

Introduction to Health and Safety Management

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Health and Safety at Work

- accident prevention
- prevention of disease and illness
- physical and mental well-being

Why Health and Safety?

- So we don't injure people or make them ill
- It's the law - protects from enforcement action, prosecution and claims
- Enhance wellbeing

What is an accident?

An unplanned, uncontrolled event which has resulted
in, or could have led to



Injury or ill health

Damage to plant, equipment or the environment

or

Some other loss

Occupational Ill Health and Disease

- Examples
 - back pain, repetitive strain injury,
 - dermatitis, occupational asthma
 - asbestos related diseases
 - work related stress
- Not so obvious as accidents but affects many more people (1.3 million inc over 1/2m new)

Factors Contributing to Accidents and Ill Health

- Lack of information or training
 - in the job, on health and safety
- Poor environment
 - noisy, hot, cramped, dark etc.
- Unsafe systems of work - hours, no procedures
- Lack of maintenance / inspection
- Poor housekeeping - rubbish, trailing wires
- Inadequate supervision / support
- Behaviour
- Ineffective management (70%)

Cost of Accidents

To Individual

Pain, ill health, disability, loss of job, poverty, affects family life.

To Organisation

Litigation, prosecution, fines, insurance premiums, sick pay, replacement staff, staff morale, staff turnover, reputation, time.

To Society

£13.4 billion - NHS costs, benefits, etc.

Accident Reporting

Accident Books / Form

Social Security (Claims and Payments) Regs 1987

RIDDOR - over 3 day incapacitation

- Include any checking and action to prevent re-occurrence

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

- Death and specified injuries to workers
- Over 7 day incapacitation
- Occupational diseases
- Dangerous occurrences and gas incidents
- Injuries due to violence
- Where member of public goes to hospital from premises

as soon as possible – incident centre - www.riddor.gov.uk

Health and Safety at Work Act 1974

Employers must ensure
so far as is reasonably practicable,
the health, safety and welfare
of employees (and others) at work

Health and Safety at Work Act 1974

Employers must ensure

- Safe workplace
- Safe machinery and safe systems of work
- Articles and substances used, moved and stored safely
- Safe environment and adequate welfare facilities
- Information, instruction, training, supervision

Enforcement

Health and Safety Executive
Local Authority Environmental Health
Fire Authority

- Advise employers
- Enforce the law
 - Improvement and prohibition notices
 - Prosecution
- Investigate incidents
- Recent changes – HSE now operates Fee for Intervention (FFI) cost recovery scheme – does not apply to LA enforcers, HSE no longer has telephone helpline.

Management of Health and Safety at Work Regulations

- Risk assessment
- Preventative principles
- Health and safety arrangements
- Competent persons
- Information for employees
- Emergency plans
- Capabilities and training
- Co - operation and co-ordination
- Employees duties
- Risk assessment – new or expectant mothers, young persons, fire

Health and Safety Assistance

- competent persons
- arrangements for co-operation
- time and adequate means
- competence
 - = sufficient training and experience
or knowledge and other properties

Volunteers

- Health and Safety at Work Act
 - conduct undertakings ensuring people other than their employees are not exposed to risks
- Management of Health and Safety Regs
 - assess risks to anyone affected by the work activities and take preventative measures
- HSE Guidance
 - treat as employees

Employing Contractors

- Legal responsibility
- Duty to co-operate and co-ordinate
- Provide information to each other
e.g. emergency procedures
health and safety risks
- (CDM Regulations)

Health and Safety Arrangements

Suitable and effective arrangements for:

