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Health & Safety Matters

A guide to health and safety at work

Prepared by Environmental Health (Food, Safety and Licensing Team)
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Introduction

This booklet has been prepared in response to requests for basic Health & Safety advice. It aims to give a general introduction to the role of the Council’s Food, Safety and Licensing Team, followed by information about the key measures that businesses must carry out and where you can get more detailed advice.

This booklet is designed to be a guide and not a comprehensive legal document.

What are the aims of this booklet?

- To help new businesses understand their responsibilities and make it easier to comply with them.
- To tell employers, owners, managers and businesses what safety laws exist.
- To provide advice to existing businesses.
- To reduce the potential for problems or accidents by making people more aware.
- To ensure that health, safety and welfare are seen as good management standards.
- To provide a checklist on the main points of each duty.
- To provide advice about where to get more information.

If you want any help or information please contact the Food, Safety & Licensing Team, Tandridge District Council, Council Offices, Station Road East, Oxted, Surrey RH8 0BT. Telephone 01883 732841 or e-mail: eh@tandridge.gov.uk
What does Tandridge District Council do?

Our Food, Safety and Licensing Team regularly inspects all businesses for which we have enforcement powers. We also carry out investigations into complaints or accidents. We will always:

- Explain clearly what needs to be done, why and by when and confirm the details in writing.
- Give you the opportunity to discuss the issues before formal action is taken, unless there is any immediate danger.
- Explain in writing where immediate action has or must be taken.
- Explain any rights of appeal when formal action is taken.

Normally we will tell you at the time of the inspection if anything needs to be done. If you agree with our decisions and we think no immediate formal action is needed, we will write to you to let you know what must be done, how and by when. Formal action will be taken if you are putting people at risk, or have not acted on previous advice.

Our enforcement policy

Our corporate enforcement policy aims to ensure the health, safety, welfare and employment protection duties contained in the Health and Safety at Work Act 1974 and the relevant statutory provisions, as far as is reasonably necessary.

We will use our enforcement powers to protect persons at work, the self-employed and anyone who is affected by work activities. Where other enforcement agencies have a role, the Council will liaise with them. Any enforcement action, whether verbal or written warnings, statutory notices or prosecution will be based on the assessment of:

- The hazards and risks to persons that occur or may occur.
- Your level of compliance with the Act and relevant statutory provisions.
- The welfare requirements of persons at work due to failing to comply with health and safety law.

Officers will ensure enforcement decisions are consistent, balanced, fair and relate to common standards that ensure they adequately protect the persons. In coming to any decision officers shall consider relevant criteria, eg seriousness of the offence, the history, confidence in management, the consequences of failure to comply and the likely effectiveness of various enforcement options.

A copy of the full enforcement policy is available on the TDC website at www.tandridge.gov.uk

Service Plan

Every year we produce a service plan describing what we achieved in the year and what we intend to do in the next year. This is also available on the TDC website www.tandridge.gov.uk
Your responsibilities

Health & Safety at Work Act

The main purpose of the Health & Safety at Work Act 1974 is to secure the health and safety of everyone at work, whether employed or self-employed. The Act requires you to regularly review your equipment, premises and systems of work to identify hazards and reduce the risks to clients, employees and the self-employed.

Employers and the self-employed have to ensure the:

- Health, safety and welfare of employees.
- Health and safety of others at a place of work or those affected by work activities.
- Provision and maintenance of safe plant and systems of work.
- Arrangements for safe use, handling, storage and transport of articles and substances.
- Provision of health & safety information, instruction, training and supervision.
- Maintenance of the workplace to ensure health and safety.
- Provision of a safe, healthy working environment and suitable welfare provisions.

Employees should:

- Take reasonable care of themselves and others.
- Comply with legal health, safety and welfare requirements.
- Not interfere or misuse anything provided in the interest of health, safety or welfare.
- Adhere to safety training and systems of work and provide reports of any problems.

Links to HSE Websites:

- www.hse.gov.uk/business/responsibilities.htm
- www.hse.gov.uk/business/must-do.htm
Health and safety policy

Although it is not always possible to eliminate accidents and work-related illness, an effective policy will set the scene for progress and improvement.

The law states that any organisation employing five or more people must have a written policy for health and safety, setting down the ways in which health and safety will be managed. If you have less than five employees, you should have an approach to health and safety that all of your employees understand.

You should make sure all your employees know about the policy and are aware of their responsibilities.

You should regularly review and update the policy to ensure that it reflects the hazards likely to occur at your business.

Main requirements:

- The safety policy should include a commitment to health and safety, details of the company’s organisation and details of safe systems of work and emergency procedures.
- Make sure that the person ultimately responsible for health and safety within the company has signed and dated the policy.
- Bring it to the attention of all staff.
- Update the policy regularly.

Brief structure of a general health and safety policy

1. Statement of intent should include:

   - a clear declaration to provide safe and healthy working conditions and work activities that will not harm others
   - reference to the consultation facilities that exist and where sources of expert advice can be found
a commitment to provide relevant information and training in respect of health and safety
reference to the support needed from all persons in the company in order to achieve the safety objectives

2. Organisation should identify:
- the person ultimately responsible for health and safety
- duties and responsibilities for health and safety at all levels
- specific responsibilities e.g. for training, competent persons etc.
- methods of consultation with employees

3. Arrangements should include:
- procedures for identifying hazards, assessing risks and precautions to be taken
- accident reporting and investigation
- fire and first aid arrangements
- procedures for introducing new machinery, substances or processes

Checklist
- Have you produced a policy?
- Have you kept it up to date?
- Do all the employees know about your policy and have you advised them of any changes?

For further information:
- An introduction to health and safety. (HSE INDG 259)
- www.hse.gov.uk/business/policy.htm
Identifying the risks

Most people take steps to protect themselves and others, but often hazards occur because the issue has not been approached constructively, or it has not been recognised that injury or ill health could occur. We want to encourage all businesses to be self-regulatory, take preventative action and invest in safety standards:

- Do you know what hazards you have or are creating at work?
- Is your business taking all the steps required to eliminate or reduce hazards?
- Do you consider safety, health and welfare in day to day operating standards?
- Are you putting preventative and protective measures in place? (eg checking electrics, maintaining equipment).
- Do you know what you have to do? (accident reporting, etc)
- If we visited you, could you talk with confidence and explain how you ensure health, safety and welfare at work?

Before you can protect your employees or others who might be affected by work activities you have to work out what hazards might be created. You need to:

- Identify hazards or consequences.
- Identify those at risk.
- Evaluate the risk.
- Eliminate or minimise the risk by introducing control measures.
- Monitor control measures.
- Review control measures.

