Don’t

- Work on live electricity unless it is unavoidable
- Assume the electricity is 'dead'
- Do the job unless you're trained and competent to do so
- Forget water and electricity don't mix.

Issue 2

01102014

Control of Substances Hazardous to Health

Introduction

Some substances used in the workplace may be hazardous to health, such as chemicals, fumes, dusts, or bacteria.

Key Facts

COSHH is the law that requires employers to control substances that are hazardous to health.

Hazardous substances cause harm by getting into our bodies by either:

- inhalation
- skin absorption
- ingestion
- injection.

Good control measures will match the nature of the exposure risk, for example good ventilation will reduce risk of inhalation.

Most businesses use substances, or products that are mixtures of substances. Some processes create substances. These could cause harm to employees, contractors and other people.

Some substances will re-act if mixed together so this should be avoided in use and storage.

All hazardous substances will have an information sheet called a Safety Data Sheet (SDS) which provides key facts about each substance.

Your employer should complete Control of Substances Hazardous to Health (COSHH) risk assessments on all hazardous substances.

Hints and Tips

Only use the smallest amount required of any substances - the more you use the bigger the risk.

Replace lids and tops on all hazardous substances and store them effectively.

Ensure that areas in which you are using substances are well ventilated.

Use Personal Protective Equipment (PPE) that has been identified to protect you from exposure to substances.

Make sure all spillages are cleared up at the earliest opportunity and reported to the relevant people.

Do

- Keep hazardous substances in a secure, well-ventilated store or metal cabinet.
- Make sure chemicals are kept apart in the designated stores.
- Label all containers and clearly identify hazards, such as irritant, corrosive, toxic etc.
- Wear appropriate clothing when handling hazardous substances.

Don't

- Use chemicals from unmarked containers or decant them into other containers.
- Eat, drink or smoke near hazardous substances.

Issue 3

01102014

Dangerous Substances and Explosive Atmospheres

Introduction

Many workplace activities involve the use of substances which, because of its properties or the way in which it is used, could harm us through fire or explosion. Dangerous substances might include petrol, Liquid Petroleum Gas (LPG), paints, varnishes and solvents. It can also be dusts which, when mixed with air, can create an explosive atmosphere. Dangerous substances can be found in most workplaces.

Key Facts

- Each year many people are killed or suffer burns from fire and explosion
- These are caused by uncontrolled ignition of flammable chemicals and other materials they work with.
- Work with flammable and dangerous substances increases the risk of fire and explosion and should be approached with caution.
- Local authority fire and rescue services attended 170,000 fires in England in 2013-14
- The provisional total number of fire fatalities in England in 2013-14 was 275.
- The cost of this to society is over £45 million per annum

Hints and Tips

Dusts - can be produced from many everyday materials such as coal, wood, grain, sugar etc. A cloud of dust in the air can explode violently if ignited.

Gases - such as LPG, methane etc. These are usually stored in cylinders and bulk containers. Uncontrolled releases can readily ignite or cause the cylinder to become a missile!

Explosive Atmospheres - is a mixture of dangerous substances (gas, dust, vapour etc.) and air under atmospheric conditions.

Do

- Understand what dangerous or potentially explosive substances are being used in your workplace and how the risks are being controlled.
- Know where any explosive atmospheres may occur in your workplace.
- Ensure you only access high risk areas if you are competent and authorised to do so.

Don't

- Use any dangerous or potentially explosive substances unless trained to do so.
- Enter an explosive atmosphere unless authorised.
- Introduce additional heat or ignition sources to high risk areas.

Issue 2

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Infection Control

Introduction

Infections are caused by germs such as bacteria, fungi or viruses entering the body. They can be minor and stay in one area, like a boil, or they can spread throughout the body, like flu. Often, infections are easily dealt with, but sometimes they can cause serious problems. The following recommendations on infection control are about preventing infections that are associated with healthcare - for example, ways of preventing germs being spread on the hands of a healthcare worker, medical professional or a carer.

