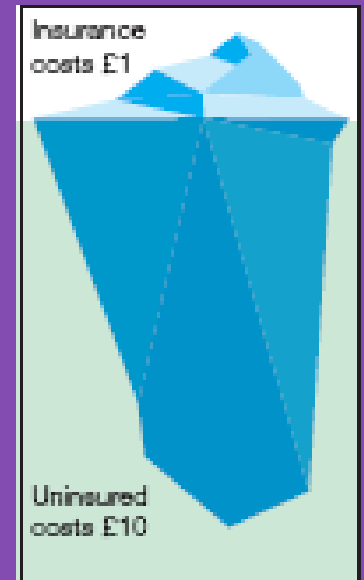


# Health & Safety Awareness

## - The basics



**Sharon Currie**

**HWL Adviser (OH&S)**

- Free and confidential contact
- For occupational health and safety advice and guidance
- For micro, small and medium sized businesses
- In Scotland



**Healthy Working Lives**

## Free Health & Safety Services

- ✧ **Adviceline**
- ✧ **Workplace Visits**
- ✧ **Practical Support**



**We can help you work safely and protect employees health**

Talk to the Healthy Working Lives experts **FREE** on:

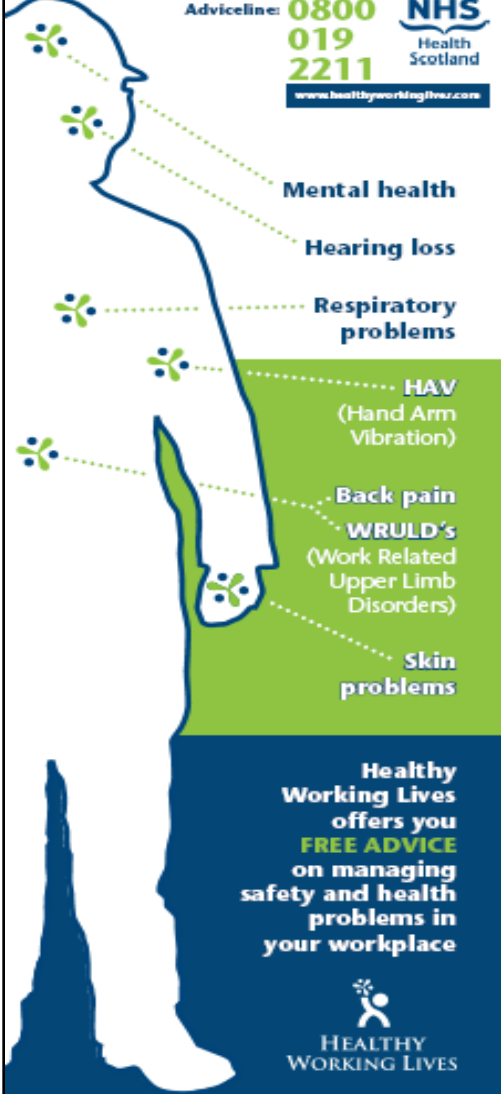
**0800 019 2211**

**www.healthyworkinglives.com**

Adviceline: **0800 019 2211**


**NHS Health Scotland**

[www.healthyworkinglives.com](http://www.healthyworkinglives.com)



- Mental health
- Hearing loss
- Respiratory problems
- HAV (Hand Arm Vibration)
- Back pain
- WRULD's (Work Related Upper Limb Disorders)
- Skin problems

**Healthy Working Lives offers you FREE ADVICE on managing safety and health problems in your workplace**



**HEALTHY WORKING LIVES**

# The Health & Safety Framework - legislation

- **Health & Safety at Work Act 1974 (HSWA)**
  - General duties
  - Owed by employers, employees, controllers of premises, Directors & Managers
- **Health & Safety Regulations**
  - Specific duties
  - Owed by employers and controllers of premises
- **ACoPs**
  - HSE guidance with a special status
- **Guidance**
  - HSE, Construction Skills.....

