



# **Health and Safety**

## **Policy Booklet**

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## Health and Safety Policy Statement

SBC Training recognises people as the most important aspect of our business and is totally committed to the health, safety and welfare of all employees, learners and others affected by our acts. SBC Training will promote its policy by all appropriate measures and openly welcomes feedback on its content and our working practices. In meeting the above objectives, the company will demonstrate a clear commitment to exceeding the standards of available guidance and known industrial practices in promoting a safe culture.

- Take all reasonable steps to ensure the provision of a safe, healthy and supportive environment which meets the needs of learners, employees and all others who may be affected by our acts or omissions
- Have an effective process for managing health, safety and welfare
- Ensure, or as appropriate confirm, that risks are assessed and effective control measures (including monitoring) are in place to prevent or reduce these to their lowest practicable level
- Give appropriate, effective and timely information, instruction, training and supervision
- Investigate and reports accidents, incidents, near misses and cases of work-related ill-health to relevant authorities and take actions to prevent recurrence
- Have sufficient staff competencies and capability with regard to the health, safety and welfare of learners
- Comply with all relevant requirements under Health and Safety legislation
- Actively encourage a culture of safety within SBC Training and all organisations working with us in providing employment or placement to learners
- Continually seek to improve our performance in all aspects of health, safety and welfare
- Regularly review this policy and inform all relevant bodies of any changes and make available any information relating to Health and Safety
- Ensure this policy is used in conjunction with the Safeguarding Policy



Signed \_\_\_\_\_

Date 13<sup>th</sup> February 2020

Alison Roberts  
Director of Training

Date for Review 13<sup>th</sup> February 2021

Signed \_\_\_\_\_

Nick O'Leary  
Health and Safety Appointed person

# Health and Safety Management

## Management Review

Health and Safety is reviewed by the Director of Training and the Appointed Health and Safety person, they report on:

- Accidents/Incidents/Near misses
- Complaints
- Inspection/Audit reports
- Changes in Legislation
- Risk Assessments
- Health and Safety Training

The Director of Training focuses on SBC Training offices and staff, learners and employer's health and safety and welfare supported by the appointed person.

Health and Safety items/issues are brought up at every meeting, across different departments.

## Health and Safety Structure and Responsibilities

### Responsibilities

Overall and final responsibility for Health and Safety is that of the Director.

The Director of Training/Health and Safety Appointed Person responsibilities include:

- Carrying out ongoing self-assessment of health and safety for staff, employers and learners
- Develop systems to monitor, review and audit health and safety for staff, employers and learners
- Carrying out Accident/Incident investigation and reporting to meet HSE requirements
- Carrying out health and safety training for all staff, employers and learners
- Promoting a positive health and safety culture
- Ensuring that all workplaces offer a safe working environment for learners and SBC Training staff

The day-to-day responsibility for ensuring this policy is put into practice is the responsibility of the Director of Training and the appointed person.

- Documenting all findings, deciding action and implementing systems to remove/control;
- Consulting with employees to provide a safer and more productive working environment;
- Ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented;
- Checking that new plant and equipment meets health and safety standards before purchase;
- Identifying, arranging and monitoring job specific and induction training and keeping all training records;
- Advising on health and safety matters;
- The supervision of young workers/learners and visitors to the centers;
- Ensuring the fire risk assessments are undertaken and implemented;
- Investigating accidents and work-related causes of sickness and acting on investigations to prevent recurrence;
- Reporting of RIDDOR
- Ensuring compliance with safeguarding requirements

To ensure health and safety standards are maintained/improved, the following responsibilities are delegated to all staff:

- Identifying all substances which need COSHH assessments;
- Recording accidents and cases of work-related health in the accident book;
- Ensuring escape routes are checked daily.
- Monitoring visitors to our centre and informing them of health and safety responsibilities/procedures;
- Keeping records of all reported maintenance issues;

The business and development team and the training team also take responsibility for:

- Carrying/monitoring out HASAWA assessment inspections at learners' workplaces
- Promoting a positive Health and Safety culture to learners and employers
- Communicating effectively with the Director of Training and the Health and Safety Appointed Person

The designated Fire marshal takes responsibility for

- Fire alarm testing
- Carrying out roll calls in the event of fire evacuations/tests and recording these;

Trainer/Assessors responsibilities include:

- Ensuring learners are employed in a safe working environment
- Providing information, advice and guidance to employers and learners on health and safety
- Providing support, coaching and training to learners on health and safety
- Reporting accidents/incidents in line with procedures
- Reporting near misses and hazards
- Promoting a positive health and safety culture

The person responsible for monitoring of IT and Communication equipment needing maintenance is the ICT Administrator.

### **Risk Assessments**

Risk Assessments are carried out on a twelve-monthly basis (or sooner in new or changed situations) and are the responsibility of the Director of Training and the Appointed person

### **Information, instruction and supervision**

The Health and Safety at Work Act Poster is situated in the Common room and Engineering workshop

A copy of our Public Liability is kept in the Common Room and includes cover for all learners and visitors.

## **Health and Safety Structure and Responsibilities**

### **Responsibilities continued...**

All staff has a responsibility to attend Health and Safety training as required.

#### **Accidents, first aid and work-related health**

- Emergency first aid training is provided for appointed people within SBC Training.
- All accidents and cases of work related ill health are recorded in the accident book.
- Content of the first aid boxes are monitored on an annual basis to ensure compliance with HSE First Aid Kit Regulations.
- List and photo ID of appointed/ basic first aiders are located in Common room and Engineering workshop

#### **Monitoring**

To check our working conditions and ensure our safe working practices are being followed we:

- Complete premises checklists
- Carry out COSHH assessments
- Report maintenance problems
- Record all near misses
- Observe staff working
- Promote a safety culture
- Investigate all accidents and work related causes of sickness absences

#### **Emergency procedures - fire and evacuation**

- Escape routes are checked daily
- Fire extinguishers are checked and maintained by external company
- Fire drills are carried out to meet minimum requirements
- Fire risk assessment undertaken yearly by a external company

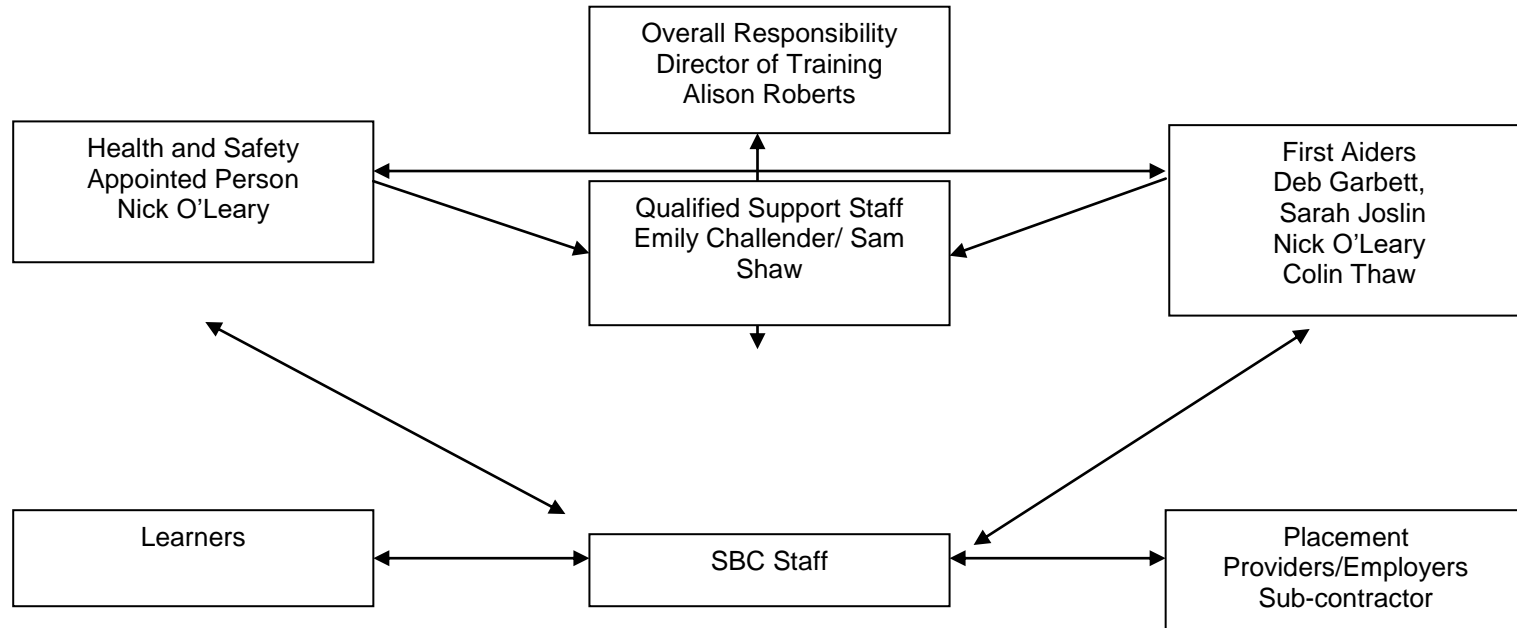
Health and Safety records are located in folder in main office

#### **Competency and training**

Training records are held at SBC Training and all new employees are given a full health and safety induction.