When you start this process you have to break down the work activities and workplace into small units and think how potential hazards could occur. Some hazards may exist all the time (poor light levels in basements, damaged electrics), some are created at specific times of the year (eg snow).

We have included the flow chart opposite to help you plan your assessment of the risks:

We have included safety checklist forms to help you:

- Review your approach to safety.
- Identify what needs to be done.
- Decide who needs to do it.
- Check it has been done.

Management, supervisory and shop floor staff should all be involved, as well as union safety representatives.
The Flowchart outlines the risk assessment process

Training
By law every employer must provide effective training, information and instruction to employees about safety at work. You should be able to demonstrate your employees have received training in emergency and safe working procedures.

Checklist
- Does everyone know how, what and when to do work safely?
- If someone does get injured could you prove that your training was adequate to do the work safely and that everyone knows what to do?
- Does everyone know what to do in an emergency?

Link to HSE website: www.hse.gov.uk.business/risk.htm
We have included a five step checklist on the following pages to help identify risks.
STEP 1

Hazard

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:

- slipping/tripping hazards (eg poorly maintained floors or stairs).
- fire (eg from flammable materials).
- chemicals (eg battery acid).
- moving parts of machinery (eg blades).
- working at height (eg from mezzanine floors).
- ejection of material (eg from plastic moulding).
- pressure systems (eg steam boilers).
- vehicles (eg fork-lift trucks).
- dust (eg from grinding).
- manual handling.
- poor lighting.
- electricity (eg poor wiring).
- fumes (eg welding).
- noise.
- low temperature.

STEP 2

Who might be harmed?

There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, eg

- office staff.
- contractors.
- operators.
- members of the public.

Pay particular attention to:

- staff with disabilities.
- inexperienced staff.
- maintenance personnel.
- people sharing your workplace.
- cleaners.
- visitors.
- lone workers.

STEP 3

Is more needed to control the risk?

For the hazards listed, do the precautions already taken:

- meet the standards set by a legal requirement?
- comply with a recognised industry standard?
- represent good practice?
- reduce risk as far as reasonably practicable?

Have you provided:

- adequate information, instruction or training?
- adequate systems or procedures?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. (You may refer to procedures, company rules, etc).

Where the risk is not adequately controlled, indicate what more you need to do (the ‘action list’).
**STEP 4**

Record your findings

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Postcode

Assessment undertaken

(date)

Signed

Date

Assessment review

Date

<table>
<thead>
<tr>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
</tr>
</thead>
<tbody>
<tr>
<td>List significant hazards here:</td>
<td>List groups of people who are at risk from the significant hazards you have identified:</td>
<td>List existing controls or note where the information may be found. List risks which are not adequately controlled and the action needed:</td>
</tr>
</tbody>
</table>
STEP 5

Review and revision

Set a date for review of the assessment.

On review check that the precautions for each hazard still adequately control the risk. If not indicate the action needed. Note the outcome. If necessary complete a new page for your risk assessment.

Making changes in your workplace, eg bringing in new:

- machines;
- substances; or
- procedures;

may introduce significant new hazards. Look for them and follow the five steps.

Carry out a review of your risk assessments if you no longer think they are appropriate or near misses, incidents or accidents.
Managing the Risks

Management control of health and safety is an essential part of any business whether it is a large or small concern. The Management of Health and Safety at Work Regulations 1999 aim to encourage a more systematic and better-organised approach to dealing with health and safety. They apply to all workplaces. Some of these duties overlap with other health and safety regulations, but this does not mean that things need to be done twice. For example, a risk assessment under COSHH would not need to be repeated for these regulations.

The main responsibilities of the employer are:
- to assess the health and safety risks (See Risk assessment)
- to organise control measures,
- to monitor and review all preventative and protective measures,
- to provide employees with relevant health and safety information, instructions and training,
- to establish emergency procedures, covering fire, accidents etc, and
- to co-operate with other employers in shared workplaces.

The main responsibilities of the employee are:
- to co-operate with the employer’s health and safety measures,
- to report to the employer any dangerous situation or problem that could affect themselves or others,
- to help in assessing risks to health and safety, and
- to use equipment properly in accordance with instruction, information and training received.

The main responsibilities of the self employed are:
- to look after their own health and safety and
- make sure they do not put anyone else at risk.

Good practice in health and safety makes sound business sense. Link to the HSE Better Business website for further information:
www.hse.gov.uk/betterbusiness/index.htm
Health and Safety Information for employees

Employers need to inform employees about Health & Safety law and need to either display a Health and safety Law ‘what you need to know poster’ or provide every employee with a pocket card produced by the HSE.

The approved poster has optional boxes where details of any employee, health and safety representatives, and other health and safety contacts can be added. It is not a legal requirement to include this information, but it may be helpful to your employees.

The posters can be ordered from HSE books on 01787 881165 or on line at http://books.hse.gov.uk/hse/public/home.jsf

The laminated poster order reference is ISBN 9780717663149
The semi rigid poster order reference is ISBN 9780717663392

Checklist

■ Have you displayed the Health and safety Law ‘what you need to know poster’ or supplied every employee with a pocket card?

For further information on the poster or to order a copy follow the link to the HSE websites:
www.hse.gov.uk/business/law.htm
www.hse.gov.uk/pubns/books/lawposter.htm
Reporting accidents

All injuries and incidents at work involving employees or the general public must be reported and recorded in an accident book. The sort of information you must record is the date, time, place of incident, details of the injured party, any witnesses, the circumstances leading up to the incident, when it happened and the steps taken to stop it happening again.

Serious accidents or incidents must be reported to the Council as quickly as possible. The notification must be confirmed within ten days. You must also tell us about any non-consensual violence to a person at work.

You must report any accidents and injuries including:

- Death, major injury, fractures, injuries resulting in transfer to hospital of a member of the public, employees being unable to do their normal work for three or more days, non-consensual violence, being unconscious, electrocution.
- Incidents including fire, explosion, gas release, incidents causing closure of the business for 24 hours or more.
- Certain cases of work related ill health such as poisoning, legionellosis, occupational asthma and dermatitis.

Checklist

- Do you and all your employees know about the need to report accidents and incidents?
- Do you know what needs to be reported?
- Have you kept accident and incidents report records?
- Have you kept a supply of report forms?
- Do you know what to do and who to report to?
- You can report:
  - by phone 0845 300 9923 (8.30am 5.00pm)
  - by internet www.riddor.gov.uk (anytime)
  - by fax 0845 300 9924 (anytime) or send the report form direct to Tandridge Council.

Link to HSE website: www.hse.gov.uk/riddor/
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Insurance

If you employ anyone you must have valid employer liability insurance for a minimum of £5m and display the current certificate of insurance. Fines can be up to £2,500 for each day that you do not have insurance and £1,000 for failing to display or provide the certificate when asked. You are also advised to have public liability insurance to protect your business against civil action.