**Necessitates a good Safety Management System and regular review**

# HSWA Offences

*“so far is as reasonably practicable”*

- *Prosecution to show risk of injury/ill health*
- *Defendant to prove did everything reasonably practicable in circumstances*

# Health & Safety Offences Act 2008

- Summary procedure (judge)
  - 12 months imprisonment
  - £ 20 K fine
  - or both
- Solemn procedure (judge & jury)
  - 2 years imprisonment
  - Unlimited fine
  - or both



# Checklist



## •HSE Checklist

[illegible]



# Employers Liability Insurance

## Employers Liability (Compulsory) Insurance

- Cover – against claims

**AA** Insurance UK plc  
Regulation Office  
London EC2A 4PU  
Registered  
Company No. 10461

**CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE(a)**

*(When issued by regulator E of the Employers' Liability (Compulsory Insurance) Regulations 1998 the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)*

**POLICY No.** **NY COM 602886**

**1. NAME OF POLICYHOLDER** **Hawthorn Estates**

**2. DATE OF COMMENCEMENT OF INSURANCE POLICY** **18th July 2007**

**3. DATE OF EXPIRY OF INSURANCE POLICY** **17th July 2008**

We hereby certify that subject to paragraph 2:

- the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, the Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney; and
- (a) the minimum amount of cover provided by this policy is not less than £5 million;

Signed on behalf of AA Insurance UK plc (Authorised Insurer)

*[Signature]* **Chief Executive**

**Notes**

**(a)** Where the employer is a company to which regulation 3(1) of the Regulations applies, the certificate must state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded its name, or that the policy covers the holding company and only the named subsidiaries

**(b)** Specific applicable law as provided for in regulation 4(1) of the Regulations

**(c)** See regulation 3(1) of the Regulations and indicate whether or not paragraph 2(a) or 2(b) does not apply

**(d)** Where 2(c) is applicable, specify the amount of cover provided by the relevant policy

Page 1 of 1



# Competent Advice

- What exactly is it I need help with?
- Am I able to deal with it myself ? Should I be?
- If I use outside help – exactly what do I need ?
- Does the external help have the knowledge & skills?
- Have I made it clear what I want/need?
- Have I ended up with the help I needed?

# Health & Safety Policy

- Written Policy – 5 or more employees
- Commitment to health & Safety
- Details how you implement and monitor H&S controls
- Review regularly



Health and Safety  
Executive

## Health and safety policy statement

Health and safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

(name of company)

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

(Employer)

Date

Review date

HSE Infoline  
0845 345 0055

HSE Website  
[www.hse.gov.uk](http://www.hse.gov.uk)



HSE Direct  
[www.hseidirect.com](http://www.hseidirect.com)

1 of 11 pages

# Risk Assessment

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risk and decide on precautions
- Record the findings and implement them
- Review your assessment and update if necessary

• <http://www.hse.gov.uk/contact/faqs/riskassess.htm>

Risk Assessment			
Adviseline: 0800 619 2211 <a href="http://www.healthyworkinglives.com">www.healthyworkinglives.com</a>			
Company/Organisation		Assessor	
Activity/Task Complete the relevant details of the activity being assessed			
Hazards All hazards associated with the activity should be entered here. See over			
Those at risk Staff, public and others			
Current control measures List current control measures			
With these controls the risk is (circle)		Unacceptable	Further controls required
Further control measures required List further action needed to adequately control risks		Adequately controlled	
Date			
Initial			

Use a new box each time this assessment is reviewed

# Basic Welfare



- Toilets
- Washing facilities
- Hot & cold water
- Facilities to eat
- Drinking water
- All facilities require to be kept in a clean condition



## Workplace health, safety and welfare

A short guide for managers



This is a web-friendly version of leaflet INDG244(rev2)

### Introduction

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to most workplaces (with the exception of those workplaces involving construction work on construction sites, those in or on a ship, or those below ground at a mine). They are amended by the Quarries Regulations 1999, the Health and Safety (Miscellaneous Amendments) Regulations 2002, the Work at Height Regulations 2005, and the Construction (Design and Management) Regulations 2007.

This leaflet gives a brief outline of the requirements of the Workplace Regulations.

### Requirements under these Regulations

Employers have a general duty under section 2 of the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. People in control of non-domestic premises have a duty (under section 4 of the Act) towards people who are not their employees but use their premises. The Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace, and ensure that adequate welfare facilities are provided for people at work.

These Regulations aim to ensure that workplaces meet the health, safety and welfare needs of all members of a workforce, including people with disabilities. Several of the Regulations require things to be 'suitable'. Regulation 2(3) makes it clear that things should be suitable for anyone. This includes people with disabilities. Where necessary, parts of the workplace, including in particular doors, passageways, stairs, showers, washbasins, lavatories and workstations, should be made accessible for disabled people.

### Interpretation

'Workplace' - these Regulations apply to a very wide range of workplaces, not only factories, shops and offices but also, for example, schools, hospitals, hotels and places of entertainment. The term workplace also includes the common parts of shared buildings, private roads and paths on industrial estates and business parks, and temporary workites (except workplaces involving construction work on construction sites).