Key Facts

One feature that distinguishes infection from all other disease is that it can be spread, i.e. one person can 'catch' it from another or via a vector (e.g. crawling or flying insects). There are various means by which micro-organisms can be transferred from a reservoir to susceptible individuals. The modes of spread of infection can be classified as:

- Direct Contact: Person to person contact
- Indirect Contact: Transmitted via objects or insects/animals
- Inhalation: Breathing in pathogens
- Ingestion: Entering the body through the mouth via hand contact, food or drink
- Inoculation: Following sharps injuries.

Hints and Tips

Regular, careful hand washing is vital, if you're looking after yourself or having personal contact with another person. Always remove jewellery prior to washing hands.

Alcohol hand rub should be used after normal hand washing, or an antibacterial soap should be used to wash hands.

If you are suffering from cold or flu like symptoms, remember the 'Catch it, bin it, kill it' message. Use of disposable tissues is preferable to using handkerchiefs in reducing the spread of infection.

Remember to use an appropriate grade of sanitiser or disinfectant on any equipment, furniture or surfaces that may have been contaminated.

Do

- Wash your hands if they look dirty, before and after any activity that may have dirtied your hands.
- Wash your hands before and after any activity or procedure involving a patient.
- Still wash your hands, even if you are wearing protective gloves.

Don't

- Use alcohol hand rub as the first line for hand contaminations when dealing with infections such as diarrhoea.
- Forget to change contaminated or soiled clothing as soon as possible and always before treating another patient.

Issue 2

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Manual Handling

Introduction

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

Key Facts

Bad backs affect people of all ages.

Poor handling techniques when you are young will contribute to problems in later life.

Once you damage your back, you are three times more likely to suffer injury again.

Musculo-skeletal disorders arising from work injuries are estimated to cost the economy around £3 billion per annum and account for 30 million lost working days.

Hints and Tips

Follow appropriate systems of work developed for your safety.

Make proper use of equipment provided for your safety.

Co-operate with your employer on health and safety matters.

Inform your employer if you identify any hazardous handling activities.

Ensure that any lifting activities you get involved in do not put others at risk.

Do

- Avoid or reduce manual handling activities where possible.
- Use mechanical aids where provided.
- Tell your employer if you have any history of back trouble.
- Make sure your travel route is clear before lifting any objects.

Don't

- Attempt to lift an object without assessing its weight first.
- Carry objects over long distances.
- Stoop when picking anything up - bend your knees.

Issue 2

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Personal Protective Equipment

Introduction

Personal Protective Equipment (PPE) is equipment or clothing that should be worn to protect you from known hazards in the workplace. The most commonly seen items of PPE are probably safety helmets and safety shoes but other forms can include protective gloves, hearing protection and safety glasses or goggles.

Key Facts

PPE should only be provided if the risks cannot be reduced by more robust means as it only protects the user and not those working within the vicinity.

PPE may sometimes restrict the movement or the sensory perception of some users. This should be taken into account during the risk assessment process.

Where more than one item of PPE is required to be worn simultaneously, your employer must ensure that they are compatible with each other and do not compromise your protection.

Hints and Tips

Always wear protective equipment in the manner it is designed to be worn. You may think that a safety helmet worn back to front looks cool or trendy, but in reality, it will offer less protection to your head in the event of impact.

Always ensure that you look after your PPE. Keep it clean and in good condition and always store it properly when not in use. If it's left lying around it could be damaged or get dirty rendering it ineffective when you require it.

If PPE is uncomfortable to wear or you feel it is ineffective in any way, bring your concerns to the attention of your immediate supervisor or manager.

Do

- Wear protective equipment when it has been issued to you.
- Store your personal protective equipment securely when not using it.
- Report defects or loss of your protective equipment.

Don't

- Share your protective equipment with colleagues, especially dust-masks, hearing protection or safety glasses.
- Wear protective equipment if it appears damaged, broken or worn out.
- Leave PPE lying around where is can get damaged or dirty.

Issue 2

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Portable Electrical Appliances

Introduction

Generally, appliances that have a lead or cable and a plug and which are normally moved around or are easily movable from place to place are classified as portable electrical appliances. This description also incorporates electrical equipment that could be moved, although remains static for the most part, such as photocopiers, desktop computers etc.