Poor safety standards can cost you money. Insurance policies do not cover all the costs of accidents. Costs not covered can include:

- Sick pay.
- Damage or loss of product and raw materials.
- Repairs to plant and equipment.
- Overtime working and temporary labour.
- Production delays.
- Investigation time.
- Fines.
- Absence from work if the courts impose custodial sentences on owners, employees or managers if the Council prosecutes them.

Links to HSE website: www.hse.gov.uk/business/elci.htm
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Asbestos

Employers and persons in control of all workplaces must now carry out a survey to establish if asbestos or asbestos containing materials are present in the building. They must assess the risk of release of asbestos fibres, make sure that damaged asbestos is removed and that anyone especially contractors working on or near asbestos containing materials are informed so that they can use systems of work that avoid employees and others being exposed to asbestos fibres.

Checklist

- Have you surveyed your premises and created an asbestos register showing the location and condition of asbestos and asbestos containing materials?
- If you are not sure that the materials contain asbestos, have you assumed the materials contain asbestos?
- Have you assessed the risk of fibre release?
- Have you used competent contractors who are licensed to remove asbestos containing materials?
- Are you informing contractors of the location of asbestos before any work is commenced?

Links to HSE website: www.hse.gov.uk/asbestos/index.htm
Control of hazardous substances

The Control of Substances Hazardous to Health (COSHH) regulations are intended to reduce personal exposure to potentially harmful liquids, materials, substances, micro-organisms, gases and dusts used or at places of work. All businesses must carry out assessments to identify the risks involved in exposure to substances or their use.

You should:

- Identify all the substances used or to which persons are exposed during the course of work, this includes cleaning materials, solvents, etc.
- Identifying the hazards associated with their use. This information can be obtained from product labels and information sheets supplied by manufacturers and suppliers. The information should include details of the chemical constituents, the types of hazards involved such as ingestion or inhalation, the precautions needed to use the product safely and the measures to be taken in case of emergency, incident or accident.
- Use this information to identify if a less hazardous chemical could be substituted, whether the number of persons using the product could be reduced, or whether there are better and safer systems of work.
- Select the appropriate protective equipment and emergency procedures, which for some cleaning materials could involve the provision of suitable gloves, goggles and eyewash facilities.
- Train any users in appropriate handling techniques and give information, supervision and protective equipment to carry out the job safely.

There is a general requirement for all persons handling hazardous chemicals in the workplace to have access to suitable facilities to reduce risks to health. This could include personal protection, washing and eating facilities with appropriate environmental controls, adequate information and training.

Checklist

- Have you identified the substances to which people are exposed or use at work. Are they hazardous? Are they being stored and used properly?
- Could you use a safer substance or method of work?
- Do you need personal protective clothing. Is it suitable? Is it in good repair? Does it fit the user properly? Is the user trained?


The COSHH essentials tool has been developed by HSE in collaboration with the TUC and CBI – it is available free to help firms comply with the COSHH regulations, link to COSHH Essentials www.coshh-essentials.org.uk
Display screen equipment

You must ensure the health and safety of any employee who uses display screen equipment (eg computer) as a significant part of their everyday work. Transport, public and portable systems, cash registers and window typewriters are not included.

Employers have a duty to:

- Assess display screen equipment workstations and reduce risks.
- Make sure that workstations satisfy minimum requirements set for the display screen itself, keyboard, desk and chair, working environment and task design and software.
- Plan display screen equipment work so that there are breaks or changes of activity.
- Provide information and training for display screen equipment users.
- Anyone using a display screen as a significant part of their everyday work is entitled to have appropriate eye and eyesight tests from an optician or doctor and glasses if they are needed for work. It is the employer’s responsibility to provide the tests and spectacles, if requested by the employee.

Checklist

- Do you have display equipment and is it used for significant periods?
- Have you carried out the assessment and reduced potential hazards to users?
- Have you provided training and information for users?

Link to HSE website: www.hse.gov.uk/msd/dse/
Electricity at work

Any electrical system at work must be safe to use and properly maintained. An electrician should check the system. You should also consider providing protective devices, such as residual current device or miniature circuit breakers, as part of any programmed maintenance. Wherever possible rechargeable or low voltage portable electrical appliances should be used to eliminate the electrocution hazard of electricity at source.

You should also carry out regular checks on electrical appliances and cables to detect damage and overheating. The continued use of adaptors and extension leads should be avoided and the permanent installation improved when finance permits.

Checklist

- Have you had all of your electrical installation and electrical equipment examined by an electrician?
- Do you and employees regularly check electrical appliances and cables for damage?
- Do you have a system for taking damaged equipment or wiring out of use until safe?
- Have you enough sockets and are you avoiding temporary measures becoming permanent?
- Is the installation and equipment suitable for the use or environment in which they are being used?
- Can you use rechargeable or low voltage electrical appliances to make the work safer?
- Do employees know what to do if they suspect the electrical installation or equipment is unsafe?

Suggested inspection intervals for electrical equipment

The following table gives a list of suggested initial inspection intervals for different types of equipment. The combined inspection and test could be a Portable Appliance Test (PAT), or a detailed test with a more sophisticated instrument. You should make sure that the person carrying out the tests is trained and competent to do so. See the guidance booklet ‘Maintaining portable and transportable electrical equipment’ HSG 107 for more information. You may need to change how often inspections are being carried out if there are indications that equipment may become unsafe before the next inspection.
<table>
<thead>
<tr>
<th>Type of business</th>
<th>User checks</th>
<th>Formal visual inspection</th>
<th>Combined inspection and test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment hire</td>
<td>N/A</td>
<td>Before issue/after return</td>
<td>Before issue</td>
</tr>
<tr>
<td>Construction (see Electrical safety on construction sites for more details)</td>
<td></td>
<td>110V – Weekly 230V mains Daily/every shift</td>
<td>110V – Before first use on site then 3 monthly. 230V – Before first use on site then monthly</td>
</tr>
<tr>
<td>Light industrial</td>
<td>Yes</td>
<td>Before initial use, then 6 monthly</td>
<td>6 months to 1 year</td>
</tr>
<tr>
<td>Heavy industrial/high risk of equipment damage</td>
<td>Daily</td>
<td>Weekly</td>
<td>6 months to 1 year</td>
</tr>
<tr>
<td>Office information technology eg desktop computers, photocopiers, fax machines</td>
<td>No</td>
<td>1 to 2 years</td>
<td>None if double-insulated, otherwise up to 5 years</td>
</tr>
<tr>
<td>Double insulated equipment not hand-held, eg fans, table lamps</td>
<td>No</td>
<td>2 to 3 years</td>
<td>No</td>
</tr>
<tr>
<td>Hand-held double insulated (Class II) equipment, eg some floor cleaners, kitchen equipment and irons</td>
<td>Yes</td>
<td>6 months to 1 year</td>
<td>No</td>
</tr>
<tr>
<td>Earthed (Class I) equipment, eg electric kettles, some floor cleaners</td>
<td>Yes</td>
<td>6 months to 1 year</td>
<td>1 to 2 years</td>
</tr>
<tr>
<td>Equipment used by the public, eg in hotels</td>
<td>By member of staff</td>
<td>3 months</td>
<td>1 year</td>
</tr>
<tr>
<td>Cables and plugs, extension leads</td>
<td>Yes</td>
<td>1 year</td>
<td>2 years</td>
</tr>
</tbody>
</table>
Explosive atmospheres

You need to identify substances which might form explosive atmospheres such as petrol, propane gas, solvents, varnishes, paints etc. You must assess the risk and make sure appropriate measures are taken to minimise the creation of this hazard.