'Work' - means work as an employee or self-employed person.

'Premises' - means any place including an outdoor place.

Workplace health, safety and welfare: A short guide for managers

1 of 6 pages

# Training

Induction - **include** :

- Fire
- First Aid
- Accident reporting
  
- Job specific
- Specific groups





# Consultation

Consultation on matters that affect their Health and Safety



- **talk** to one another
- **listen** to one another's concerns
- **raise** concerns and solve problems together
- **seek** and **share** views and information
- **discuss** issues in good time
- **consider** what everyone has to say
- **make decisions** together

# H&S Law Poster



Previous version

- 2014 to replace

New version

- April 09



# Accident Reporting

- Report & Investigate
- Accident Book/Form
- Riddor
  - Over 7 day
  - Major injury
  - Dangerous Occurrence
  - Reportable Disease
  - Incident Contact Centre

<http://www.hse.gov.uk/riddor>



# Safer Work Healthier Business

- Free & simple OHS management framework
- Provides templates
- Advisor support
- National Adviceline



# Questions

Break – 15 mins

## Health and safety policy statement

Health and safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

(name of company)

### Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to provide with our employees on matters affecting their health and safety;
- to provide and maintain safe plants and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

(Employer)

Date

Review date

HSE helpline

0845 345 0055

HSE website

www.hse.gov.uk

HSE Direct

www.hseindirect.com

1 of 11 pages

# Health & Safety Policy

- Statement – organisation commitment
- Organisation – Responsibilities
- Arrangements – detail on specific activities

# Policy statement

## Health and Safety at Work etc Act 1974

This is the health and safety policy statement of

Name of company

Our statement of general policy is:

- ▶ To provide adequate control of the health and safety risks arising from our work activities.
- ▶ To consult with our employees on matters affecting their health and safety.
- ▶ To provide and maintain safe plant and equipment.
- ▶ To ensure safe handling and use of substances.
- ▶ To provide information, instruction and supervision for employees.
- ▶ To ensure all employees are competent to do their tasks, and to give them adequate training.
- ▶ To prevent accidents and cases of work-related ill health.
- ▶ To maintain safe and healthy working conditions.
- ▶ To review and revise this policy as necessary at regular intervals.

Signed  
(Employer)

# **Your Policy?**

**What arrangements are required  
for your policy?**

# H&S Policy Arrangements

**Risk  
Assessment**



# H&S Policy Contents

**Work  
Equipment**

# H&S Policy Contents



## Accident Reporting

# H&S Policy Contents



## Premises & Welfare Facilities

# H&S Policy Contents



**Training**

# H&S Policy Contents



**Fire &  
Emergencies**

# H&S Policy Contents



**First Aid**

# H&S Policy Examples

## Working at Height

All working at height activities will be properly planned appropriately supervised and appropriate and suitable work equipment will be used.

All staff will be made aware of hazards and responsibilities.  
Site specific risk assessments will be carried out and supported by Method Statements

.....  
will be responsible for carrying out risk assessments and method statements

# Questions



# Contractors Appraisal



## Guidance on completing a Contractor Appraisal Questionnaire

*This guidance is intended to assist small businesses in completing the paperwork and complying with the health and safety requirements that are necessary for inclusion on approved contractors lists.*

If you are having work done at home you want to make sure that the person or company you employ will carry out the work correctly. Similarly, many organisations having work carried out for them (or on their behalf) look for evidence that contractors are reputable and reliable to carry out the work they need.

When putting out work for tender or compiling an approved contractors list they also want to make sure the work will be carried out to a high standard, at a suitable cost and safely, using competent workers.

To determine whether contractors, subcontractors and other small companies are competent, many large organisations, such as local authorities and principal contractors, now ask for evidence that they are managing health and safety effectively within their company.

This process usually has to be completed before any company will be considered as an 'approved contractor' and therefore eligible to tender for and carry out work for them or on their behalf.

As part of the process, companies are often asked to belong to an approval system or scheme, or complete a 'Contractor Appraisal Questionnaire', which contains questions about the company's arrangements for managing health and safety. This is often the first step in determining the company's competence in the field of health and safety. Make sure the information you give on any approved contractor questionnaire is accurate – providing misleading or wrong information could result in exclusion from the approved list and a poor reputation for your business.

Although most small companies may have the workers, skills and equipment required to carry out the work, many experience difficulty in completing the health and safety related questions included within the questionnaire.