Visitors to the centre are briefed on the company's health and safety procedure

# Health and Safety Organisation Chart

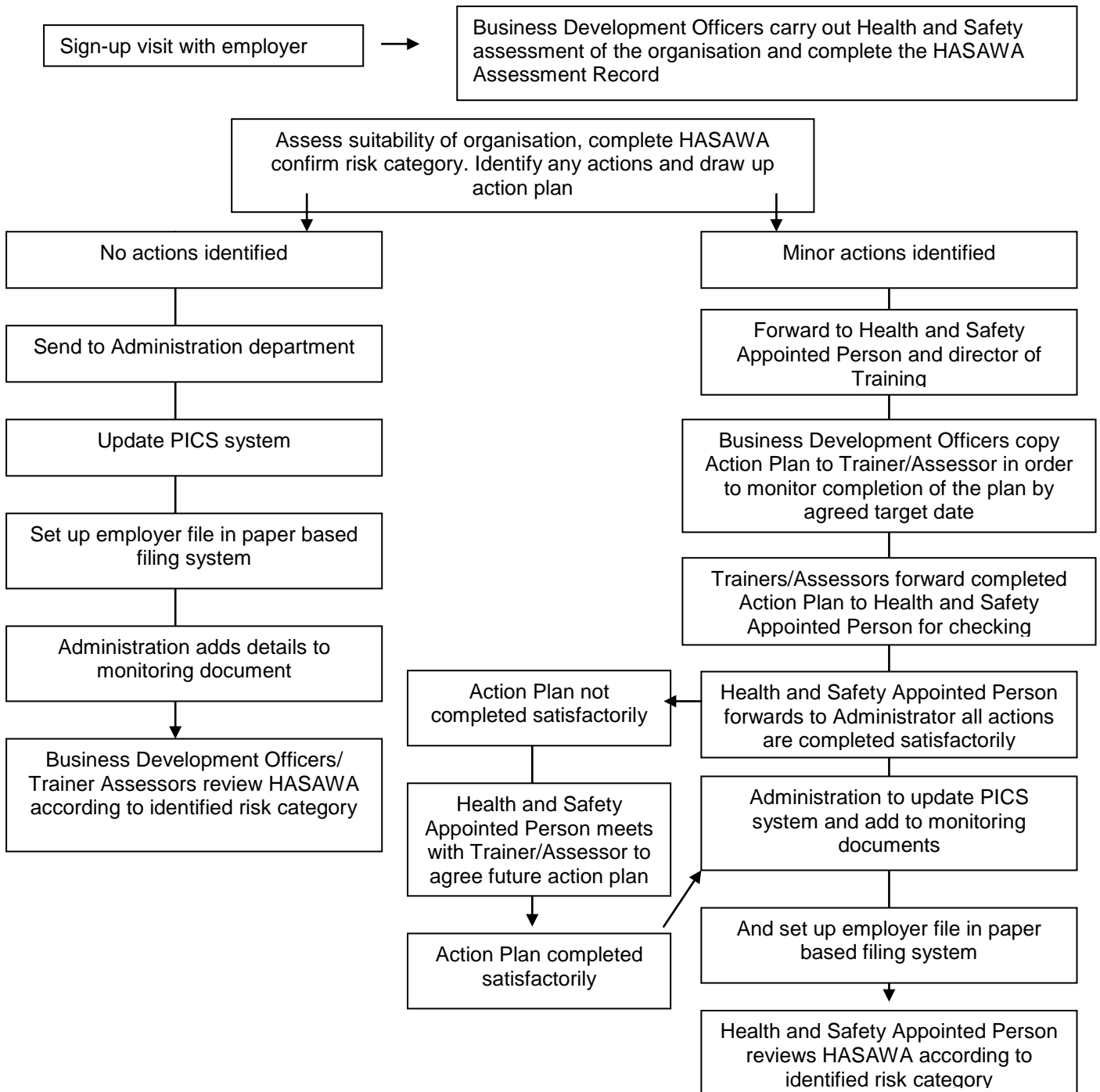


## SBC Training – Staff Competencies and Responsibilities

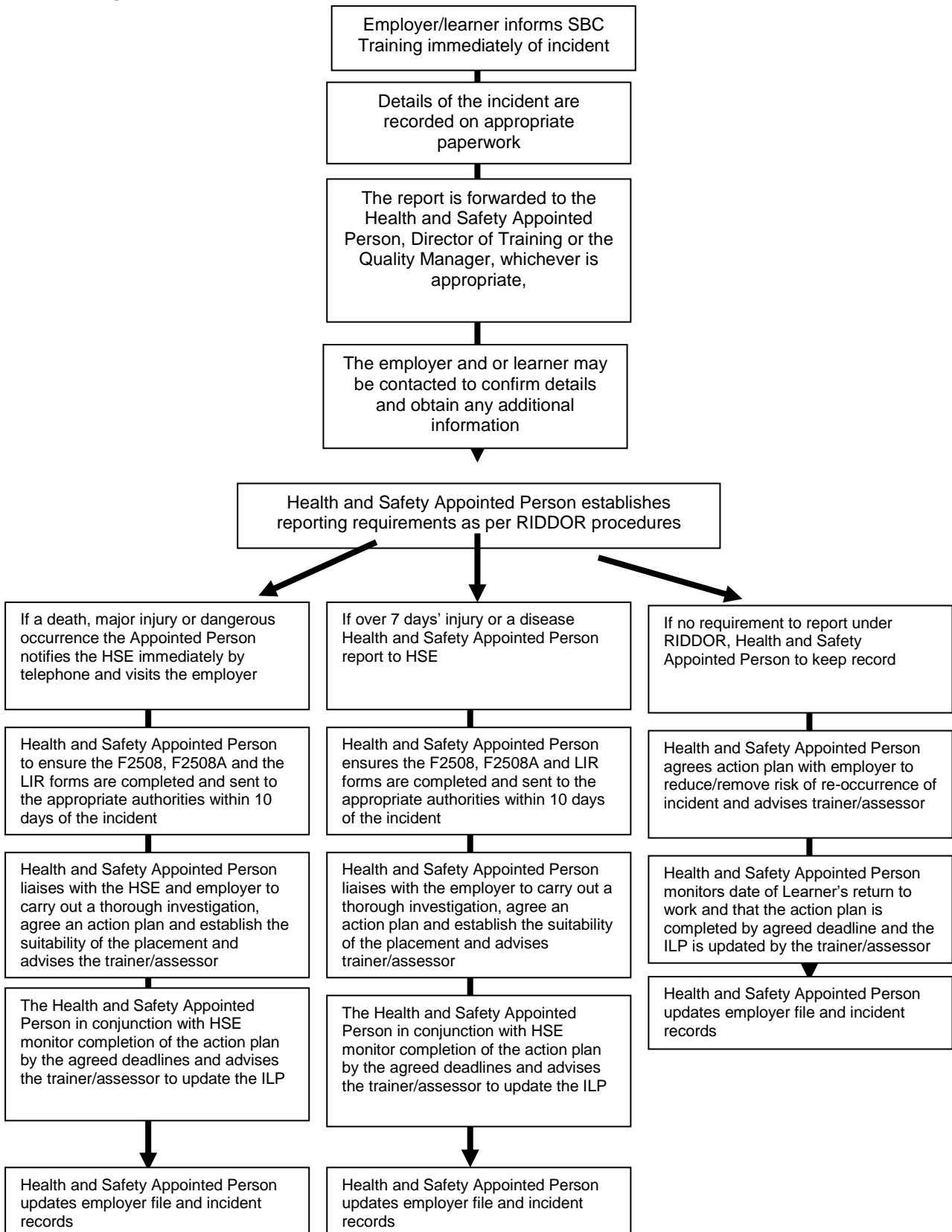
Name	Job Title	Qualifications	Notes
Alison Roberts	Director of Training	Health and Safety Level 2 Risk Assessment Level 2	Responsible for the management of health and safety for all SBC Training activities Oversees the policy development and ensures compliance
Nick O'Leary	Training Co-Ordinator	First Aid at Work Level 3	Appointed person for the responsibility of the management of Health and Safety activities Support for the Director of Training
Rhian Chadwick	Quality Manager	Designated Safeguarding Lead	Responsible for the recording and reporting of all reportable safeguarding incidents
Sam Shaw	Business Development Manager	IOSH Managing Safely	Carries out HASAWA assessments for placements
Colin Thaw	Managing Director	First Aid at Work Level 3	Overall responsibility for Health and Safety of SBC Training
Debbie Garbett	Senior Training Co-Ordinator	First Aid at Work Level 3	Responsible for booking and organising first aid training
Emily Challender	Business Development Officer	IOSH Managing Safely	Carries out HASAWA assessments for placements
Rachel Arrowsmith	Administrator	Fire Marshall Training	Undertake weekly Fire alarm checks and bi-annually fire evacuation of SBC Training premises



# Placement Vetting Health and Safety Procedure



# Learner Incident, accident and near miss-Notification and Investigation Procedure



**NB: SBC Training will provide ongoing information, advice and guidance to the learner throughout these processes.**

## Lone Working Policy

SBC Training recognises that during the course of their work, it is necessary for employees to work alone, sometimes outside of normal working hours. This may occur as a regular part of an employee's working practice, or may occur on an occasional basis. In either situation it will arise because it is required in order to provide the most effective support to our learners.

The safety of our employees is paramount and SBC Training is committed to minimising the risk of lone working for its employees.

The purpose of this policy is to ensure that within SBC Training the necessary systems and working practices are adopted and maintained to provide for the safety of any employee undertaking lone working, particularly where it occurs outside normal hours.

Management ensure that systems are adopted and resources made available to support these systems, which provides for employee safety.

Training is provided for all relevant staff members regarding the systems and procedures that have been adopted with regard to lone working. This takes place at induction and refresher training is incorporated into the core training plan.

### Employer / Employee Responsibility

There are no regulations that relate specifically to lone working, however the Health and Safety Executive advises that establishing safe working conditions for lone workers is no different to organising the safety of other employees.

**The Health and Safety at Work Act 1974** dictates that employers have a duty to ensure the safety and welfare of their employees ("so far as is reasonably practicable").

**The Management of Health and Safety at Work Regulations 1992 (updated 1999)** requires every organisation in the UK to manage the risk. Organisations must assess the risk, create safe systems of work, communicate these to employees and monitor and review these systems on a regular basis.

The law does not state that people may not work alone. What the law does say is that an employer must assess any significant risks associated with working alone.