Checklist

- Have you recognised your work activities and storage arrangements to identify chemicals and materials that might be a fire or explosion hazards?
- Can you eliminate or reduce those hazards by using a safer product or reducing the amount used?
- Are the areas where explosive atmospheres might be created well ventilated without any ignition sources?
- Are no smoking signs displayed?
- Do employees know what to do in an emergency?

Link to HSE website: www.hse.gov.uk/fireandexplosion/index.htm
Relevant and up-to-date local information is essential to keep up with business market conditions that are constantly changing.

The pull-out provides a range of business information sources for existing and start-up businesses. If the information you are looking for isn’t here, please contact Tandridge District Council’s Special Projects on 01883 732776, or by e-mail to specialprojects@tandridge.gov.uk

Business Link South East: Business Link operates the Small Business Service franchise for the local area to support and encourage companies to achieve their full potential. Practical advice for the local area is backed by the DTI to provide exceptional business advice.

SEEDA: The South East England Development Agency (SEEDA) came into operation on 1st April 1999 to take the strategic lead in promoting the sustainable economic development of the region.

SEEDA’s mission is to work with partners to make the South East of England a world class region as measured by economic prosperity, environmental quality and social inclusion ensuring meanigful employment for all.

Contact: 01483 484200 or visit www.seeda.co.uk
**Federation of Small Businesses:** This organisation is the largest in the UK representing small and medium sized businesses. It is a non-party political pressure group that exists to promote and protect the interests of all who own or manage their own business. It offers help and information on the issues which small businesses have to address as they grow.

*Contact: 01403 734257 (Surrey and Sussex) or visit www.fsb.org.uk*

**Smallbusinesseurope EU issue tracker:** This ‘issue tracker’ provides information on European policy initiatives, including controversial legislation. It summarises their potential impact and links to a single database of relevant documents. Access to the issue tracker is unrestricted and free of charge to small and medium sized enterprise membership organisations, trade associations, business support mechanisms and individual businesses.

*Contact: +32 2 0740 2722 or visit www.smallbusinesseurope.org*

**Useful Telephone numbers . . .**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building control</td>
<td>01883 732871</td>
</tr>
<tr>
<td>Business rates</td>
<td>01883 732934</td>
</tr>
<tr>
<td>Drainage Thames Water Area</td>
<td>08459 200800</td>
</tr>
<tr>
<td>Drainage Southern Water Area</td>
<td>08452 780845</td>
</tr>
<tr>
<td>Economic Development Surrey County Council</td>
<td>020 8541 9602</td>
</tr>
<tr>
<td>Electricity Seeboard emergency</td>
<td>0800 7838866</td>
</tr>
<tr>
<td>Electricity Seeboard enquiries</td>
<td>0800 0568888</td>
</tr>
<tr>
<td>Energy efficiency advice and grants</td>
<td>01883 732832</td>
</tr>
<tr>
<td>Environmental information Surrey County Council</td>
<td>08456009009</td>
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<tr>
<td>Service</td>
<td>Department</td>
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<td>European office</td>
<td>Surrey County Council</td>
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<td>Fire and rescue</td>
<td>emergency</td>
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<td>other enquiries</td>
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<td>Floodline</td>
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<td>Food and agriculture</td>
<td>enquiries</td>
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<td>Gas</td>
<td>emergency</td>
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<td></td>
<td>general enquiries</td>
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<td>Job centre</td>
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<td>Member of Parliament</td>
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<td>Planning enquiries</td>
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<td>Police</td>
<td>emergency</td>
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<td></td>
<td>other enquiries</td>
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<td>Rail services</td>
<td>train times</td>
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<tr>
<td>Roads</td>
<td>repairs</td>
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<td>signs</td>
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<td>street lighting</td>
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<td>Surrey Traveline</td>
<td>buses and trains</td>
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<tr>
<td>Trading standards</td>
<td>complaints and advice</td>
</tr>
<tr>
<td>Vacant property register</td>
<td>Business Link</td>
</tr>
<tr>
<td>Waste supply</td>
<td>Southern Water</td>
</tr>
<tr>
<td></td>
<td>Sutton and East Surrey</td>
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<td></td>
<td>Thames Water</td>
</tr>
</tbody>
</table>
Enterprise first provides free impartial advice, information and support to new and existing businesses. Contact 0845 458 7535 or visit the website: www.enterprisefirst.co.uk
Falls from a height

People or materials falling from any height which is likely to cause injury must be avoided. Activities which create a risk of a fall can range from simple issues such as changing light bulbs by standing on a stool to cleaning the outside of a building.

The principles to be followed are:

1. avoid all work as much as possible at any height where a person could fall and be hurt;
2. use work equipment or other measures to prevent falls where they cannot avoid working at height;
3. where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur;
4. take steps to avoid materials falling and hurting persons.

Checklist

- Have you identified all work that involves a risk of falling and eliminated such work as much as possible?
- Have you provided suitable and sufficient means of access and egress and a safe workplace that will prevent a person falling?
- Have you provided suitable and sufficient fall arrest equipment where a risk of falling remains?
- Have you trained everyone in safe working procedures?
- Have you taken steps to remove the hazard of falling objects?

Link to HSE website: www.hse.gov.uk/falls/index.htm
First Aid

You must have suitable first aid facilities for the hazards associated with the work you do.

The level of first aid should depend on an assessment of all relevant factors and these include the nature of the work, the size and location of the establishment, the pattern of working and the number of employees. As a minimum, you must appoint one person to be responsible for first aid when employees are at work. In low risk situations, one first aider is required for more than 50 employees. High risk activities such as businesses using forklift trucks must have a first aider present whenever such work is taking place.