Key Facts

The Health and Safety Executive reports around 1000 shocks or burns from electricity each year.

Failure to maintain electrical appliances increases the likelihood of electric shock, fire or serious injury.

Portable Appliance Testing (PAT tests) should be carried out regularly. How often these tests are carried out depends on the conditions that the equipment is used in and how frequently it is moved around.

Appliances should be earthed and insulated before use.

Hints and Tips

Look for evidence of a recent PAT test, this may be a sticker marked with a date.

Remember to wear the appropriate PPE when using power tools.

Ensure that the power supply is fitted with an earth-leakage circuit breaker (ELCB) or a residual-current device (RCD).

Don't bring your own equipment into work unless pre-arranged with your employer, they need to check that it is safe to use.

Formal visual checks should be carried out by a competent person on a regular basis.

Do

- Carry out visual checks before using any equipment.
- Let your supervisor know if you find any equipment that needs to be repaired.
- Use the right equipment for the job.
- Store your equipment in the correct way, to minimise damage.

Don’t

- Use equipment that has frayed cables, scorch marks or damaged casings.
- Assume that PAT tests should be carried out annually, it may be more frequently for some equipment.
- Forget that water and electricity don't mix!

Issue 2

01102014

Work Equipment

Introduction

Work equipment includes any machinery, appliance or tool that is used to carry out a task. Examples include lifting equipment, machinery, hand tools, protective equipment and computer hardware.

Key Facts

The only one of our senses that can detect electricity is touch, and coming into contact with live electricity can result in a variety of experiences, from a mild tingle to severe injury or even death.

A set of regulations known as the Provision and Use of Work Equipment Regulations 1998 applies to work equipment in the workplace. These are often referred to as PUWER.

Removing or bypassing guards installed for your safety is a common cause of injury with work equipment.

Hints and Tips

Never take short cuts by using equipment inappropriately, like using a screwdriver instead of a chisel.

Consider the risks to other people working near you or to members of the public if you work outside.

If an electrical machine you are working on develops a fault, isolate the machine (switch it off), then report the matter to your supervisor or line manager.

Do not attempt or carry out maintenance activities unless you are trained and authorised to do so.

Do

- Ensure the equipment is suitable for the task.
- Carry out visual inspections before using any equipment.
- Report any damage or defects to equipment.
- Follow all safety procedures.
- Request further training if you feel inadequately experienced to operate the equipment.

Don't

- Use equipment unless you are adequately trained, experienced and authorised to do so.
- Ignore safety warnings. They are there for a reason.
- Use equipment if it is damaged or appears to be unsafe.

Issue 2

01102014

Workplace and Environment

Building Maintenance

Introduction

Building maintenance is an essential component in any company's commitment to providing a safe working environment for all employees by ensuring that the fabric of the buildings and property are maintained in a safe and serviceable condition.

Key Facts

Buildings are constructed in a variety of materials from metals to bricks, blocks and wood and usually contain a combination of these.

Maintenance-related accidents are a serious cause of concern. For example, HSE data indicates that 25-30% of manufacturing industry fatalities in Great Britain were related to maintenance activity.

Undertaking maintenance activities can potentially expose the workers involved (and others) to all sorts of hazards, but there are five issues that require attention because of the severity of the harm that could be involved, and because they are commonly encountered during plant and building maintenance.

- Disturbing Asbestos
- Falls from Height
- Isolation & Permits
- Falls of Heavy Items
- Selection of Contractors

Your employer is legally required to maintain the building in order to provide a safe place of work.

Hints and Tips

Ensure that you are aware of the organisation's policy on building maintenance.

If you identify a problem with any part of the fabric of or the services within the building bring this promptly to the attention of your line manager.

Do

- Report problems promptly.
- Follow you organisation's policy on building maintenance.
- Carry out any inspections of your area when required by your line manager.
- Ensure you are trained to carry out any maintenance you are requested to do.