### Risk Assessment

A HASAWA is carried out by the Business Development Team as part of the initial meetings with a prospective employer.

The risk assessment has four key tasks:

- to determine whether the work may be undertaken by a single person
- to determine whether the work may be safely undertaken by a single person operating outside of normal working hours or during the hours of darkness
- to consider what arrangements will ensure that the lone worker is at no more risk than any other employee
- to establish the availability and proximity of car parking

Prior to visiting a location for the first visit, staff should view the risk assessment already in place for the workplace.

A specific out of hours risk assessment will be carried out prior to any out of hours visits taking place.

## **Employee Responsibility**

- Ensure their mobile phone is fully charged and the phone switched on where possible or switched to silent mode
- Conduct own mini risk assessment on arrival at location – if in any doubt, cancel the visit
- Communicate with the Health and Safety Appointed Persons if they have any concerns about their safety
- Remain alert and vigilant at all times
- Ensure that Outlook calendar is up to date with all planned visits - including contact numbers and times of each visit
- Not under any circumstances to arrange meetings at the learners homes or assessors vehicles
- Alert a colleague of an out of hours appointment (eg before 8.00 am and after 5.30 pm – assessor to use own judgement) and follow SBC Training procedure

## **Out of Hours Working Procedure**

Before leaving for an out of hours visit an employee must always inform a nominated member of staff or next of kin etc:

- Where they are going, together with any known risk factors
- Contact details for the company and name of the learner they are visiting
- Approximate length of the visit
- Expected time of return
- Their home telephone number

Upon completing the out of hours visit the employee must contact the nominated person.

If the employee has not contacted the nominated person within 30 minutes of the expected time of return the following procedure must be followed by the nominated person:

- Ring the employees mobile phone
- Ring the contact number for the learner visited
- Ring the employees home number
- Ring senior management
- Ring the police

## **Working away from home**

- Employee to contact SBC Training on arrival at their destination
- If out of hours contact nominated person

**Under no circumstances is an employee from SBC Training permitted to transport learners in their car to and from designated meeting point**

## Disclosure and Barring Service Policy

The purpose of this policy is to confirm SBC's Training commitment to ensuring the safety of all learners and staff and its obligations to the Code of Practice relating to Disclosure information.

SBC Training uses the DBS Disclosure Service to help assess the suitability of staff appointed to positions at SBC Training which involve meeting and working with learners or who have access to learner data. Applicants complete the SBC Training application form and sign, which confirms they know that Disclosure information, will be requested. SBC Training requests an Enhanced Disclosure check as these positions involve working with children and vulnerable adults.


SBC Training complies fully with the DBS Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosures and Disclosure information.

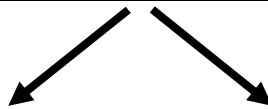
This information is kept in a secure, lockable, non portable storage cupboard with access strictly controlled. Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Once retention period has elapsed, SBC Training ensures that any Disclosure information is immediately, suitably destroyed by secure means. No copy of this Disclosure is kept; however, we may keep a register of the date of issue of a Disclosure, the subject name, the retention period end date and its unique reference number.

SBC Training has a written procedure which clarifies all stages of obtaining Disclosure information.

## Procedure for obtaining Disclosure Information

	Completed application form received by SBC Training
	Applicants are short listed for interview by Director of Training or Managing Director
	Interviewers gain permission from applicant for SBC Training to apply for Disclosure Information and record on interview record
	SBC Training sends offer of employment letter to successful applicant which states that the offer is subject to a satisfactory DBS check
	Successful applicant accepts in writing in accordance with the terms and conditions outlined in the letter
	Successful applicant commences induction under supervision and with restricted access to data
	Quality Manager issues Disclosure form to new employee and collects evidence of identity and forwards to the umbrella body used
	Suitability for appointment is assessed by Director of Training/Managing Director once disclosure Information is received
	Information is securely stored (for up to 6 months) and then destroyed
	A Register of DBS checks is kept by the Quality Manager



<p><b>If satisfactory</b> Disclosure information is received and other criteria met, permanent appointment is confirmed at 12 weeks into employment by senior management</p>	<p><b>If unsatisfactory</b> Disclosure information is received and other criteria not met, employment is terminated by giving one week's notice to the employee during the first 12 weeks of employment. The employee would not be required to work the notice period. This procedure is carried out by senior management</p>
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## Safe Driver Policy

This policy is to safeguard employees and all those travelling with employees against the dangers of driving. The objective of this policy is to reduce the likelihood of harm or injury arising from the need to drive.

- All employees are responsible for the maintenance of their vehicles and ensure they have the necessary valid insurance including business use, road fund licence and MOT.
- All drivers must hold a FULL UK Driving Licence.
- Staff must be able to satisfy the eyesight requirements set out in the Highway Code.
- Staff must keep themselves up-to-date with the Highway Code.
- When prescribed treatment or a course of medicine, which may impair judgement, then do not drive. If in any doubt then seek the view of a GP.
- If carrying out a long journey then a break should be taken every two hours or 100 miles, whichever comes first, and this should be for a minimum of 15 minutes.
- Seatbelts shall be worn on all journeys unless exempt through health reasons (a certificate must be provided to the Health and Safety Appointed Person).
- Vehicles should not exceed the maximum load weight.
- If practicable, the use of other forms of transport should be chosen - if the journey is over 100 miles.
- Particular care should be taken in adverse driving conditions such as snow/ice, heavy rain or wind and fog.
- Plenty of time must be allowed between appointments for driving to minimise the risks taken when rushing.
- Mobile phones shall not be used whilst driving.
- Consider locking vehicle doors when stationary.
- Speed limits should be adhered to and adjustments made to speed when driving in adverse conditions.
- Any health considerations, which may affect you're driving must be reported to the Health and Safety Appointed Person before undertaking any journeys.
- When parking, choose an area which is well lit and not isolated. If in any doubt do not leave your vehicle until you feel safe.
- Where possible try to avoid periods of peak traffic flow, particularly in large towns and cities.
- Do not drive under the influence of drugs or alcohol.

## Learner Health and Safety Policy Statement

The vast majority of your learning will be on the premises of your employer or placement and this policy outlines your rights to protect yourself and others from risks to health and safety. SBC Training has already began the process of your safety and carried out a detailed assessment of your work environment. We will discuss health and safety with you and your employer/placement on an ongoing basis as well as carry out re-inspections of the workplace according to risk banding. We also have a duty to protect you whilst learning in centre therefore our own health and safety policy is included and will be discussed with you on induction.

Health and safety is a vital area to any business and covered by a wide range of legislation of which you need to be aware. This policy aims to give you the necessary guidance to be responsible for your own actions to reduce the risk of accidents in your place of work and should be used alongside your Learner Information Booklet.

### There are two vital principles

“It shall be the responsibility of every employer to ensure, as far is reasonably practicable, the health, safety and welfare at work of all his/her employees”

“It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work”

### Employer Responsibilities

Your employer has a legal responsibility to: -

- Provide you with details of health and safety procedures by which you must abide
- Assess your workplace and see what hazards are present and if they pose risks to your health and safety
- Take steps to remove or reduce risks
- Make sure that protective measures taken are effective
- Provide you with information, instruction and training about the measures
- Ensure your fellow employees are competent
- Provide you with adequate materials to do your job

### Your Responsibilities

You are required to co-operate with any measures that your employer takes to protect your health at work. For example:

- Do not eat or drink in the workplace where substances that might be hazardous are used as they can be absorbed through your food or drink
- For the same reason wash your hands before eating or drinking
- Read the warning labels on containers and follow the advice
- Wear and take care of any personal protective equipment provided for you
- Look out for and report any dangerous occurrence

**There are a number of areas which you must make yourself aware of and these are listed overleaf.**



# Learner Health and Safety Policy Statement continued...

## Manual Handling/Operations Regulations

This involves the safe lifting and movement of goods ensuring the safety of yourself and others. Safe moving and handling techniques reduce the risk of injuries such as back strain, hernias and muscle tears.

## Display Screen Equipment Regulations (DSE)

This is a law relating to the safe use of equipment that is provided for your use, eg computers, which gives you all the information you should need to reduce the risk of strain or injury. Typical injuries are to the back, from bad posture/unsuitable chairs, eyestrain and Repetitive Strain Injury (RSI) caused by doing the same movements over and over again

## Control of Substances Hazardous to Health Regulations (COSHH)

These are usually in the form of signs and notices either on the product or/and by the place that product is used. The notices should include emergency procedures for the inhalation, ingestion and contamination through the skin and eyes

## Stress

This is health risk which is usually overlooked but, if severe and prolonged, could lead to mental ill health, heart or circulatory problems or other diseases. Typical symptoms of stress may include sleeplessness, sudden feelings of panic, irritability or loss of appetite. If you feel as though you are suffering stress:

- Try and work out what is causing it
- Talk over your problem with someone you can trust
- Look at ways of getting rid of or reducing some of the causes. If they seem work related discuss them with your boss
- Reduce tension by finding out what helps you relax and make time to do it every day

## Risk Assessments

A Risk Assessment is a way of identifying things which could go wrong and actioning them before they do. These are written assessments of all the risks to do with your workplace and the measures that are to be taken to reduce or eliminate these risks. These assessments should be stored centrally, be available for you to look at and carried out at regular intervals dependent on the seriousness of the risk.

## Young People

Young people need more protection from risks to health and safety as they don't usually have the experience or awareness of working safely. There are also restrictions by law relating to hours of work, prohibitions to work on certain types of equipment and plant or areas where access is deemed unsafe.

## Work Equipment

This should always have been checked for risks and regularly serviced and maintained. All machinery with guards should have them fitted securely and no one should be allowed to work any machines or equipment before being thoroughly trained and tested on their operation. If you are ever unsure about how to use any equipment speak to your supervisor and do not use it until you are confident that you have been given the right training.