- Planning
- Organisation
 - Control
- Monitoring
- Review

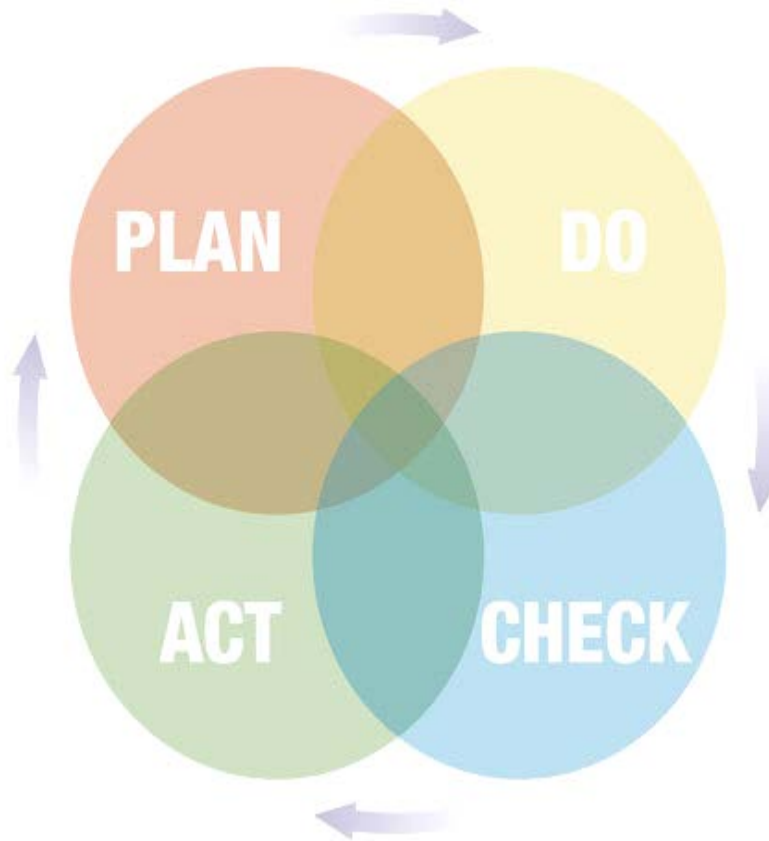
Health & Safety Management

Plan

Do

Check

Act



HEALTH AND SAFETY POLICY

All employers with five or more staff must:

- prepare a written statement covering general policy, organisation and arrangements
- revise it when appropriate
- bring the statement and any revision to the attention of staff

HASWA 1974

- Proforma on HSE website - limitations

HEALTH AND SAFETY POLICIES

Statement

What will be done

Organisation

Who will do it

Arrangements

How it will be done

Safety Policies – Arrangements for:

- Risk assessments
- Hazard reporting and monitoring (inspections)
- Accidents
- First aid and ill-health issues
- Consultation with employees
- Fire safety
- Maintaining plant and equipment
- Safe handling and use of substances
- Information, instruction and supervision
- Training
- Emergency procedures
- Special policies – e.g. Lone working
- Volunteers, the public and contractors

SAFETY POLICIES

- **Signed by senior** – ultimate responsibility lies with director/chief executive
- **Name those responsible** – delegation should be logical throughout the organisation
- **Responsibilities of managers should be clear** – health and safety should be integrated into the general management system
- **Identify** hazards, **detail** arrangements, **specify** systems for reporting, training etc.

Workplace (Health Safety and Welfare) Regulations 1992

- Maintenance
- Ventilation
- Temperature
- Lighting
- Cleanliness & rubbish
- Rooms size and space
- Workstations & seats
- Floors and traffic routes
- Windows, doors, gates
- Sanitary conveniences
- Washing facilities
- Drinking water
- Accommodation for clothing
- Changing facilities
- Facilities for rest and meals

Ill health effects of working on DSE

- Repetitive Strain Injury (RSI)
Work Related Upper Limb Disorder (WRULD)
- pain, discomfort, tingling, numbness etc
in the
back, neck, shoulders, arms, hands, wrists,
fingers, legs
- Eye discomfort and headaches
- Fatigue and stress
- Skin complaints (facial dermatitis)

Display Screen Equipment Regulations 1992

Apply to users

- Assess workstations and reduce risks
- Minimum requirements (the schedule)
- Breaks and changes of activity
- Eye and eyesight tests
- Information and training

Recommended Workstation



- **Screen centred**
- **Top of screen level with eyes or lower**
- **Forearms horizontal, wrists NOT on desk (or use a gel wrist rest)**
- **Chair adjustable (height, back etc.)**
- **Foot rest?**
- **Room under desk**
- **Mouse kept close**
- **Document holder?**
- **Blinds & lighting**

and TAKE BREAKS!