Don't

- Wait for someone else to report a problem with the building.
- Cause any intentional damage to the property.
- Undertake any repairs on the building or services unless authorised to do so.

Issue 2

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Display Screen Equipment

Introduction

Most businesses these days use some form of Display Screen Equipment (DSE). It has become one of the most common kinds of work equipment in use in businesses today.

Key Facts

A variety of ill-health symptoms have been associated with intensive work with Display Screen Equipment (DSE) including musculoskeletal disorders (MSDs) (upper limb disorders; back pain); mental stress; and visual fatigue.

According to the Health and Safety Executive (HSE) surveys have found that high proportions of DSE workers report aches, pains or eye discomfort.

Where problems do occur, they are generally caused by the way in which DSE is being used rather than the equipment itself.

It is a myth that visual display units (VDU's) give out harmful levels of radiation.

Hints and Tips

Ensure you know how to set up your work station - this includes adjusting the chair, height of screen, avoiding glare from windows or artificial lighting, using a footrest where necessary.

Problems can often be avoided by good workplace design and good working practices.

If you use DSE for long periods of time, you are entitled to undergo an eye test which must be paid for by your organisation.

Do

- Ensure you know how to set up your workstation.
- Organise your work, if possible, so you have occasional breaks away from the screen.
- Make sure you have enough room around your workstation.

Don't

- Allow problems to go un-reported.
- Sit in the same position for long periods.
- Be afraid to make adjustments to a workstation you are unfamiliar with.

Issue 2

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Fire Safety

Introduction

A wide variety of flammable substances are found in most workplaces ranging from the obvious such as petrol, chemicals and gasses, to the less obvious such as packaging materials, waste paper and even some dusts. When fires occur, people can suffer burns but around 50% of injury and death in fires is from the inhalation of smoke.

Key Facts

For fire to exist, you must have oxygen, fuel and heat. These three things are sometimes referred to as 'The Fire Triangle'.

Given sufficient fuel, a fire will double in size every minute it burns and could totally engulf the average sized domestic house within just 4 minutes.

In 2010-11 Fire and Rescue Services attended 624,000 fires or false alarms in Britain, of this a total of 287,000 fires were attended, averaging in around 50 injuries and 2 deaths. The cost of this to society is over £45 million per annum.

In most cases, your employer must carry out a fire risk assessment and ensure your route to a place of safety is not compromised. Final exit doors, leading to a place of safety, must not be locked or blocked in any way during working hours.

Hints and Tips

If you work within a building, office or factory, your employer will have prepared an evacuation plan for use in the event of fire. Make sure you know it and understand the role you are meant to play in it.

In the event of fire evacuation, proceed directly to the nearest fire exit and leave the building. Do not try and rescue personal belongings or wait for friends. Exit the building by the most direct route and in a calm manner.

Do not overload plugs sockets and if you see evidence of scorching or burning to plugs, sockets or cabling, report it to your Supervisor or Line Manager immediately.

Do not use lifts (if installed) and never allow yourself to get positioned so your exit is compromised.

Do

- Make sure that all sources of heat are properly extinguished unless they need to be left on, such as a pilot light.
- Keep sources of ignition and fuel apart.
- Make sure you understand what to do in the event of an emergency.

Don't

- Leave any source of ignition unattended.
- Clown-around with equipment provided for fire safety, such as extinguishers.
- Use a fire extinguisher to fight a fire unless you have been trained to use it.
- Endanger your own safety to fight a fire.

Issue 2

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Legionella

Introduction

Legionellosis is the name given to a number of diseases caused by the Legionella bacterium. The most common of these being Legionnaires' Disease which causes serious illness and also has the potential to kill. All these diseases cause a "flu-like" illness but Legionnaires' Disease can progress to pneumonia and in approximately 12% of cases it is fatal

Key Facts

Legionnaires' disease is a type of pneumonia. It was named after an outbreak of severe pneumonia that affected a meeting of the American Legion in 1976. It is an uncommon but serious disease.

Approximately 12% of all Legionnaires Disease cases are fatal.