In order to help small companies complete this section of the questionnaire, Healthy Working Lives has produced this document, which provides general guidance on the appraisal system and how questionnaires should be completed. We have looked at typical questions, accompanied by guidance on what should be included in your answer. Also included within this guidance document is a glossary of basic health and safety terms, and a list (not exhaustive) of documents which would normally be included within a company's health and safety management system.

*Further free and confidential advice or assistance can be obtained by contacting the Healthy Working Lives Adviseline on tel no. 0800 019 22 11 or by visiting our website at [www.healthyworkinglives.com](http://www.healthyworkinglives.com)*

# Approval Schemes




2.7	Does your company have formal procedures for the provision of welfare and hygiene facilities on site?	Yes		No	
<i>If yes please supply a copy, if no please explain what arrangements are made</i>					
2.8	Does your company have a formal procedure for dealing with emergencies on site?	Yes		No	
<i>If yes please supply a copy</i>					
2.9	Does your company have a formal procedure for dealing with Working at Heights?	Yes		No	
<i>If yes please supply a copy of the company's working at height procedures and relevant method statements and risk assessments</i>					
2.10	Does your company have a formal procedure for dealing with Asbestos?	Yes		No	
<i>If yes please supply a copy or relevant method statements and risk assessments</i>					
2.11	Does your company have a formal procedure for Excavations and Underground Services?	Yes		No	
<i>If yes please supply a copy or relevant method statements and risk assessments</i>					
2.12	Does your company have a formal procedure for Working in Confined Spaces?	Yes		No	
<i>If yes please supply a copy or relevant method statements and risk assessments</i>					
2.13	Does your company have a formal procedure for Electricity at Work?	Yes		No	
<i>If yes please supply a copy of the procedure and evidence of testing/maintenance</i>					
2.14	Does your company have a formal procedure for ensuring that all plant, vehicles and tools comply with PUWER, including suitability, testing and maintenance?	Yes		No	

# Common questions



- Accident Reporting
- Competence
- Training (include Card Schemes)
- Access to Advice – Trade Assoc,  
CoC, FSB,

# Risk Assessment

<b>Risk Assessment</b> Adviceline: 0800 019 2211 <a href="http://www.healthyworkinglives.com">www.healthyworkinglives.com</a>			
Company/Organisation		Assessor	
<b>Activity/Task</b> Complete the relevant details of the activity being assessed			
Hazards All hazards associated with the activity should be entered here. See over			
Those at risk Staff, public and others			
<b>Current control measures</b> List current control measures			
With these controls the risk is (circle) <span style="background-color: red; color: white; padding: 2px;">Unacceptable</span> <span style="background-color: orange; color: white; padding: 2px;">Further controls required</span> <span style="background-color: green; color: white; padding: 2px;">Adequately controlled</span>			
<b>Further control measures required</b> List further action needed to adequately control risks			
Date Initial			

Use a new box each time this assessment is reviewed

# Method Statement

<b>Method Statement</b> Adviceline: 0800 019 2233 www.healthyworkinglives.com		
---	---	---

COMPANY NAME:	
PREPARED BY:	REF NO.
DATE:	REV.
METHOD STATEMENT DETAILS OF WORK:	

## 1.0 INTRODUCTION

Brief overview of the work and who will be carrying it out and where

## REFERENCES

Any specific references or documents you would refer to can be listed here

## 2.0 SCOPE OF WORKS

e.g. Setting out work

Setting up

Specific details of what will be done, when and where (possibly including references to drawings etc.)

## 3.0 STAFF AND OPERATIVES

Number of workers, grades and job titles

## 4.0 EQUIPMENT AND PLANT

All equipment and plant to be used on site including details of any test equipment supplied with the plant, e.g. if it is a piece of lifting equipment it should be supplied with a test certificate

## 5.0 INDUCTION/TRAINING/PERMITS

1. Detail any induction procedures operatives need to go through before going on site
2. Give details on any training operatives have received that is relevant to the work  
This could include training in the use of equipment that they will use, anything that is on hire, e.g. if you have hired a work platform the hire company may have given training in safe use
3. Details of where training records are kept, e.g. head office
4. If working in a hazardous area or on electrical equipment refer to any relevant permits to work etc.

## 6.0 PROCEDURE

In this section you should detail everything on how the job will be carried out step by step. This could be everything from arriving on site and setting up to removal of any rubbish etc. generated during the work. It could run to 10 or 20 or more individual points depending on the nature and complexity of the work, client's requirements etc.

# Questions

**All HWL services  
accessed through**

**Free-phone Adviceline**

**0800 019 22 11**



Thank you for your  
participation