Generally you should ensure that:

- An appointed person can take charge in an emergency, call for an ambulance or medical aid and look after the first aid equipment (including restocking).
- You have a First Aid box. The box should also contain guidance on the treatment of injured persons, in particular how to keep someone alive by artificial respiration, how to control bleeding and how to deal with an unconscious patient.
- A notice is displayed giving the location of the first aid equipment, the name and location of the appointed persons and any first aider(s). In a small premises a first aid sign may be enough, the sign should have a white cross and lettering on a green background.
- A first aider must be appointed if there are special or unusual hazards, or if the location of the building is difficult to reach by ambulance. First aiders should hold a recognised qualification in First Aid and be retrained every three years.

---

**Acute First Aid**

Training for a safer workplace

The Studio, 17 Sundridge Road
Woking, Surrey GU22 9AU
T: 01483 852996
E: enquiries@acute-firstaid.co.uk
W: www.acute-firstaid.co.uk

We are an independent Health and Safety approved (73/07) Training Organisation and are committed to providing you with the very best, hands on, and interesting training.

We offer all types of First Aid Courses:

- First Aid at Work, Requalification, Updates,
- Defibrillation, Paediatric & more
Contents of first aid box

- First aid guidance card
- Individually wrapped plasters
- Sterile eye pads
- Individually wrapped triangular bandages
- Individually wrapped sterile dressings (different sizes)
- Sterile water if no tap nearby

First aid boxes should not contain medication

Checklist

- Have you provided adequate first aid facilities?
- Do you require first aiders?
- Does everyone know where the First Aid Box is and the identity of any first aiders?
- Have you made provision for an emergency?
- Who is responsible for maintaining the first aid facilities?
- Are your first aiders properly trained and retrained every three years?

Link to HSE website: [www.hse.gov.uk/firstaid/index.htm](http://www.hse.gov.uk/firstaid/index.htm)
Gas installation and use

Gas leaks can form explosive mixtures at low concentrations. Existing flame sources, cigarettes, or even the sparks created by turning the light on can easily ignite these.

Employers and the self-employed must ensure that their gas installations and pipework are safe. Only a GAS SAFE registered engineer must carry out any work to repair, improve or install the system.

A GAS SAFE registered engineer must inspect gas appliances every twelve months and businesses must keep records of these inspections.

You must also have a system for dealing with emergencies.

Checklist

- Do you ensure that work on gas appliances and pipework is only carried out by Gas Safe engineers?
- Do you make sure that appliances are well maintained and keep records?
- Does everyone know what to do if they smell gas?

Link to HSE website: www.hse.gov.uk/gas/index.htm
Keep the noise down!

All employers are required to protect the hearing of workers from excessive noise arising from work or at a place of work. You should survey noisy work situations to identify whether noise levels are being exceeded. The employer also has a duty to make sure noise levels do not affect warning systems such as fire alarms. Signs must identify noisy areas where they exceed certain levels.

Checklist

- Have you made the work as quiet as possible?
- Have you provided hearing protection for noisy work?
- Are you checking that hearing protection is being worn?
- Are you minimising exposure periods to unavoidable noise?

Link to HSW website: www.hse.gov.uk/noise/index.htm

Lifts

Lifts carrying people must be thoroughly examined every six months and other lifts every twelve months by a competent person. A standard report format must be used. All reports on the thorough examination of passenger and goods lifts must be kept for two years.

Checklist

- Are you having the lift examined at the appropriate intervals and is it properly maintained?
- Have you kept the examination reports?
Manual handling

You must assess the risks of injury from manual handling operations. Manual handling includes not only the lifting of loads, but also lowering, pushing, pulling, carrying or moving them by hand or other bodily force. Back injuries and sprains are an increasing cost to business and proper handling can reduce such injuries.

The assessment should identify:

- Hazardous manual handling operations that can be avoided where reasonably practicable. If the load must be moved can you use mechanical aids such as a roller conveyor, or with a trolley, fork-lift truck etc?
- Hazardous operations that cannot be avoided. You need to consider the weight of the load, its shape and size, how it is lifted or moved, working conditions and the handler’s capability. Unless the assessment is very simple a written record will be needed.
- Whether the risk of injury can be reduced as far as reasonably practicable. A good assessment will not only show that there is a problem, but also where the problem is.

Checklist

- Have you eliminated manual handling as much as possible?
- Are you thinking about manual handling when planning how something will be done?
- Can the task be made easier and safer?
- Can you eliminate the hazard at source?
- Have you trained your employees how to lift safely?

We have included a manual handling assessment checklist and guidance on the effectiveness of handling techniques.

HSE website: www.hse.gov.uk/msd/pushpull/planning.htm

The MAC tool has been developed to help to identify high risk manual handling activities, link to MAC pages on HSE website www.hse.gov.uk/msd/mac/index.htm

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Tel: 07921 761007 info@forkliftrainingsussex.com
www.forkliftrainingsussex.com
# Manual handling of loads: Assessment checklist

Operations covered by this assessment (detailed description):

Locations:

Personnel involved:

Date of assessment:

Diagrams (other information):

<table>
<thead>
<tr>
<th>Overall assessment of the risk of injury?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low/Med/High (See detailed list on the next page)</td>
</tr>
</tbody>
</table>

Remedial steps that should be taken, in order of priority:

1
2
3
4
5
6
7
8

Date by which action should be taken:

Date for re-assessment:

Assessor’s name: Signature:
<table>
<thead>
<tr>
<th>(If the answer to a question in “Yes” place a tick against it and then consider the level of risk)</th>
<th>(Tick as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The tasks – do they involve:</td>
<td>Yes</td>
</tr>
<tr>
<td>Holding loads away from trunk?</td>
<td></td>
</tr>
<tr>
<td>Twisting?</td>
<td></td>
</tr>
<tr>
<td>Stooping?</td>
<td></td>
</tr>
<tr>
<td>Reaching upwards?</td>
<td></td>
</tr>
<tr>
<td>Large vertical movement?</td>
<td></td>
</tr>
<tr>
<td>Long carrying distances?</td>
<td></td>
</tr>
<tr>
<td>Strenuous pushing or pulling?</td>
<td></td>
</tr>
<tr>
<td>Unpredictable movement of loads?</td>
<td></td>
</tr>
<tr>
<td>Repetitive handling?</td>
<td></td>
</tr>
<tr>
<td>Insufficient rest or recovery?</td>
<td></td>
</tr>
<tr>
<td>A workrate imposed by a process?</td>
<td></td>
</tr>
<tr>
<td>The loads – are they:</td>
<td></td>
</tr>
<tr>
<td>Heavy?</td>
<td></td>
</tr>
<tr>
<td>Bulky/unwieldy?</td>
<td></td>
</tr>
<tr>
<td>Difficult to grasp?</td>
<td></td>
</tr>
<tr>
<td>Unstable/unpredictable?</td>
<td></td>
</tr>
<tr>
<td>Intrinsically harmful (eg sharp/hot)</td>
<td></td>
</tr>
<tr>
<td>The working environment – are there:</td>
<td></td>
</tr>
<tr>
<td>Constraints on posture?</td>
<td></td>
</tr>
<tr>
<td>Poor floors?</td>
<td></td>
</tr>
<tr>
<td>Variations in levels?</td>
<td></td>
</tr>
<tr>
<td>Hot/cold/humid conditions?</td>
<td></td>
</tr>
<tr>
<td>Strong air movements?</td>
<td></td>
</tr>
<tr>
<td>Poor lighting conditions?</td>
<td></td>
</tr>
<tr>
<td>Individual capability – Does the job:</td>
<td></td>
</tr>
<tr>
<td>Require unusual capability?</td>
<td></td>
</tr>
<tr>
<td>Hazard those with a health problem?</td>
<td></td>
</tr>
<tr>
<td>Hazard those who are pregnant?</td>
<td></td>
</tr>
<tr>
<td>Call for special information/training?</td>
<td></td>
</tr>
<tr>
<td>Other factors –</td>
<td></td>
</tr>
<tr>
<td>Is movement or posture hindered by clothing or personal protective equipment?</td>
<td></td>
</tr>
</tbody>
</table>
Is the load held or manipulated at a distance from the trunk?