The disease occurs by inhaling water vapour and water droplets which contain Legionella bacterium.

No one is immune however the elderly, smokers and heavy drinkers or those with underlying health conditions such as respiratory or kidney disease are more susceptible.

Hints and Tips

Legionnaires Disease symptoms are very similar to those of the flu.

If you develop any of these symptoms, see your General Practitioner (GP).

A blood or urine test will help in distinguishing whether an illness is or is not Legionnaires Disease.

The optimum temperature for the bacteria is between 20°C - 40°C.

Do

- Report to your Manager if you develop any symptoms which cause you concern.
- Make yourself aware of any water systems which could harbour Legionella.
- Ensure that your companies Legionella risk assessment is up to date.

Don't

- Ignore the symptoms.
- Assume it's flu if there is any possibility it might be Legionnaires Disease.
- Expose yourself to water droplets unless you know it's safe.

Issue 2

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Noise at Work

Introduction

Protecting yourself from hearing damage while you are at work, should be a primary concern. There are two main causes of damage to hearing; Long term exposure to loud noise such as in an engineering workshop or metal fabricators and exposure to one-off loud bangs or extreme noise, such as mine workers or shot-blasters in a quarry.

Key Facts

Noise becomes hazardous when it occurs at high levels or continues for a long time.

In 2012/13 an estimated 17,000 individuals who worked in the last 12 months were suffering hearing problems which they believed to be work-related, according to the Labour Force Survey.

The Health and Safety Executive states that although hearing loss caused by work is preventable, you must realise that once your hearing has gone, it won't come back.

Although for many, total hearing loss is a result of damage, thousands of others suffer from tinnitus, a permanent ringing in the ears.

Hints and Tips

As a rule of thumb, it should be possible to hold a conversation with someone around 1 metre away from you without shouting.

Help your employer to do what is needed to protect your hearing. Make sure that any equipment or systems provided for your protection are used.

Wear any hearing protection you are given and ensure it is worn properly. Your employer or their representative should show you how to do this.

Look after your hearing protection. If it gets damaged or worn out, ensure it is replaced immediately.

If you detect any problems with your hearing protection, let your employer or safety representative know.

Do

- Take your breaks in a quiet place.
- Keep as far away from sources of extreme noise as possible.
- Have your hearing checked from time to time.
- Wear hearing protection if it has been provided for you.

Don't

- Work in a noisy environment for longer than you have to.
- Wear poorly fitting, damaged or dirty hearing protection.
- Think that one-off loud bangs will not cause you hearing problems.

Issue 2

01102014

Radiation - Ionising

Introduction

Ionising radiation can cause severe damage to living tissue and seriously affect health, so workplace exposure must be strictly limited, controlled and monitored. Areas of the workplace where significant exposure may occur should be designated and access restricted.

Key Facts

Within the UK, naturally occurring radon gas can account for half of the typical annual exposure to ionising radiation.

Man-made sources may be used in medical or dental practice, manufacturing, engineering or non-destructive testing.

Dosimetry services ensure that personal exposure is not above the dose limit-20mSv per year in controlled areas.

Equipment for monitoring radiation levels, warning indicators and safety devices such as interlocks or barriers should be tested regularly, and calibrated where appropriate.

Hints and Tips

Ensure that you know where the controlled or supervised areas are. Check with your Radiation Protection Adviser (RPA) or Radiation Protection Supervisor (RPS). Local rules summarise the arrangements for controlling radiation exposure.

Even if you are not working directly with ionising radiation, you still need suitable information or instruction to avoid any unnecessary exposure. No unauthorised access to controlled areas should be permitted.

Carry out leak tests and ensure that maintenance is carried out regularly.

Keep food and drink away from radiation sources.

Do

- Ask your supervisor if you are unsure about the emergency procedures or safe systems of work.
- Wear any PPE where provided.
- Always wear your personal dosimeter if provided with one.

Don't

- Use equipment without carrying out the appropriate checks beforehand.
- Store your personal dosimeter where it may be exposed to radiation when it's not being worn.
- Ignore warning notices or lights, they are for your safety.

