



Health and Safety Handbook



Contact the Office on 01522 300161
www.singleton-associates.org



NOTES

Legislation

The Health & safety at Work Act 1974

Section 2(1)

Employer to ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees.

Section 7

Employees must take care of themselves and co-operate with the employer

Section 8

Employees must not interfere with anything provided for their safety

The Management of Health & safety at Work Regulations 1999

Employer shall make a suitable and sufficient assessment of risk to the health & safety of his employees and others.

Where 5 or more employees it is an absolute duty to complete, review and record risk assessments.

Prosecution

Both employers and employees have duties and responsibilities under safety law. If either party causes an accident or injures someone due to breaking health & safety law, they can be punished in a court of law:

- Magistrates court
 - £20,000
 - 6 months
- Crown court
 - Unlimited
 - 2 years per offence



Health & Safety Policy

When a company employs more than 5 employees, it is a legal requirement that the employer provides a written safety policy and also that he brings it to the attention of all his employees.

The health & safety policy usually consists of 3 sections:

- Mission statement (a statement of commitment to safety)
- Organisation (who is in charge of what in terms of safety)
- Arrangements (what the company will do to ensure safety)



Accidents and injuries

All accidents at work should be reported to your employer and should then be entered into the accident book.

It is a legal requirement for employers to record accidents in some form of accident book. Generally, it is best to use the standard pre-printed accident books as these ensure that all relevant details have been recorded and they are relatively cheap.

Some accidents that are more serious may need reporting to the Health & safety Executive (HSE). There is a special reporting procedure known as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). A booklet is available from www.hsebooks.co.uk (HSE31REV1) which outlines the procedure and gives a list of accidents that must be reported.

Risk assessment

The Management of Health & Safety at Work Regulations 1999 states that an employer shall make a suitable and sufficient assessment of risk to the health & safety of his employees and others.

HAZARD: Anything that has the potential to cause harm, damage or loss.

RISK: The likelihood of a hazard occurring.

Risk Assessment

Identify Hazard



Assess Risk



- **Likelihood of it occurring**
- **Seriousness of the outcome**
- **Number of people involved**



Reduce the Risk

1st Aid

Employers are legally obliged to provide first aid for their employees. The law states that an employer must provide adequate and appropriate levels of first aid in the circumstances to give first aid to his employees.

There are 3 provisions that must be made:

- First aiders and/or appointed persons
- First aid supplies
- Accident records

Risk Category	Number of employees	Suggested number of first aiders
Low hazard e.g. shops and offices	Less than 50	1 appointed person
	50 -100	1 emergency first aider
	100 +	+ 1 first aider per 100
Higher hazard e.g. factory or construction work	Less than 5	1 appointed person
	5 - 50	1 EFAW or FAW
	50 +	+ 1 FAW per 50

The numbers given in the above table are suggested minimums; the employer should conduct an assessment of need based on:

- Number of employees (including lone working)
- Number of previous accidents
- Severity of previous accidents
- Size, location and risk of workplace

The minimum legal requirement is at least one appointed person on shift at all times irrespective of the number of employees.

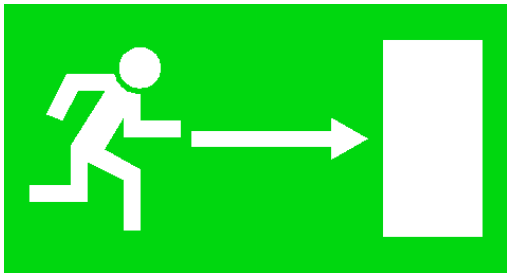
Safety signs



Red Signs – Prohibition
e.g. No Smoking



Yellow Signs –
Warning or caution,
proceed with care
e.g. slippery floor



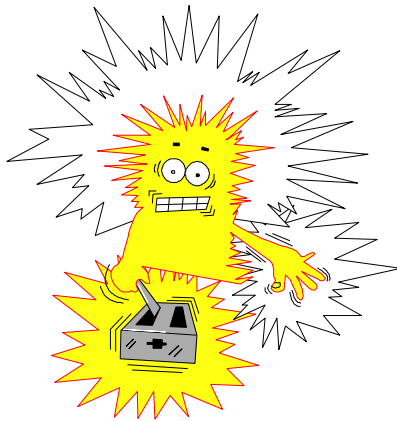
Green Signs –
Safe condition or area
e.g. Fire exit