As the load is moved away from the trunk the general level of stress on the lower back rises. Regardless of the handling technique used, not keeping the load close to the body will increase the stress. As a rough guide, holding a load at arm’s length imposes about five times the stress experienced when holding the same load very close to the trunk. The illustration below shows how individual handling capacity reduces as the hands move away from the trunk.
Smoking

New laws to protect employees and the public from the harmful effects of secondhand smoke came into effect from 1 July 2007.

These new laws make it against the law to smoke in virtually all enclosed and substantially enclosed public places and workplaces, on public transport and in work vehicles used by more than one person.

The laws required employers and persons in control of premises and work vehicles to:

- Display the prescribed No-smoking signs at all entrances to smokefree areas and in the cab of smokefree vehicles.
- Prevent people from smoking in smoke free areas and vehicles.

Definitions of enclosed and substantially enclosed

- Premises will be considered ‘enclosed’ if they have a ceiling or roof and (except for doors, windows or passageways) are wholly enclosed either on a permanent or temporary basis.
- Premises will be considered ‘substantially enclosed’ if they have a ceiling or roof, but have an opening in the walls which is less than half the total area of the walls. The area of the opening does not include doors, windows or any other fittings that can be opened or shut.

Smoking Shelters

If you are considering providing employees with a smoking shelter, planning permission may be required and the shelter must not be enclosed or substantially enclosed.

Penalties and fines for breaking the smokefree law

The fixed penalty notices and maximum fine for each offence are:

- **Smoking in smokefree 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 smokefree premises or vehicle. Or a maximum fine of £1000 if prosecuted and convicted by a court.
- **Failing to prevent smoking in a smokefree place:** a maximum fine of £2500 imposed on whoever manages or controls the smokefree premises.
Personal protective equipment

Personal Protective Equipment (PPE) is defined as all equipment designed to be worn or used to protect against a risk to health or safety. This includes most types of protective clothing and equipment such as eye, foot and head protection, safety harnesses, life jackets and high visibility clothing. There are some exceptions, such as ordinary working clothes and uniforms (including clothing provided only for food hygiene), PPE for road transport (for example crash helmets) and sports equipment.

PPE should be used only as a last resort. But where risks are not adequately controlled by other means, employers have a duty to ensure that employees are provided with suitable PPE, free of charge.

Employers also have duties to:

- Assess the risks and the PPE to be provided to ensure it is suitable.
- Maintain, clean and replace PPE.
- Ensure that the PPE is suitable for the individual using it.
- Provide storage for PPE when it is not being used.
- Ensure that PPE is properly used.
- Give training, information and instruction to employees on the use of PPE and how to look after it.
- Employees also have a duty to wear PPE if it is provided.

New PPE is also subject to a separate European Directive on design, certification and testing. PPE complying with this directive will be marked by the manufacturer with a "CE" mark.

Checklist

- Have you minimised the hazards before considering PPE?
- Does the work require personal protective clothing and are the duties being complied with?

Link to HSE website: www.hse.gov.uk/coshh/basics/ppe.htm
Pregnant women and Nursing Mothers at work

There is a duty for Employers to consider the health of pregnant workers and the unborn child. This duty also extends after the birth to include workers who have recently given birth or are breast feeding.

Employers must consider any working conditions along with any physical, chemical, or biological agents which may affect the pregnant worker or unborn child.

If you employ women of child bearing age you must;

■ Identify the risks that pregnant women or nursing mothers may be exposed to.
■ Identify preventative or protective measures to remove the risk.
■ As soon as employers are made aware that a member of staff is pregnant or a nursing mother they must take the following action;
■ Where risks cannot be removed consider altering the employees working hours, offer alternative work or in the case of significant risks suspend from work on full pay.

Checklist

■ If you employ women of child bearing age you must consider the risks to the health and safety of the mother and her unborn child.
■ Have you decided on measures to prevent or remove the risk?
■ Once you have proof of impending child birth you must ensure the risks are prevented or removed. Where this is not possible consider alternative arrangements.

Link to HSE website: www.hse.gov.uk/mothers/index.htm
Stress

Stress is the reaction people have to excessive demands or pressures. It arises in the work place where people experience difficulty in coping with the tasks, responsibilities and pressures connected with their jobs. Stress triggers complex changes in the body’s processes. (See table below) These changes can effect the way we think, feel and behave. Ultimately it can lead to both mental and physical ill health. Problems are more likely to arise where the pressure is intense or prolonged.

Effects of Stress

<table>
<thead>
<tr>
<th>Physiological changes</th>
<th>Behavioural changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>■ increased heart rate, perspiration</td>
<td>■ becoming anxious, irritable</td>
</tr>
<tr>
<td>■ dry mouth</td>
<td>■ drink more alcohol</td>
</tr>
<tr>
<td>■ headache, dizziness, blurred vision</td>
<td>■ smoke more</td>
</tr>
<tr>
<td>■ lowered resistance to infections</td>
<td>■ reduced motivation</td>
</tr>
<tr>
<td>■ aching neck and shoulders</td>
<td>■ skin rashes</td>
</tr>
</tbody>
</table>

People experience stress in different ways and to very different degrees. A lot depends on how they cope as an individual and the level of support they are given from their employer through their immediate managers.

Occupational stress is becoming an increasing problem. It is now a major contributor to overall illness and sickness absence in the work place. A number of high profile legal cases have awarded large sums of damages in stress related cases.