Issue 2

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Radiation - Non-Ionising

Introduction

Optical radiation is another term for light, covering ultra-violet (UV) radiation, visible light and infra-red (IR) radiation. The greatest risks to health are probably posed by UV radiation from the sun, and the misuse of powerful lasers. Exposure of the eyes to UV radiation can produce pain and symptoms similar to that of sand in the eye.

Key Facts

- In 2013 there were over 2, 500 deaths in the UK from skin cancers.
- Around 2,000 deaths each year are from malignant melanomas.
- Incidence rates of malignant melanoma have quadrupled over the last 30 years.
- Almost a third of all cases occur in people under the age of 50.
- Some people are more liable to skin cancers that others.
- People with white skin are more at risk.
- Those with fair or freckled skin need to take particular care.
- High energy lasers can cause instantaneous injuries to eyes resulting in blindness.

Hints and Tips

To protect yourself from the sun when working outside, keep your top on and wear a hat with a brim or flap the covers the ears and back of the neck.

Clothing forms a barrier to the suns rays especially lightly woven fabrics.

Stay in the shade wherever possible during your breaks and especially at lunch time.

Use a high factor sun cream of at least SPF 15 on any exposed skin and apply as directed on the product.

Check your skin regularly for unusual moles or spots and visit your GP promptly if you find anything that is changing in shape size or colour or is itching or bleeding.

Drink plenty of water to protect against de-hydration.

Do

- Slip on a tee shirt.
- Slop on some sun cream.
- Slap on a hat.
- Check your skin regularly.
- Avoid working in the midday sun where possible.
- Drink plenty of water.
- Ensure all guards and screens are in place on laser equipment.

Don't

- Shine lasers into the eyes of others.
- Ignore the cumulative effect of sun.
- Expose skin unnecessarily.
- Forget to take your breaks in the shade.

Issue 2

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Slips, Trips and Falls

Introduction

Slips, Trips and Falls are an unfortunate occurrence of day-to-day life and often seen as humorous events, but this is far from the truth. By taking a few simple precautions, you can significantly reduce the risks.

Key Facts

More than 27,000 workers suffered a major injury or an injury which kept them off work for more than seven days as a result of a slip, trip or fall during 2012/2013.

More than a third of all major injuries reported each year are caused as a result of a slip, trip or fall (the single most common cause of injuries at work). They also account for more than half of all reported injuries to members of the public.

Anyone at work can help to reduce slip, trip and fall hazards through good health and safety arrangements. Effective solutions are often simple, cheap and can lead to other benefits.

Hints and Tips

Make sure you know what to do with spillages.

Make sure that leaks are reported as soon as identified.

Play your part in cleaning regimes and schedules.

Keep your work area tidy.

Choose appropriate footwear for the tasks you are undertaking or the area in which you are working.

Check that floor surfaces are in good condition and report defects.

Do

- Walk on designated walking routes if these are available.
- Wear footwear appropriate to the work you are carrying out.
- Report defects in floor surfaces to your Supervisor immediately.
- Keep work areas tidy and free from slip and trip hazards.

Don't

- Walk on uneven surfaces or where there have been fluid spills.
- Walk in poorly lit areas.
- Expect others to report defects - it is everyone's responsibility.

Issue 2

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Stress

Introduction

Work Related Stress is defined as 'The adverse reaction people have to excessive pressure or other types of demand placed on them at work'. Many outward signs of stress should be readily noticeable but as people react differently to different pressures, indications will vary between different people.

Key Facts

In 2011/2012, an estimated 428,000 individuals in Britain who worked in the last year believed that they were experiencing work-related stress at a level that was making them ill (prevalence), according to the Labour Force Survey.

Stress can cause changes in those experiencing it. In some cases there are clear signs that people are experiencing stress at work and if these can be identified early, action can be taken before the pressure becomes a problem. This may make it easier to reduce and eliminate the causes.

Your line manager has a duty to ensure that work does not make you ill and will understand how to spot the signs of stress.

Hints and Tips

If you think you are suffering from stress, talk to your line manager or HR department in the first instance and then speak with your GP.