## **Alcohol, drugs and smoking**

Alcohol and drugs should never be used in the workplace as they seriously impair judgement, responsiveness and safety. They can stay in your system for long periods. The use of drugs or alcohol can be dangerous even outside the workplace. If you are on prescribed drugs from your doctor please check that it is safe to use them whilst at work and that it is ok to use equipment and machinery etc. If you smoke then you should only do so in designated areas which will be clearly identified.

## **First Aid and Accident Reporting Procedures**

You have the right to be treated should you suffer an accident in the workplace. A first aid box must be kept in your workplace and this should be regularly maintained and replenished. Members of staff will be nominated first aiders and it is your responsibility to find out who these are before you ever need them. Injuries should be treated immediately, reported in the accident book and your supervisor should be informed.

## **Fire**

All employers have the duty to have suitable provision for evacuation due to fire or any potential emergency such as gas leaks, bomb threats or chemical spillages/leaks. You should be fully aware of these procedures and know how to leave the building, where the assembly point is and who to report to. Under no circumstances should you re-enter the building until it has been reported safe by a person with the authority to do so.

## **Safe Systems of Work**

These are systems and procedures which are put into place to reduce the risk of harm or injury and may be ways to carry out tasks or operate equipment.

## **Information, instruction, training and supervision**

- Information must be readily available to help you work safely; this could be manuals, operating procedures and where to go for further advice (which will be covered later)
- Instruction should be given when jobs or situations change or newer, improved systems have been developed
- Training is an ongoing process and should be carried out regularly. SBC Training will check your knowledge and performance of health and safety throughout your programme and guidance is always available through your assessor. Remember that if you are ever unsure about your own or anyone else's health and safety you must talk to someone immediately; failure to do so could result in injury or even death and you cannot rely on others to report incidents or near misses. Never put your own or others health and safety at risk by trying to save time and do not be goaded into doing anything unsafe
- Supervision: you should be fully supervised in the workplace and the amount of supervision you need will be in proportion to the risks you encounter. In other words, if you are doing something considered "safe" then little supervision is necessary however, if using equipment or machinery, or working at heights, for example, then you should be fully supervised whilst doing so

This policy is intended for use as a guide only and you should ensure that you are fully aware of the duties and responsibilities your employer/placement has for your health and safety. The full extent of the laws and regulations should be listed in their health and safety policy and Terms and Conditions for Employment.

Other areas you may find information are in your Job Description, Contract of Employment and through your company Health and Safety Advisor. Your Assessor is also available for support. The Health and Safety Executive (HSE) has a whole range of publications available and can be found at

[www.hse.gov.uk/hsehome.htm](http://www.hse.gov.uk/hsehome.htm)

Other websites include:

[www.bbc-safety.co.uk](http://www.bbc-safety.co.uk)

[www.youngworker.co.uk](http://www.youngworker.co.uk)

[www.healthandsafety-centre.net](http://www.healthandsafety-centre.net)

[www.rosipa.co.uk](http://www.rosipa.co.uk)

[www.safetynew.co.uk](http://www.safetynew.co.uk)

[www.britsafe.org/index.htm](http://www.britsafe.org/index.htm)

# Control of Substances Hazardous to Health Code of Practice

## Introduction

SBC Training has agreed the following Code of Practice in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 1999. SBC Training is responsible for monitoring and reviewing the Code in the light of further developments. This will be reviewed periodically by the Health and Safety Committee.

The Code should be referred to in conjunction with SBC's Training Health and Safety Policy. The purpose of the Code is to:

- Promote practical measures to minimise the risk to the health, safety and welfare of staff, learners, visitors and others who may be affected by our work activities
- Meet the requirements of the Control of Substances Hazardous to Health Regulations 1999

## Definition of Substances Hazardous to Health

Substances hazardous to health as defined by the Regulations cover substances of any form - solid, gas, vapour, liquid, fume, (any type including micro organisms and allergens) that can present a hazard to health and that are used or generated out of or arising from a work activity. For practical purposes all substances initially should be considered. In many cases it will quickly become clear that a substance is not hazardous and hence no further assessment is required.

## Implementation

The Health and Safety Appointed Person is responsible for the implementation of the Code.

**Not work with a substance hazardous to health may take place unless a suitable and sufficient assessment of the risks has been carried out.**

The Health and Safety Appointed Person must identify who will be responsible for assessing these risks under the Code. They must be competent to carry out the assessments, recognising their own limitations and seeking specialist advice where necessary. In practice the person who creates the risk through the use of a substance as defined in 2 above must at least be involved in the assessment of that risk. Assessments may well be carried out by assessors in learner's workplaces or by learner's line managers. Those involved in the assessments must be familiar with the requirements of the COSHH Regulations and Approved Code of Practice. They should know where to obtain information on substances, how they are used, what control measures are necessary and when to consult others for help and advice. Particular reference should be made to the Health and Safety Executive publication 'COSHH Essentials - Easy Steps to Control Chemicals' ref HSG193. Use may also be made of the COSHH Assessment pro forma.

The Health and Safety Appointed Person must satisfy themselves that COSHH assessments are:

- Complete
- Consistent and to a reasonable standard
- Relate to the actual work being undertaken
- Recorded and where appropriate proper records maintained
- Reviewed

Staff must co-operate with the Health and Safety Appointed Person in making assessments. They must make full and proper use of any system of work, and/or prescribed control measures, reporting any defects, and where appropriate participate in any monitoring or other health surveillance. They must also participate in training and make full use of information and instructions.

## Arrangements

- The key steps to the arrangements are:
- Identify the substance, including who supplies it if applicable, and what use is made of it
- Identify and evaluate the health effects from exposure to the substance and its use - eg refer to the material safety data sheet which should be provided by the supplier
- Consider the quantity used - small, medium or large
- Consider the physical form of the substance - its dustiness or volatility - and how it is likely to get into the air which will then affect the approach to control measures
- Decide what needs to be done to prevent or control exposure to the hazardous substance
- Record the findings as a COSHH risk assessment
- Implement and maintain the control measures and ensure they are used
- Where necessary monitor the exposure of staff and students and carry out health surveillance
- Inform, instruct and train staff and students about the risks and the precautions to be taken
- Decide when a review of the COSHH assessment is needed

## Assessment

**In its simplest terms assessment means considering the risk to health from work involving hazardous substances and then deciding on any further action needed to remove or reduce those risks. All but the simplest assessment will need to be recorded in writing.**

Below are listed the relevant factors that should be considered in any assessment:

- Identify substances hazardous to health, quantities, mixtures, work procedures etc
- Establish how the substance can enter the body and the potential health effects
- Consider who is exposed, directly or indirectly: staff, learners, contractors, visitors, members of the public etc
- Consider how much of the substance is in use and for how long
- Decide what precautions are needed. If significant risks are identified to prevent exposure by:
- Changing the process or activity so that the hazardous substance is not needed or generated
- Replacing it with a safer alternative
- Using it in a safer form eg pellets instead of powder
- Decide what precautions are needed. If prevention is not reasonably practicable, to control exposure using one or more of the following
- Total enclosure of work process
- Partial enclosure of work process and provision of extraction equipment (local exhaust ventilation) eg fume cupboards
- Provide general ventilation
- Reduce number of people exposed or the duration of their exposure
- Provide personal protective equipment (PPE) eg face masks, protective clothing etc if other means of control cannot be used alone
- If PPE is necessary then it must be specified
- Specify emergency procedures following spillages
- Specify storage and disposal arrangements
- Specify particular training requirements
- Determine date for review of assessment - no longer than five years
- Date and sign the assessment

## **Implement and Maintain Controls**

Where the assessment concludes that control measures are necessary it will be necessary for the Health and Safety Appointed Person to ensure that they are used. In practical terms affected people must be given information, instruction and training and appropriate supervision.

Controls must be kept in good working order and in good repair. Regular checks should be made to ensure they continue to operate as intended. These checks include visual checks, inspection, testing, servicing and remedial work.

Staff and students must co-operate and make full and proper use of prescribed control measures, reporting any defects. They must also participate in training and make full use of information and instructions.

## **Monitor Exposure**

Routine exposure monitoring should not be necessary provided sufficient thought has gone into ensuring the durability and suitability of control measures in relation to the risks and if control measures are properly used and maintained.

However, air monitoring should be carried out where the assessment concludes that:

- There could be serious risks to health if control measures failed or deteriorated
- Exposure limits might be exceeded
- Control measures might not be working properly

## **Information, Instruction, Training and Supervision**

Arising from the COSHH risk assessment staff, learners, contractors and others working at SBC's Training premises should be provided with suitable information, instruction and training about:

- The nature of the substances they work with or are exposed to and the risks created by exposure to those substances
- The precautions they should take

They should be given sufficient information and instructions on:

- Control measures and how to use them
- How to use personal protective equipment and clothing provided
- Results of any exposure monitoring and health surveillance
- Emergency procedures

They should also be given supervision at the appropriate level.

## **Training**

Practical Risk Assessment training courses are arranged by the Health and Safety Appointed Person on a regular basis. All staff are encouraged to attend such training courses.

## **Further Information**

Further information may be obtained from the Health and Safety Appointed Person.

# Display Screen Equipment – Code of Practice

## Introduction

SBC Training has agreed the following Code of Practice in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 and the Management of Health and Safety at Work Regulations 1999. SBC Training is responsible for monitoring and reviewing the Code in the light of further developments and it will be reviewed periodically by the Health and Safety Committee.

The Code should be referred to in conjunction with SBC's Health and Safety Policy and individual departmental procedures.

The purpose of the Code is to:

- Promote practical measures to minimise the risk to the health, safety and welfare of all staff using display screen equipment and particularly users of display screen equipment as defined under the Health and Safety (Display Screen Equipment) Regulations 1992.
- Remove, so far as practicable, any stress caused by the use of display screen equipment through the provision of information and the promotion of good working practices.
- Meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

A *user* is a member of staff or learner who:

Normally uses display screen equipment more or less continuously on most days OR normally uses display screen equipment for continuous spells of an hour or more at a time on a more or less daily basis AND has to transfer information quickly to or from the screen.