Should Employers be concerned about stress?

Yes. All employers have a duty to make sure their staff are not made ill by their work. Stress can make people ill. Stress can also reduce performance and therefore, reducing stress in the work place will be cost effective.

What must Employers do about stress?

As with all work place hazards Employers must assess the risk to staff:

- Have you recognised what could give rise to unacceptable and prolonged stress?
- Who could be affected by stress?
- Have you done enough to reduce or eliminate sources of stress?

Link to HSE website: www.hse.gov.uk/stress/index.htm
Slips and trips

The majority of workplace injuries involve slips and trips at work many of which can be avoided by clearing spillages and hazards as part of everyday work activities or by providing suitable safety flooring and shoes.

Checklist

- Have you a procedure for dealing with spillages?
- Do all employees know what to do about slip and trip hazards?
- Are housekeeping standards satisfactory?
- Are warning signs displayed whenever floors are being cleaned or spillages occur?
- If a slip risk is a regular problem have you provided suitable safety flooring in areas of frequent contamination and suitable safety shoes?

Website links: [www.hse.gov.uk/slips/index.htm](http://www.hse.gov.uk/slips/index.htm)
Shattered lives campaign: [www.hse.gov.uk/shatteredlives/index.htm](http://www.hse.gov.uk/shatteredlives/index.htm)

The Shattered Lives campaign is aimed at those most at risk of a slip, trip or fall accident at work for workers in industries such as construction, hospitality, retail, and health. Many injuries can be avoided by sensible risk management.

Violence at work

Violence at work can occur in a variety of ways ranging from the committing of a crime such as robbery to customer complaints which escalate.

Non consensual violence needs to be risk assessed as with any other work related hazard and appropriate procedures developed to reduce the risk to employees.

This may consist of a combination of producing safe systems of work, installing security measures and training employees what to do when conflict situations arise.

Non consensual violence is reportable to the local authority.

Checklist

- Have you considered how workplace violence could occur and implemented safe systems of work, installed appropriate security measures and trained all your employees.

For further information follow the link to the HSE website; [www.hse.gov.uk/violence/index.htm](http://www.hse.gov.uk/violence/index.htm)
Work equipment

Make sure you have good quality and properly maintained equipment to ensure safety. Some older equipment may need to be upgraded to meet minimum requirements.

All equipment should have information about its safe installation, maintenance and operation. In addition, anyone using the equipment should have information, instruction, training and supervision to carry out their work safely.

The general duties require you to:

- Take into account working conditions and hazards in the workplace when selecting equipment.
- Make sure that equipment is suitable for the use that will be made of it and properly maintained.
- Give employees adequate information, instruction and training.

Specific additional requirements cover:

- Guarding of dangerous parts of machinery.
- Maintenance operations.
- Danger caused by equipment failure.
- Parts and materials at high or very low temperatures.
- Control systems and control devices.
- Isolation of equipment from power sources.
- Protection against specific hazards ie falling, ejected particles and substances, fire explosion, etc.
- Stability of equipment.
- Lighting and warnings and markings.
- Protecting against vehicles tipping over.
- Providing devices and restraints to prevent vehicles tipping over.
Checklist

■ Do you buy, install and maintain your equipment to ensure safety of the user?
■ Do users know how to use the equipment properly?
■ Are you keeping equipment safe by effective planned maintenance?

Link to HSE website: www.hse.gov.uk/equipment/index.htm
Worker Involvement

Employees are recognised as the most valuable source of information on hazards and health and safety matters in the workplace. They are legally entitled to appoint safety representatives to act on their behalf and discuss health and safety matters with their employer. They are legally bound to bring matters which affect their health & safety to your attention. Consultation has to be in good time which means that the employers have to provide employees, or their elected representatives, with the necessary information and give them time to discuss the matter and express their opinions before a decision is reached.

Link to HSE website: www.hse.gov.uk/business/consult.htm

Working time

Since the introduction of a European Directive employee working hours and conditions have changed.

The main changes are:

- A limit on average working time to 48 hours (although individuals can choose to work longer). A limit on night workers average normal working time to eight hours.
- A requirement to offer health assessments to night workers.
- Minimum daily and weekly rest periods.
- Rest breaks at work.
- Paid annual leave.
- The need to maintain certain records on working hours for two years.

Checklist

- Do you know about the regulations?
- Are you keeping the right records?

Link to HSE website:
www.hse.gov.uk/contact/faqs/workingtimedirective.htm
Workplace transport

Every year people are hurt by vehicles being used at work. An employer needs to ensure that they have safe sites, safe vehicles and safe drivers.

Checklist

- Are pedestrians and vehicles kept apart by well marked traffic routes on your premises?
- Are all your drivers competent and fit to drive?
- Are the vehicles well maintained and safe to use?
- Do the vehicles need rollover protection?

Link to HSE website: www.hse.gov.uk/workplacetransport/index.htm
Young people at work

Young workers are seen as being particularly at risk because of their immaturity and inexperience and possible lack of awareness of existing or potential risks, immaturity and inexperience.

Children under 13 years old are generally not allowed to work. Those aged between 13 and 16 years old are not allowed to work in some industrial businesses.

Children on work experience are considered as employees for the purposes of health and safety, with age restrictions prohibiting them from using particular machinery or carrying out certain tasks.

Employers must:

- Assess hazards and risks to young people under 18 before they start work.
- Take into account their possible lack of awareness of existing or potential risks, immaturity and inexperience.
- Address specific factors in the risk assessment.
- Provide information to the young person and their parents about the hazards, risks and control measures introduced.
- Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities.
- Reduce risk as far as reasonably practicable.
- Provide necessary instruction, training and supervision.

Anyone employing a young person must also ensure that the child is registered with the Educational Welfare Officer at Surrey County Council, Education Welfare Unit, 123 Blackborough Road, Reigate, Surrey RH2 7DD.

Telephone 01737 272177  www.surreycc.gov.uk

Checklist

- Have you assessed the risks to young people?
- Have you reduced the risks as far as possible?
- Have you provided information, training and supervision?
- Have you registered with the Education Welfare Officer?