Try to avoid 'eating on the run' or avoiding meals altogether.

Taking care of yourself physically will enable you to deal with stress-related problems more efficiently. A balanced diet, moderate exercise and adequate sleep will all help.

Do not be embarrassed to seek professional help.

Do

- Take care of yourself physically by taking regular exercise, maintaining a balanced diet and getting sufficient sleep.
- Report any concerns you have to your line manager or HR department.
- Ensure you behave responsibly to yourself and others to minimise pressures.

Don't

- Be afraid to say no to unrealistic demands on your time.
- Ignore warnings of ill-health. Your GP will be familiar with the warning signs and can deal with them early.
- Tolerate bullying or harassment.

Issue 2

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Working at Height

Introduction

Falls are the biggest cause of death and injury in Britain's workplaces. You don't have to fall far to be hurt; deaths and injury can occur from any height.

Key Facts

In 2012/2013, more than 2,500 major injuries were caused by falls from height at work.

Ladders and stepladders are the cause of one-third of all fall from height incidents. On average, this accounts for 8 deaths and 833 major injuries to workers each year.

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall which could cause personal injury.

The Work at Height (Amendment) Regulations 2007 applies to those who work at height providing instruction or leadership in caving or climbing by way of sport, recreation, team-building or similar.

Your employer must do all that is reasonably practicable to prevent anyone from falling.

Hints and Tips

Follow the risk assessment and safe system of work as carried out by your employer.

Follow the hierarchy for managing risks from work at height: avoid - prevent - reduce.

Everyone uses ladders, however not everyone uses them safely - ensure you are a safe user.

Choose the right equipment for the jobs and ensure the necessary control measures are in place.

Where work at height is necessary you need to justify whether a ladder or stepladder is the most suitable access equipment compared to other access equipment options.

Make your employer aware of any medical conditions or medication which could increase the risks from working at height.

Do

- Wear adequate Personal Protective Equipment at all times.
- Comply with any procedures and signage.
- Inspect work at height equipment before use.
- Secure ladders.
- Maintain three points of contact when using ladders.
- Erect mobile tower scaffolds as you have been trained to do.
- Take care not to drop anything whilst at height.

Don't

- Work at height if you feel unsafe.
- Work at height if weather conditions will endanger your Health and Safety.
- Work on or near a fragile surface unless there are no other options and adequate precautions are in place.

Issue 2

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Workplace Welfare

Introduction

The Workplace (Health, Safety and Welfare) Regulations cover a wide range of basic health, safety and welfare issues for work in or near buildings. They apply to most workplaces and detail minimum standards for ensuring a suitable working environment that is safe and without hazards to health.

Key Facts

Most workplaces have broadly similar hazards and welfare arrangements.

There should be fresh, clean air circulating, via windows or by properly maintained mechanical means. Windows should be able to be opened safely.

The temperature should be 16°C or more unless rigorous physical effort is involved. There is currently no maximum workplace temperature, although in most cases this will be about 25°C.

A suitable supply of drinking water should be provided.

Adequate toilets should be provided for the number of employees. Washing facilities should have running water, soap and a means of drying.

Hints and Tips

Rest areas should be readily accessible, clean and have suitable surfaces to place food upon. Seats should be provided for use during rest breaks.

Pregnant women and nursing mothers should have suitable rest facilities.

Workstations must have sufficient surrounding space and workers must be able to leave workstations swiftly if needed. Seating should be suitable for each worker and a footrest provided if needed.

Flooring should be suitable and not uneven or slippery.

Sufficient lighting should be provided, natural light where possible. Emergency lighting should be provided if an artificial light source could fail.

Do

- Raise any concerns about workplace facilities with your supervisor.
- Clean as you go, and keep facilities and your workstation clean and tidy.
- Ensure that equipment is kept in good repair and maintained regularly.

Don't

- Obstruct traffic routes.
- Leave any waste materials lying around, put them in the appropriate place.
- Forget to wash your hands before eating or drinking, especially if you work in dusty or oily environments.

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