In practice all SBC Training staff that use display screen equipment as a necessary part of their work could be considered as users.

## Implementation

Line Managers are responsible for the implementation of the Code of Practice within their area of control and must identify who will be responsible for undertaking risk assessments under the Code. They must be competent to carry out the assessments, recognising their own limitations and seeking specialist advice where necessary.

Line Managers assisted by Departmental Safety Officers, must satisfy themselves that risk assessments are:

- completed
- consistent and to a reasonable standard
- relate to the actual work being undertaken
- recorded (where appropriate) and proper records maintained
- reviewed

Users must co-operate with their line managers in the making of assessments. They must make full and proper use of any system of work and/or equipment provided, reporting any defects and participate in any training.

## **Risk Assessment**

Line Managers must ensure that workstations of those employees identified as users are analysed for the purpose of assessing the health and safety risks and as a result of the assessment, measures are implemented to reduce the risk to the lowest extent reasonably practicable. The assessment will take into account the display screen equipment, keyboard, mouse or similar input device, furniture, software, environment and the individual user.

The VDU Workstation Checklist from the HSE website is used to complete a risk assessment for each workstation. In practice users will complete the checklist and the assessor will check completed checklists and tackle problems the user is unable to solve.

Risk assessments must be undertaken upon appointment of 'users'. Where there is a change of user at a particular workstation or a significant change to a workstation then the risk assessment must be reviewed. In any event a date should be set for formal review of each risk assessment (see Risk Assessment form).

Heads must also ensure that action to implement any required remedial measures arising from risk assessments takes place as soon as reasonably practicable.

### **Changes of Activities or Breaks**

Breaking up long spells of display screen equipment (DSE) work helps prevent fatigue and upper limb problems. Where possible work should be planned so that there will be periodic breaks or changes of activities e.g. telephone calls, filing, photocopying etc. Normal office activity would therefore be expected to follow such a pattern.

Whilst there are no set requirements for the length of breaks from DSE work it is recommended that there should be a ten minute break from such work in every hour to carry out other work as above.

## **Health**

### **Eye/Eyesight Tests**

Staff members identified as users may apply for an eyesight test on arrangement with the Health and Safety Appointed Person. SBC Training will meet the cost of these tests.

Should corrective appliances ie spectacles, be prescribed for work with DSE as a result of the eye test then the cost of basic frames and lenses will be met by SBC Training. Should the appliance be needed to correct other vision defects then SBC Training will only meet the proportion of costs attributable to the requirements of DSE work. Other costs will have to be met by the individual.

Eye and eyesight tests are recommended before staff are employed on work which would identify them as users or as soon as possible after starting such work.

The Health and Safety Appointed Person monitors all health related aspects of work with display screen equipment and those who attend for visual screening and eye examination will also be asked about any symptoms they feel are work related.

Users will be provided with eye and eyesight tests subsequently at intervals as determined by the Health and Safety Appointed Person again at no cost to the individual. Individual users are expected to make arrangements to attend the eyesight tests at the recommended intervals.

The Health and Safety Appointed Person will advise where there is doubt or dispute about the provision of eye and/or eyesight tests or prescribed corrective lenses for staff members.



## **Other Health Related Issues**

The following procedure is established to deal with instances of staff who:

Present themselves to the Health and Safety Appointed Person with concerns regarding their health related to the use of display screen equipment in connection with their work  
 Are referred to the Health and Safety Appointed Person by their Line Manager having reported concerns regarding their health related to the use of display screen equipment in connection with their work

### **Referral to Health and Safety Appointed Person**

Staff member will be advised by the Health and Safety Appointed Person on remedial action to mitigate the condition. If the condition does not improve, the staff member will be advised to attend own GP for diagnosis and be requested to report back thereafter. The Health and Safety Appointed Person will notify the Health and Safety Manager to arrange a DSE risk assessment and check situation. Health and Safety Manager will liaise direct with employees Line Manager. Staff member to report to Line Manager and complete the accident report form. This form to be processed in usual way according to the Code of Practice for the Reporting, Recording and Analysis of Injuries, Occupational Ill Health and Dangerous Occurrences. Health and Safety Appointed Person to review DSE risk assessment with Departmental Safety Officer and the referred staff member. Assessment will be revised if appropriate and remedial action/measures implemented as appropriate. Depending upon report from any medical practitioner the Health and Safety Appointed Person will consider whether medical condition to be reported to Health and Safety Executive under Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR). Condition will be reported to Health and Safety Executive if Medical Advisor confirms a predominantly Work Related Upper Limb Disorder (WRULD) condition as defined under RIDDOR.

Health and Safety Appointed Person to review and implement any further action required.  
 Health and Safety Appointed Person to keep under review.  
 Health and Safety Appointed Person will be provided with a copy of DSE assessment if staff member commences sick leave which is confirmed as WRULD.

### **Referral from Department**

Should any staff member express concerns about their health relating to the use of DSE then line manager or Departmental Safety Officer must record the concern (an informal record maintained within the Department would suffice) and refer the staff member to their GP. Ensure Personal Injury Report form has been completed and follow points (5.1.2.1) to (5.1.2.8) above.

### **Information and Training**

Information, instruction and training will be provided wherever appropriate, e.g. for assessors and new users. General information will also be made available to students. Each department must assess individual user training needs in consultation with the user to ensure they receive appropriate instruction and training. Departments must also provide information to others using DSE, but who are not defined as users, e.g. learners and other staff, relating to risks from DSE, risk assessment and measures to reduce the risks. They must also provide information on breaks and activity changes.

### **Further Information**

Further information may be obtained from the Health and Safety Appointed Person or Departmental Safety Officer.

# Electrical Safety Code of Practice

## Introduction

SBC has agreed the following Code of Practice in accordance with the Electricity at Work Regulations 1989. SBC is responsible for monitoring and reviewing the Code in the light of further developments and it will be reviewed periodically by the Health and Safety Committee.

The Code should be referred to in conjunction with SBC's Health and Safety Policy and its procedures.

The purpose of the Code is to protect individuals against the risk of injury from electricity in relation to work activities by:

- Establishing safe working practices for those who carry out work on or near electrical equipment, including its operation, in circumstances in which danger could arise.
- Establishing procedures for the maintenance of portable and transportable electrical equipment.

The Code covers the maintenance of all types of electrical installations and equipment: industrial, commercial and domestic, from the incoming mains supply cable to the electrical equipment connected to the plug top, or a lamp connected into a light fitting, and throughout the complete electrical systems of SBC Training.

## Implementation

Line Managers are responsible for the implementation of the Code of Practice within their area of control. Staff must cooperate with their Line Manager and make full and proper use of any system of work or prescribed precautions, reporting any defects or deficiencies. Staff must also participate in any training provided in relation to this Code.

## Safe Working Practices

The need to establish safe working practices applies to all staff and learners

### Competent Person

The Code establishes arrangements to ensure that persons are not placed at risk due to a lack of skill on the part of themselves or others when dealing with electrical equipment and that only competent persons who possess sufficient technical knowledge, experience and skills undertake such tasks.

## Isolation

**BEFORE WORK COMMENCES ON ANY FIXED ELECTRICAL INSTALLATION, AUTHORITY MUST BE OBTAINED FROM THE HEALTH AND SAFETY APPOINTED PERSON BY THE CONTRACTOR.** This authority will identify the extent of the isolation required. The circuit must be isolated from each of the live conductors. The isolator shall be clearly identified. There should be suitable precautions made to prevent the equipment from being inadvertently or unintentionally energised, including where practicable the locking off of isolators. A warning notice shall be placed in such a position to clearly identify which circuit is being worked on. The notice shall state wording such as 'Men Working on Equipment. Do Not Turn On.'

## Isolation Testing

The circuit shall be tested with a voltage indicator that complies with Electrical Test Equipment for Use by Electricians GS 38. The tester shall be proved to be working correctly by testing on a known source. Then the isolated circuit conductors tested and proved to be isolated. Finally the voltage indicators should be again tested on the known source to prove that the voltage indicator is still functioning correctly.

## Socket Outlets

Sufficient socket outlets, suitably placed to accommodate both present and future equipment requirements must be provided. This will minimise the need for trailing cables. Extension leads and multi-point adapters are discouraged since their use introduces a safety hazard.

## Electrical Hand Tools

Wherever possible portable tools should be battery operated, otherwise they should be supplied through a double wound 110V centre tapped transformer. Portable electrical appliances of 240V or above must not be used outside a building unless the supply is protected by an appropriate residual current device.

## Temporary Outdoor Electrical Supply

No temporary outdoor electrical supply is permitted without prior notice being given to the Health and Safety Appointed Person.

## Inspection and Maintenance of Fixed Electrical Equipment and Installations

The Health and Safety Appointed Person must ensure that all fixed electrical equipment and installations are inspected and tested by a competent person at intervals not exceeding five years or whenever the equipment is relocated or modified in some way. In practice the competent person to carry out periodic inspections and tests will be contracted by the Health and Safety Appointed Person. The competent person carrying out the inspection and test will issue a certificate showing details of the equipment or installation and the results of the tests. A copy of the certificate will be retained by SBC Training. The installation or equipment will also display an appropriate label indicating the result and date of the inspection and test. Heads of Department are responsible for all such equipment and must also ensure that all new equipment is tested prior to use.