Link to HSE website:  www.hse.gov.uk/youngpeople/index.htm
Further information

A number of HSE leaflets and free publications are available by mail order from HSE books PO Box 1999 Sudbury, Suffolk CO10 2WA
Tel: 01787 881165 Fax: 01787 310889
Website www.hse.gov.uk/pubns/index.htm

For more information on Health & Safety call the HSE Infoline
0845 345 0055 Fax 0845 408 9566
or email: hse.infoline@connaught.plc.uk
or visit the HSE website www.hse.gov.uk/contact/ask.htm

Websites

www.hse.gov.uk
www.businesslink.gov.uk
www.tandridge.gov.uk

Publication Sources

Publications can be ordered as follows:

HSE Publications:
Free and priced publications from HSE Books, Sudbury, Suffolk CO10 2WA
Tel: 01787 881165 Fax: 01787 3108895
Web: www.hse.gov.uk/pubns/index.htm

DTI Publications:
DTI Publications Orderline as above

ACAS
From ACAS Publications http://acas.ecgroup.net

The Stationery Office:
Tel: 0870 600 5522
Online bookstore: www.tsoshop.co.uk

Food Safety

Information on food safety law is available from the Food Standards Authority web site - www.food.gov.uk

Contract your local authority for further advice and information.

British Standards

Information on standards may be obtained from British Standards Institution - Tel: 020 8996 9001. A catalogue of standards can be viewed at www.bsi-global.com/standards
Checklists

On site
- Are the buildings and access routes in good repair?
- Does everything work properly?
- Can anything fall and injure someone?
- Are there any places where a person could fall and be injured?
- Are moving vehicles and pedestrians separated as much as possible?

Inside
- Do you provide a minimum indoor temperature of 16°C or 13°C if strenuous physical effort is involved? Have you got a thermometer to check temperatures?
- Is there adequate ventilation?
- Does the lighting, including emergency lighting work? Is it bright enough for safety and the task involved?
- Are there at least 11 cubic metres of unoccupied workspace space (excluding corridors and welfare facilities) for each employee? (ignoring over 3m high)
- Are all the workstations (ie seat & desk) comfortable and arranged for safety?
- Have you provided shelter for work outdoors in poor weather?
- Have you prepared for emergencies?

Spotting safety hazards
- Are the pedestrian and vehicles traffic routes big enough for the numbers at work, marked where necessary and are there enough of them?
- Can the windows and skylights be safely opened, closed and cleaned?
- Are all glazed doors and partitions safe by position or construction against persons falling or walking into them or do they need to be made of safety materials and marked?
- Are the doors and gates designed to prevent trapping or persons being injured? (safety devices, vision panels)
- Have you constructed and maintained the floors to prevent falls, slips and trip hazards?
- Do you mark and clear up spills or loose materials as soon as possible?
Do you clear obstructions as soon as you see them?

Are you taking steps to prevent falls from heights and into dangerous substances by guarding openings or providing safe systems or places of work?

Have you identified any objects that might fall and injure people and eliminated the risk?

Facilities

- Have you got enough toilets for the number of employees?
- Have you provided adequate welfare facilities for your employees?
- Does the hot and cold water work?
- Is there provision for the secure storage of clothing and personal affects?
- Is a supply of drinking water always available?
- Have you provided suitable and sufficient seating?
- Have you provided rest areas for employees?
- Have you made suitable arrangements to maintain the workplace, equipment and facilities?
- Do you ensure good housekeeping and cleanliness?
- Do you have suitable drainage for wet work areas that will prevent slip hazards being created?
- Are you reviewing your employee's actions to maintain safety?
- Are you ensuring that fire exits and access routes are kept clear, cables do not trail across pedestrian routes and that spillages/obstacles are quickly removed?
And finally

Can you answer these questions?

- Do I know about the need for a safety policy?
- Have I assessed the hazards and risks at work and taken appropriate action?
- Do I know what health, safety and welfare provisions I have to provide?
- Can I prove I have trained my staff in safe working procedures?
- Do I know what accidents need to be reported to the Council?
- Have I obtained the right level of insurance cover?
- Have I thought about the safe use of chemicals and substances used at work?
- Have I provided adequate first aid?
- Have I given my employees advice about the basic safety laws, the Enforcing Authority and EMAS?
- Have I taken enough steps to protect people from electricity?
- Have I taken enough steps to protect people from noise?
- Have I taken enough steps to provide safe work equipment?
- Have I taken enough steps to protect people from being injured by lifting and carrying?
- Have I taken enough steps to prevent people or objects falling from a height and causing injury?
- Do I provide the right protective clothing and equipment?
- Have I taken enough steps to protect people who use computers at work?
- Have I taken enough steps to protect young people who work for me?
- Do I know about the effects of the working time regulations?
- Have I taken enough steps to provide safe lifts or lifting equipment?

If you couldn’t answer any of the questions, you’ll find the answers in this guide or the publications listed under further information. Remember we are always happy to answer questions to help you meet your legal obligations. Call Environmental Health on 01883 732841.
## Sample check list for offices: Safety Audit

<table>
<thead>
<tr>
<th>Main person responsible:</th>
<th>Date of last audit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit conducted by:</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>Signed:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ensure a safe workplace</th>
<th>Satisfactory</th>
<th>Unsatisfactory needs urgent attention</th>
<th>Responsible person</th>
<th>Date when completed</th>
</tr>
</thead>
</table>

### Condition of floors & stairs
- Worn stair treads?
- Missing or damaged handrails?
- Worn floor covering?
- Slippery surface?
- Broken glass, etc?

### Obstructions in corridors
- Furniture cartons, trolley, etc?

### Swing doors
- Obstructed vision panels?

### Badly sited furniture & equipment
- Sharp corners of desks and cabinets?
- Trailing telephone and electrical leads?

### Protruding drawers of filing cabinets & desks
- Open drawers can cause accidents, opening more than one drawer of a cabinet at a time can make it tip.

### Insecure means of reaching up
- Insecure step ladders?
- Standing on swivel chairs?

### Electricity
- Loose connections?
- Unearthed equipment?
- Damaged cables?
- Defective insulation?
- Overloaded circuits?
- Broken switches?
- Worn or damaged appliances?
- Trailing leads?
- Liquids which if spilt could cause short circuits?
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</thead>
</table>

### Portable appliance testing

- Machinery
  - Protective guards satisfactory and in place?
  - Operations properly trained?
  - Staff aware of any potential danger?
  - Can everyone stop emergency supply in the event of an emergency?
  - Guillotines used with care?
  - Anything which might detract from the safe operation of lifts?

### Manual Handling

- Using Mechanical Aids?
- Lifting and carrying
- Legs bent, back straight?
- Heavy loads shared?
- Two journeys rather than one?
- Visibility over the top?
- Opening of doors?

### Signage

- Missing?
- Suitability?
- Condition?

### VDUs

- Suitability of work stations?
- Seating?
- Lighting?

### First Aid

- Identity of first aiders?
- Sufficient boxes?
- Contents of boxes correct?

### Fire Safety

- Correct type of extinguishers?
- Properly sited?
- In date?
- Escape routes?
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Water: sampling, testing, treatment chemicals, pre-commission & renovation cleaning.

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Kitchen Extracts: cleaning, inspection, certification, filter replacements.

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