Blue Signs –
Mandatory – MUST DO
e.g. Wear PPE

How to deal with electrocution

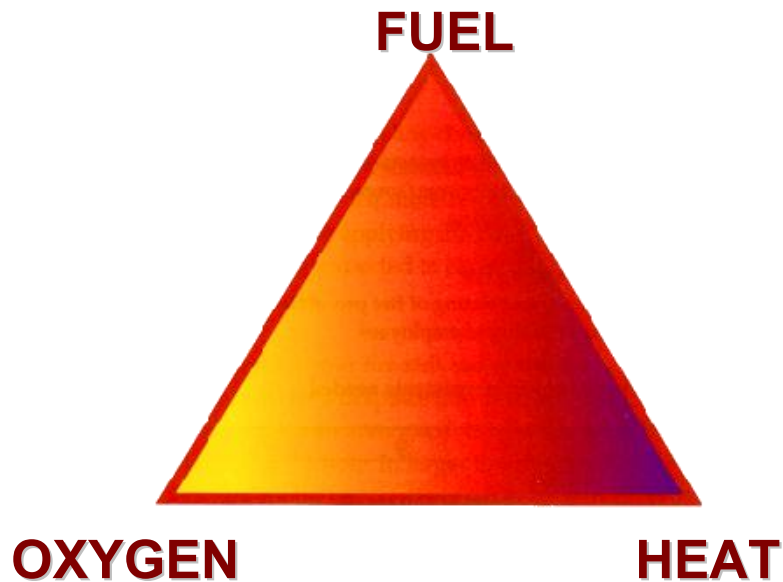
- ⚡ Switch off power
- ⚡ Disconnect
- ⚡ Stand on something insulated (wood, rubber, paper)
- ⚡ Push casualty free from power source
- ⚡ First aid



Current capacities of equipment

- ⚡ 10-13 Amp – Heating appliances
- ⚡ 5-6 Amp – Hoovers
- ⚡ 3-5 Amp – TV, drill
- ⚡ 1-2 Amp – IT, hi-fi, video
- ⚡ 0.25 Amp – 60W bulb

Fire Chemistry



Training & Instruction

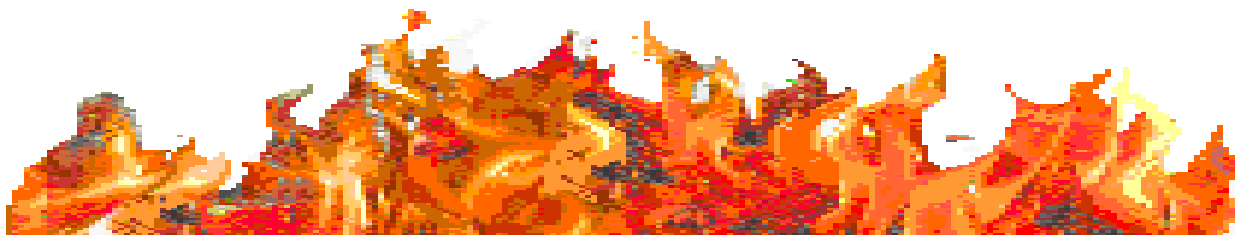
- ☀ Fire drills and training should take place regularly as indicated by your fire risk assessment
- ☀ Practical fire drill
- ☀ Verbal instruction

What To Do?

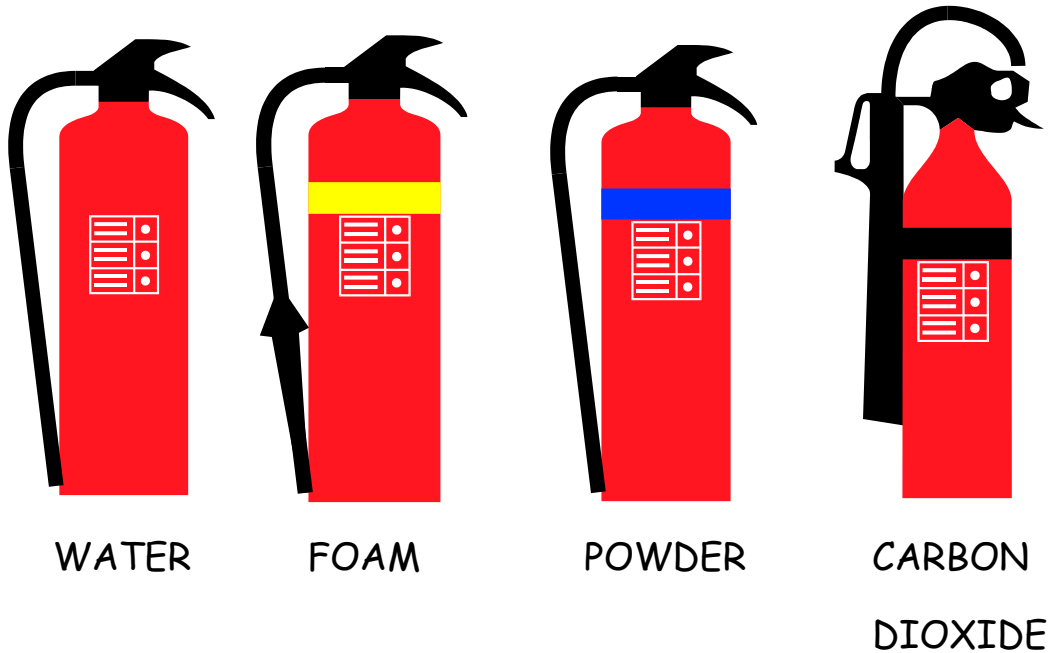
- ☀ Raise the alarm
- ☀ 999
- ☀ Trained & without risk, tackle the fire
- ☀ Leave the building by the nearest route
- ☀ Do not run
- ☀ Do not use lifts
- ☀ Assemble in the designated area