### Use Inspection and Testing of Portable or Transportable Electrical Equipment

Line Managers must introduce a safe system of work which identifies that each user of portable or transportable electrical equipment makes a visual examination of the condition of an appliance, lead and plug top each time before the appliance is used. Equally should the user notice that the plug top becomes warm in use, the report back procedure with associated action must be used and the appliance withdrawn from use until any fault is identified and remedied. It is also necessary for portable or transportable equipment to be the subject of a formal inspection and test by a competent person (currently an outside contractor) at prescribed intervals. In practice the competent person to carry out periodic inspections and tests is contracted by the Estates Maintenance Unit. Heads of Department are responsible for all such equipment and must also ensure that all new equipment is tested prior to use. Once tested equipment will be labelled as follows:

<b>Portable Appliance Test</b>
Equipment No: _____
Tested Date _____
Test Result
<b>PASS</b>
Do not use after
...(Date)...

Any piece of equipment failing a test will be clearly identified and withdrawn from use until repairs have been effected.

The frequencies of visual inspection and testing are outlined in the following table:

Equipment/Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery operated (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) eg telephone equipment, low voltage desk lights	No	No	No
Information technology: eg desktop computer, VDU screens	Yes	12 months	3 years
Photocopiers, fax machines: Not hand-held. Rarely moved	Yes	12 months	3 years
Double insulated equipment: Not hand-held. Moved occasionally, eg fans, table lamps, slide projector	Yes	12 months	3 years
Double insulated equipment: Hand-held eg some floor cleaners	Yes	4 months	4 months
Earthed equipment (Class 1): eg electrical kettles, OHPs, some floor cleaners	Yes	6 months	12 months
Cables (leads) and plugs connected to the above. Extension leads (main voltage)	Yes	4 to 12 months depending on type of equipment it is connected to	4 months to 3 years depending on type of equipment it is connected to

The experience of operating the maintenance system over a period of time, together with information on faults found will be used to review the frequency of inspection and testing.

The records of all items tested will be stored in the SBC's Health and Safety Department. It is the responsibility of staff who purchase new equipment to ensure that the equipment is tested by the authorised appliance tester, before it is put into daily use. The exception to this is where the supplier can provide written confirmation that the equipment has been tested prior to delivery and the equipment has not been damaged in transit.

To arrange for equipment to be tested/re-tested contact the Health and Safety Appointed Person.

Personal portable equipment may only be brought into SBC' Training premises with the approval of the Health and Safety Appointed Person and if the owner of the equipment agrees to it's being tested by the authorised appliance tester. This applies not only to equipment belonging to staff e.g. kettles and radios, but also to equipment brought into SBC Training by learners, visitors, salesmen, exhibitors, contractors, etc. for such purposes as exhibitions, demonstrations, contract work etc. If the owner of the equipment is unable to produce a current test certificate, then a test will be undertaken by the authorised appliance tester for which a charge will be made. SBC Training will not accept responsibility for faulty equipment or for repair of equipment which fails the statutory tests.

### Further Information

Further information may be obtained from your line Manager, Health and Safety Appointed Person

# Manual Handling Code of Practice

## Introduction

For some years national statistics have shown that more than a quarter of accidents reported are associated with the manual handling of loads. Sprains and strains are common together with cuts and bruises. No type of work is immune from this source of injury, whether in offices, workshops, laboratories, kitchens, delivery activities etc.

SBC Training has agreed the following Code of Practice for Manual Handling in accordance with the Manual Handling Operations Regulations 1992 and the Management of Health and Safety at Work Regulations 1992. SBC Training is responsible for monitoring and reviewing the Code in the light of further developments and it will be reviewed at intervals by the Health and Safety Committee.

The Code should be referred to in conjunction with SBC Training Health and Safety Policy and individual departmental procedures.

The purpose of the Code is to:

- Establish broad, general guidelines for the assessment and control of risks arising from the manual handling of loads and develop a simple strategy for manual handling as follows:
- Avoid hazardous manual handling operations where possible
- Assess any hazardous operations that cannot be avoided
- Remove or reduce the risk of injury using the assessment as a basis for action
- Meet the requirements of the Manual Handling Operations Regulations 1992

## Implementation

Line managers are responsible for the implementation of the Code of Practice within their area of control.

The Health and Safety Appointed Person must identify who will be responsible for undertaking risk assessments under the Code. They must be competent to carry out the assessments, recognising their own limitations and seek specialist advice where necessary.

Line managers must satisfy themselves that risk assessments are:

- completed
- consistent and to a reasonable standard
- relate to the actual work being undertaken
- recorded (where appropriate) and proper records maintained
- reviewed

Employees must co-operate with their Line Manager/Health and Safety Appointed Person in the making of assessments. They must make full and proper use of any system of work and/or prescribed safety equipment, reporting any defects and participate in any training. They must alert their Line Manager to pregnancy or any known medical condition which might affect their ability to handle loads safely.

Information and training on manual handling will be provided wherever appropriate. A guidance leaflet on manual handling is freely available.

## Avoidance of Manual Handling

First consider whether the risk of injury associated with the manual handling operation can be dismissed as trivial or insignificant, e.g. because of weight, size, shape, stability etc. of load to be handled, the environmental conditions (heat, cold, wet etc), the position of the handler (standing, crouched, seated, etc) and the capability of the individual handler(s).

If there is a risk of injury from manual handling consider whether the operation is necessary and can it be eliminated altogether.

If a load handling operation cannot be avoided, is it possible to introduce automation or mechanisation for the operation and thus avoid manual handling?

## Assessment of Risk

If a formal assessment is carried out it will need to be recorded and retained. This assessment must take into account the task, the load, the working environment and the individual capability. An assessment checklist is included as Appendix 1.

In order to carry out the assessment, the following factors need to be considered:

### The Task

Does the task involve:

- twisting the trunk;
- stooping;
- excessive lifting or lowering distance;
- holding the load at a distance from the trunk;
- an incorrect posture by the handler;
- involve carrying excessive distances;
- excessive pushing or pulling of the load;
- a risk of sudden movement of the load;
- frequent or prolonged physical effort;
- insufficient rest or recovery periods;
- handling while seated;
- team handling?

### The Load

Is the load:

- too heavy for individual's capacity;
- bulky or unwieldy;
- difficult to grasp, ie smooth, wet or slippery;
- unstable or are contents liable to shift;
- sharp, hot or potentially damaging?

### The Working Environment

Are there:

- space constraints preventing good posture;
- uneven, slippery or unstable floors;
- variations in the levels of floors or work surfaces;
- extremes of temperature, humidity, or air movement;
- poor lighting conditions?

### Individual Capacity

Does the task:

- require unusual strength, height etc.;
- put at risk those who are pregnant or those with health problems;
- require special knowledge or training for its safe performance?

### Reducing the Risk

The final stage, following the assessment, must indicate what steps are to be taken to reduce the risk of injury to those individuals undertaking the manual handling operation to the lowest reasonably practicable level. The approach to this may depend upon the nature and circumstances of the operation; but the provision of mechanical assistance and the job or workplace design must be considered. Following on from the approach taken in the assessment, consideration should be given to the following, either in total or in isolation:

#### The Task

- Improve the task layout, e.g. storage of loads at waist height
- Use the body more efficiently, i.e. reduce or eliminate the need for twisting, stooping or stretching
- Improve the work routine, e.g. minimise the need for fixed postures, reduce the frequency of handling loads
- Avoid lifting loads from the floor while seated where possible
- Introduce safe team handling where it would be difficult or unsafe for one person
- Where appropriate use personal protective equipment such as gloves, overalls or safety shoes
- Ensure any handling aids or personal protective equipment is maintained and is accessible

#### The Load

- Make it lighter by breaking down loads
- Make it smaller or easier to manage
- Make it easier to grasp by providing handles or handgrips
- Make it more stable by packaging objects so they will not shift
- Make it less damaging to hold, e.g. avoid sharp edges or corners and where this is not possible use suitable personal protective equipment and adequately insulate containers of hot or cold materials or, where this is not possible, use suitable personal protective equipment

#### The Working Environment

- There should be adequate room to manoeuvre during manual handling operations
- Pay particular attention to the condition and nature of the floor surface; spillages should be cleared up promptly
- Where more than one level is involved, the transition should be made by a gentle slope or well positioned steps
- Extremes of temperature and excessive humidity should be avoided where possible
- Ensure there is adequate lighting

#### Individual Capacity

- Particular consideration should be given to those who are or recently have been pregnant or are known to have a history of back trouble, hernia or other injury
- Information and appropriate training on the manual handling operation should be provided

### Review of Assessment

The assessment should be kept up to date. It should be reviewed whenever it is considered that it is no longer valid, e.g. working conditions or personnel have changed, or there has been a significant change in the manual handling operation.

### Further Information

Further information may be obtained from the Health and Safety Appointed Person.

# Health and Safety Code of Practice – Offices and General Areas

## Introduction

Offices and general areas may seem at first sight to be relatively non-hazardous but they are the scene of a substantial number of accidents, some of which can be serious. Virtually all such accidents are avoidable and the purpose of this Code of Practice is to highlight specific risk areas in offices and general areas and what action should be taken to eliminate or reduce risks to acceptable levels.

In accordance with SBC Training Health and Safety Policy the appointed persons are responsible for the implementation of the Code of Practice within their area of control.

The Code should be used in conjunction with other Schemes and Codes of Practice and in particular with the following Codes of Practice:

- COSHH
- Display Screen Equipment
- Electricity
- Manual Handling
- Risk Assessment

The following specific points should be considered in conjunction with general advice contained in the above Codes and generally in SBC's Health and Safety Policy.

## Fire Hazards

As in most other areas, fire is a major potential hazard, and care must be taken to prevent the outbreak of fire. Waste paper baskets must not be used as ashtrays. Flammable liquids should only be kept in small quantities, properly stored and labelled, and must never be used in confined spaces without adequate ventilation. Large quantities of waste paper, boxes and other flammable materials, should not be allowed to accumulate, particularly in fire exit routes.

## Electrical Hazards

The potential risks associated with electrical equipment in use in offices etc. should be appreciated. Electrical circuits should not be overloaded by the use of adaptors to serve a number of appliances.

Plugs must be correctly fused for the power rating of the appliance, and plug cables should be securely fixed by cable clamps. Amateur repairs on electrical equipment should on no account be attempted and only maintenance engineers should remove service panels from such equipment. Appliances should be switched off and unplugged after use and at night (unless the equipment concerned is designed to run continuously). If additional heating is required only suitable appliances approved or supplied by the Health and Safety Appointed Person may be used.

The use of open bar radiant fires in SBC Training is prohibited.

All items of portable electrical equipment must be regularly inspected and tested for electrical safety in order to comply with the Electricity at Work Regulations, 1989. Such inspection and testing is arranged by the Health and Safety Appointed Person.



## Physical Hazards

Physical hazards may be presented by some office machinery and equipment. All guards on guillotines, duplicators, printing and other powered machinery, such as paper shredders, must be kept in place at all times when the equipment is in use. Great care should be taken to prevent long hair, ties and loose clothing becoming entangled in the moving parts of such machinery. Care should also be taken to prevent trailing wires, cables, etc., from presenting a tripping hazard. Kettles must never be placed on the floor or in precarious positions on shelves or desks. There have been several instances in the past of persons being scalded by the contents of a precariously located kettle.

Materials should not be stacked on the floor where people may fall over them. Filing cabinets can often cause injuries and they should be so positioned as to prevent people coming into contact with sharp edges, comers, etc. Lower drawers of cabinets should be sufficiently loaded to prevent toppling when an upper drawer is opened, and drawers should be closed immediately after use.

Care must be taken, when lifting and carrying, not to attempt too heavy a load and not to carry a load which obscures forward vision. Tables and chairs, especially revolving chairs, should never be used to gain access to high shelving and shelves should not be overloaded, especially above head height. If access above head height is required, a proper set of steps or a 'kick step' should be used.

Care should be exercised when using doors which do not have a viewing panel, particularly if heavy objects, hot liquids etc., are being carried. Solid doors should be approached from the side away from the hinges, and personnel should never barge through doors or run in corridor areas.

## Display Screen Equipment

Display Screen Equipment is now a common feature of the office environment. Detailed information is contained in the Display Screen Equipment Code of Practice together with the Self Assessment Checklist. Following is a summary of the requirements of the Code:

### The Screen

Display screens should have easily read characters, and should be stable, with no visible flicker. Screens should swivel and tilt easily, and you should have control of brightness and contrast. The screen should be free from reflective glare.

There is no evidence to suggest that display screens cause damage to eyes or eyesight, or make existing eye defects worse. However, some people find reading from a VDU screen is tiring even when other precautions, such as preventing poor positioning with respect to overhead lighting and windows, resulting in glare, have been taken. If you are in any doubt about your eyesight you should have any eye test. Information on obtaining eye tests is available from the Health and Safety Appointed Person or Health Centre.

Studies by responsible expert bodies such as the National Radiological Protection Board in the United Kingdom indicate that radiation emission from the VDU's is negligible, being very much less than that from natural environmental sources such as the sun. There is no reason to suspect that work with VDU's can affect the reproductive functions in either men or women. Talk to your doctor or Health Centre staff if you have any doubts or worries in this regard.

### The Keyboard and Work Surface

The keyboard should be separate from the screen and tiltable, for maximum operator control, and your work surface should be sufficiently large for a flexible arrangement of the components of your workstation, and should be of low reflectance. A suitable document holder should be provided, if you require one.

## Seating

The height of your chair and angle of the chair back need to be adjustable so that the whole design of the workstation is suited to the physique of the operator, so as to provide a comfortable working environment. A suitable footrest should be provided, if you request one.

There is no doubt that ergonomic and visual fatigue problems can be aggravated by long periods of work. A transfer to other activities for around 10 minutes in every hour is generally regarded as a good way to avoiding such problems. Flexibility in the work regime is the key, taking into account the requirements of both the individual operator and the work in hand.

## Work Environment

Your work environment, in terms of space considerations, lighting, reflections and glare, noise, temperature and humidity, must be such that a comfortable workstation is provided, which is acceptable to you.

Software employed must be appropriate to the task, and adapted to the capabilities of the operator.

## A Safe Workplace

Commonsense and basic good housekeeping are the predominant factors influencing the maintenance of high standards of health and safety in offices etc., and staff should always be conscious of dangers to themselves and their colleagues, presented by their working environment and activities.

Any unsafe conditions, e.g. faulty lifts, faulty fire doors, missing fire extinguishers, missing Fire Notices, defective equipment (particularly defective gas fires), poor lighting, damaged floor coverings, unsafe furniture and so on, should be reported at once to your immediate supervisor so that remedial action can be taken.

## Further Information

Further information may be obtained from your Line Manager, Health and Safety Appointed Person.

# **Provision and Use of Work Equipment Code of Practice (In Association with Risk Assessment Code of Practice)**

## **Introduction**

SBC Training has agreed the following Code of Practice in accordance with the Management of Health and Safety at Work Regulations 1999 (MHSW), the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and associated Approved Codes of Practice and Guidance. SBC Training is responsible for monitoring and reviewing the Code in the light of further developments and it will be reviewed periodically by the Health and Safety Committee.

The Code should be referred to in conjunction with SBC's Training Health and Safety Policy. More specifically it should be applied in association with SBC's Training Risk Assessment Code of Practice.

The purpose of the Code is to:

- ensure the provision of safe work equipment and its safe use, regardless of its age, condition or origin
- meet the requirements of the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Management of Health and Safety at Work Regulations 1992

## **Implementation**

Line Managers are responsible for the implementation of the Code of Practice within their area of control and they must identify who will be responsible for assessing the risks from the provision and use of equipment in their department under the Code. Work equipment includes that which is hired. They must be competent to carry out the assessments, recognising their own limitations and seeking specialist advice where necessary.

Line Managers must satisfy themselves that risk assessments are:

- completed
- consistent and to a reasonable standard
- recorded (where appropriate) and proper records maintained
- reviewed as appropriate

Staff and learners must co-operate and make full and proper use of all work equipment, reporting any defects and participating in any training.

## Arrangements

The key elements to the arrangements under the Regulations are as follows:

- Work equipment (for definition see Appendix 1) must be suitable by design, construction or adaptation for the actual work it is provided to do, the place where it will be used and purpose for which it will be used
- Use of work equipment includes starting, stopping, programming repairing, setting, transporting, repairing, modifying, maintaining, servicing and cleaning
- Work equipment must be adequately maintained and periodically inspected
- Supervisors and users of work equipment must have available to them adequate health and safety information and, where appropriate, written instructions regarding the use of work equipment
- Users of work equipment must receive adequate training in the use of work equipment
- Requirements of work equipment, which includes mobile equipment and lifting equipment by definition, specifically includes guarding, controls and control systems, isolation from sources of energy, stability, lighting, maintenance operations, markings and warnings
- Specific arrangements and guidance relate to lifting equipment and woodworking machinery

## Assessment

All potentially hazardous equipment, including new and second hand equipment, should be assessed using the equipment safety checklist. **The full checklist should be used for machinery with moving parts powered by electricity, internal combustion engine or other energy source.**

If a suitable and sufficient assessment of equipment has already been carried out under any other health and safety code of practice, e.g. Display Screen Equipment, Manual Handling, then there is no need to repeat that assessment.

When new equipment is made or acquired, an assessment should be made as early as possible, and in practical terms before the first use of the equipment.

The formal assessment should be repeated at intervals but certainly depending on the complexity and hazardous nature of the equipment, at a minimum of five year intervals. Assessments must be repeated if the equipment is subsequently modified in any way.

It should only be necessary to record the significant findings of an assessment and such risk assessments should be retained for future reference and if an assessment is to be reviewed. (MHSW and PUWER)

## Inspections

Where the Work Equipment Risk Assessment identifies a significant risk of major injury arising from incorrect installation or re-installation, deterioration or exceptional circumstances, which could affect the safe operation of the equipment then regular inspection of the equipment, should be undertaken. This should include visual checks, functional checks and testing as appropriate. The frequency of inspection will depend upon how quickly the work equipment or parts are likely to deteriorate, the type of equipment, how it is used and the conditions to which it is exposed. A record of the inspections should be maintained. (PUWER PART 11 Reg 6) (L22)

## Training and Instruction

Line Managers must ensure that all users of work equipment receive appropriate information, instruction and training on the safe use of that equipment. (PUWER PART 11 Regs 8 and 9)

## Further Information

Further information may be obtained from the Health and Safety Appointed Person or Departmental Safety Officers.

# Risk Assessment Code of Practice

## Introduction

SBC Training has agreed this general purpose Risk Assessment Code of Practice and subsidiary specialist codes dealing with the following:

- Control of Substances Hazardous to Health
- Display Screen Equipment
- Manual Handling
- Provision and Use of Work Equipment

The codes are based upon current legislative requirements and best practice. SBC Training is responsible for monitoring and reviewing the code in the light of further developments and it will be reviewed periodically by the Health and Safety Committee.

The purpose of the code is to:

- Promote practical measures to minimise the risk to the health, safety and welfare of staff, learners, visitors and others who may be affected by the work activities of SBC Training
- Meet the minimum requirements of the Health and safety at Work Act and subsidiary health and safety legislation

## Implementation

Line Managers are responsible for the implementation of the Code of Practice within their area of control and must identify who will be responsible for carrying out assessments. They must be competent to carry out the assessments, through sufficient training and knowledge, recognising their own limitations and seeking specialist advice where necessary. In practice the person who creates the risk or who is in a supervisory position with regard to the activity must be involved in the assessment of that risk.

Line Managers, assisted appointed person must satisfy themselves that risk assessments are:

- completed
- consistent and to a reasonable standard
- relate to the actual work being undertaken
- recorded (where appropriate) and proper records maintained
- reviewed

Director of Quality must also ensure that action is taken to implement any required remedial measures arising from risk assessments as soon as reasonably practicable.