European Classification of Fires

- ☀ CLASS A – solids, usually organic
- ☀ CLASS B – liquids or liquefiable solids
- ☀ CLASS C – gases
- ☀ CLASS D – metals
- ☀ CLASS F – fats



New Colour Coding



Types of Extinguisher:

Type	SOLID	LIQUID	GAS	ELECTRIC
WATER	✓			
DRY POWDER	✓	✓	✓	✓
FOAM	✓	✓		
CO2		✓		✓
BLANKET	✓	✓	✓	✓

Manual Handling Operations Regulations 1992

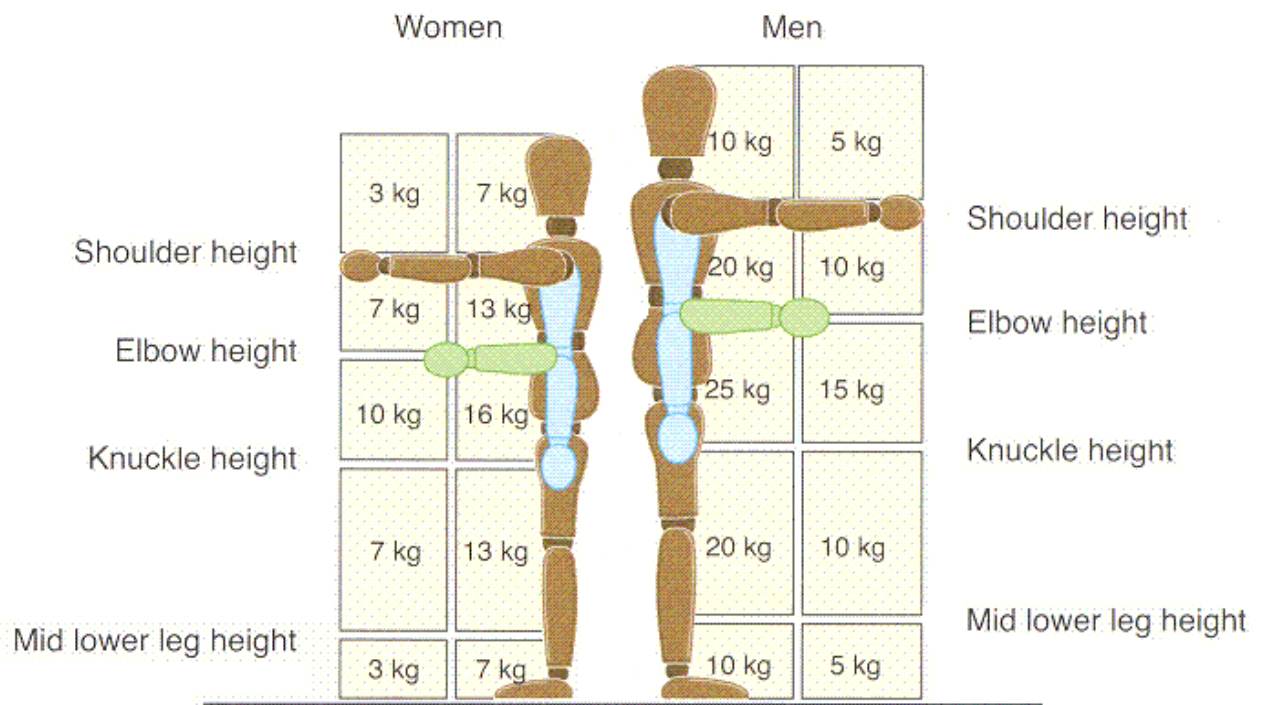


Figure 23 Lifting and lowering

Control Measures

- ☑ Avoidance of lifting
- ☑ Use mechanical aids
- ☑ Risk assessment
- ☑ Get help
- ☑ Train lifters

COSHH

European symbols



New International symbols



Personal Protective Equipment



- ☑ PPE should always be the last resort
- ☑ Employer must conduct risk assessment and try to control hazards. If this is not possible then PPE can be used
- ☑ Employer must ensure suitability for task
- ☑ Employer must inform, instruct & train
- ☑ Employer must provide **FREE**

Other courses we offer include:

Basic Food Hygiene

Intermediate Food Hygiene

Advanced Food Hygiene

First Aid at Work

Emergency First Aid at Work

Intermediate Health & Safety

COSHH

Manual Handling

Risk Assessment

We also offer

Event medical cover

1st aid supplies

For details of our quality assurance, please visit our web site:
<http://www.singleton-associates.org/services/quality-assurance/>

The Training Hub, Unit 14, Deacon Rd Business Park, Lincoln. LN2 4JB