## Risk Assessment Principles

The Management of Health and Safety at Work Regulations require employers to assess the risks to employees and others who may be affected by their undertaking. The purpose of the risk assessment is to determine the measures that must be taken to eliminate or reduce to an acceptable level the identified risks.

The assessment depends upon the nature of the work and the type and extent of the hazards and risks.

- 'Hazard' is something with the potential to cause harm and this can include substances or machines, methods of work and other aspects of work organisation
- 'Risk' means the likelihood that the harm from a particular hazard is realised
- 'Extent of the risk' covers the number of people who might be exposed and the consequences for them

- Risk assessment is an evaluation of the above reflecting the likelihood that harm will occur, its severity and extent, reaching a conclusion on whether and how management of such factors need to be implemented to eliminate or lessen that chance

There are no fixed rules as to how risk assessments should be made but it is necessary that a risk assessment is carried out before work starts. All hazards need to be considered both on and off site. However, it is only necessary to record the 'significant' findings of an assessment including any group of employees and others identified by it as being especially at risk. It is not necessary to catalogue every potential hazard.

The Regulations require that the assessment be 'suitable and sufficient' and should

- Identify the significant risks arising from work activities
- Enable the assessor to identify and prioritise control measures
- Be appropriate to the nature of the work and remain valid for a reasonable period of time

### Risk Assessment in Practice

**STEP ONE** involves identifying the hazards which could reasonably be expected to result in significant harm. The following lists examples but it should not be regarded as exhaustive:

Description of Hazard	Possible Outcome	Some Factors Affecting The Level of Risk
Poorly maintained floors and stairs	Slips, trips and falls	Type of surface/footwear, speed, age, inclination of surface, weather
Machinery in motion	Physical injury, entrapment, crushing	Guarding, experience of operator, training, type of operation
Ejection of material from machinery	Physical injury, eye injury	Guarding, wearing of eye protection, type of material being worked
Vehicles	Physical injury	Age and experience of driver, segregate pedestrian walkways
Manual handling	Physical injury (back, arm, etc)	Lack of proper evaluation, lack of experience/awareness/training
Chemicals, dusts and fume (eg welding)	Exposure	Type and quantity of substance, efficiency of control measures
Flammable materials	Fire	Type and quantity of material, storage, protective measures
Hot surfaces	Burns	Accessibility, temperature, signage/information, protective measures
Cold surfaces, very low temperatures	Burns, frostbite	Accessibility, temperature, training and awareness, protective measures
Display Screen Equipment	Work related upper limb disorder (WRULD)	Proper assessment and layout of workstation, training of staff
Pressure systems	Explosion	Construction, proper use, location, protective devices
Noise	Hearing damage	Proper assessment and control, location, use of protective equipment
Electricity	Electric shock	Correct installation, testing and use of equipment, environment, protective devices
Poor lighting	Physical injury, eye strain	Proper assessment of requirements for specific tasks, eradication of glare
Working at height	Falls	Proper access equipment, training, experience of operator, safety equipment (harnesses etc)
Aggression	Physical injury or mental trauma	Avoidance of situations, training provision of physical protection
Poorly stacked materials	Physical injury	Provision of correct storage facilities, use of proper handling equipment/techniques
Trailing leads	Trips and falls	Provision of adequate socket outlets, location of equipment, good housekeeping
Field work/outdoor activities	Physical injury	Proper assessment of activities and implementation of remedial measures

**STEP TWO** involves identifying all the groups of employees and others who might be affected and how eg:

- Learners
- Office Staff
- Out of Hours Staff
- Off site Staff
- Technical Staff
- Contractors
- Maintenance Staff
- Visitors and others

Identify those who might be particularly at risk eg:

- Those with special needs
- Pregnant women and nursing mothers
- Inexperienced Staff/Learners
- Lone Workers
- Young Persons
- Visitors eg children

**STEP THREE** involves identifying existing preventive or precautionary measures that are in place against the risks identified. These may already reduce the risk sufficiently, but further action may be necessary to ensure that they are properly maintained. Precautions may

- Represent a legal requirement
- Represent good practice
- Comply with a recognized standard eg BSI

**STEP FOUR** involves assessment for risk rating, for example HIGH, MEDIUM or LOW. There are different methods for doing this but a popular method establishes a risk rating for each hazard by multiplying a "probable frequency rating" by a "severity rating". The assessor uses two scales, such as in Table 1 below.

The process of establishing these individual ratings is a matter of judgement and foresight based on knowledge and experience. Having agreed on the individual ratings, the risk rating for each hazard can be calculated by simple multiplication. Thus a hazard whose probable frequency rating is five (Regular occurrence) and whose severity rating is three (Major injury to one person) has a risk rating of 15; this hazard, before other factors are considered, is therefore rated as a higher priority for control than another hazard whose probable frequency rating is three (Occasional occurrence) and whose severity rating is four (Major injuries to several people). When agreeing the severity rating, any existing control measures normally in use, eg guarding, partial enclosure of process, must be taken into account. A final risk rating between one and five is regarded as a LOW risk, between six and nine regarded as MEDIUM risk and 10 and above regarded as HIGH risk.

Table 1

PROBABLE FREQUENCY	
1	Improbable occurrence
2	Possible occurrence
3	Occasional occurrence
4	Frequent occurrence
5	Regular occurrence
6	Common occurrence
SEVERITY	
1	Trivial injuries
2	Minor injuries
3	Major injury to one person
4	Major injuries to several people
5	Death of one person
6	Multiple deaths

**STEP FIVE** involves further action to control the risk. Priority must be given to those risks which result in serious harm and/or affect several people. The control measures that have to be taken as a result of the risk assessment may depend upon relevant legislation. However, the purpose of risk assessment is not to catalogue every potential hazard. In deciding upon control measures the following hierarchy should be followed:

- Avoid the risk
- Evaluate the risks which cannot be avoided
- Combat the risks at source
- Adapt the work to the individual, especially regarding design of workplaces, choice of work equipment and choice of working and production methods
- Adapt to technical progress
- Replace dangerous items, processes etc with those that are less dangerous
- Develop a coherent overall prevention policy, covering technology, organization of work, working conditions, social relationships and the influence of factors relating to the working environment
- Give collective protective measures priority over individual protective measures
- Give appropriate instructions to employees

**STEP SIX** involves recording the significant findings of the risk assessment. The Risk Assessment Form (Appendix 1) may be used to record assessments. Completed risk assessments should be retained for future reference and if there are any significant changes or new work practices then the assessment will need to be reviewed. There is no need to review assessments for every trivial change, only if significant new hazards are introduced. However, in practice a date should be set for formal review of each risk assessment (see Risk Assessment form) and it is recommended that this be undertaken at periods not exceeding 12 months.

### Work Based Learning

Risk assessments must be carried out for all learners' workplaces. In practice this will be undertaken by the Business and Development Team. Once the risk assessment has been carried out, the necessary actions and control measures identified should be implemented. Controls might include technical controls such as fume extraction or electrical insulation, working practices such as prohibition of lone working or the provision of personal protective equipment.

Assessors are expected to monitor their learners at appropriate intervals dependant upon the degree of risk associated with the individual or working environment. Where an assessor is knowingly absent from SBC Training for more than three weeks because of work commitments (conferences, training etc) or sickness, holiday there should be formal arrangements in SBC Training to provide a temporary alternate Assessor.



From time to time, especially when a learner works in different locations it will be necessary to carry out Risk Assessments in all of these. This would also be necessary if there are significant changes in the learner's job role. If there are changes to the risk assessment then they should be recorded and put into the learners Employer File.

### **'One Off' Activities**

'One off' activities must be risk assessed either using the Risk Assessment form (Appendix 1)

### **Risk Assessment of Specific Activities**

Separate specific risk assessment procedures have been adopted for the following

- Control of Substances Hazardous to Health
- Display Screen Equipment
- Manual Handling
- Provision and Use of Work Equipment
- Working Overseas

Risk assessments are required in relation to these specific work activities. The assessments must be undertaken with reference to the relevant Codes listed below, each of which includes specific risk assessment pro forma. There is no need to repeat risk assessments under the general Risk Assessment Code of Practice where the risk has been assessed under one of the following specific codes.

- Control of Substances Hazardous to Health Code of Practice
- Display Screen Equipment Code of Practice
- Manual Handling Code of Practice
- Provision and Use of Work Equipment Code of Practice
- Health and Safety Guidance When Working Overseas

### **Management Action**

Completed risk assessments will form the basis for departmental procedures, arrangements and procedures and will need to be included in each department's documentation. The risk assessments are a basis for departmental health and safety planning by which goals and objectives are set in response to the results of risk assessments. SBC Training will need to monitor and provide feedback with regard to the implementation of the health and safety plan.

Departments will need to establish systems to ensure that the Risk Assessment Code of Practice is being adhered to at all levels in the department and that control measures are effectively implemented e.g. through routine inspections. Particular attention should be paid to special projects i.e. that any control measures identified in the risk assessment have been provided and are being properly applied.

### **Training**

Line Managers must identify nominated risk assessors. Consideration should also be given to training work based assessors to carry out risk assessments and to understand the policies and procedures of SBC Training.

## Work Equipment – Appendix 1

Work equipment is defined as any machinery, appliance, apparatus or tool or installation for use at work (whether exclusively or not)\*

As an example, it covers almost any equipment used at work including:

- 'tool box tools' such as hammers, knives, handsaws, meat cleavers etc
- single machines such as drilling machines, circular saws, photocopiers, dumper trucks etc
- apparatus such as laboratory apparatus (Bunsen burners etc)
- lifting equipment such as hoist, lift trucks, elevating work platforms, lifting slings etc
- other equipment such as ladders, pressure water cleaners etc
- an installation such as a series of machines connected together or enclosure for providing sound insulation or scaffolding or similar access equipment
- departmental vehicles (private vehicles are excluded)

\* Provision and Use of Work Equipment Regulations 1998