Manual Handling Operations Regulations 1992

AVOID - hazardous manual handling operations, where reasonably practicable.

ASSESS - adequately any hazardous operations, that cannot be avoided.

REDUCE - the risk of injury, as far as is reasonably practicable.

Manual Handling

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Manual Handling

<p><u>T</u>ask – think how often, how much twisting is involved or how much bending is needed?</p>	<p><u>I</u>ndividual capabilities need you to think of the individual, male or female, old or young, experienced or inexperienced?</p>
<p><u>L</u>oad - how heavy is it? Can you gain a good grip? Is it Bulky or heavier at any particular end?</p>	<p><u>E</u>nvironment – Is it hot, cold, on an uneven floor, windy, or involving stairs?</p>

Electricity at Work

- Maintain in safe condition
- Test/inspect installation and fixed equipment

Portable appliances

- User checks
- Formal visual inspections
- Combined inspection and testing
- <http://www.hse.gov.uk/pubns/indg236.pdf>

WORK EQUIPMENT

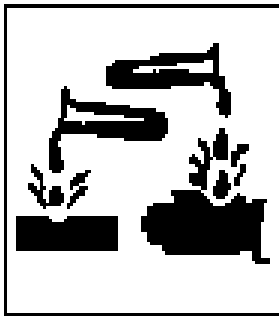
- Use right equipment for job
- Make sure machinery and hand tools safe
- Guard dangerous parts of machines
- Maintain and carry out maintenance safely
- Instruct and train employees

Hazardous chemicals

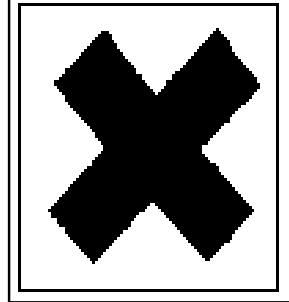
- cleaning materials
- bleach
- disinfectants
- whiteboard cleaner
- fumes
- paints & adhesives

**BEWARE OF ANYTHING CARRYING THESE
SYMBOLS**

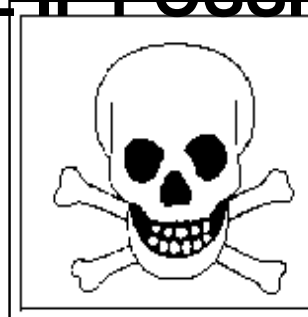
SUBSTITUTE IF POSSIBLE



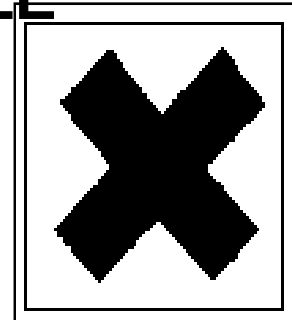
Corrosive



Irritant



Toxic



Harmful

**NEVER PUT CHEMICALS INTO UNMARKED
CONTAINERS OR DRINKS BOTTLES**

Aggression and Violence

- Reportable under RIDDOR since 1995
- Not “part of the job” - even with vulnerable clients
- Most preventable
- Need to risk assess
- Training important

HOME VISITS

- **Lone working** – emergencies, first aid, manual handling
- **Personal safety** - en route – isolation, transport, people
- In the home – the client, relatives, dogs!
- **The work environment** – slips and trips, infection, needles, welfare facilities
- **Information, instruction and training**
- **Communication with base and supervision**
- **Incident reporting**

Work Related Stress

- 2nd largest occupational health problem
0.5m say work making them ill, up to 5m stressed by work
- HSE
 - Treat as any other hazard
 - Need to risk assess, tackle underlying causes
 - Management standards, guidance, survey tool
- Individual risk assessment if aware of problems

See <http://www.hse.gov.uk/stress/>

Key Stressors

Demands e.g. too much to do

Control e.g. lack of control over activities

Support e.g. lack of support from managers

Relationships e.g. bullying, racial or sexual harassment

Role e.g. confusion about how fit in

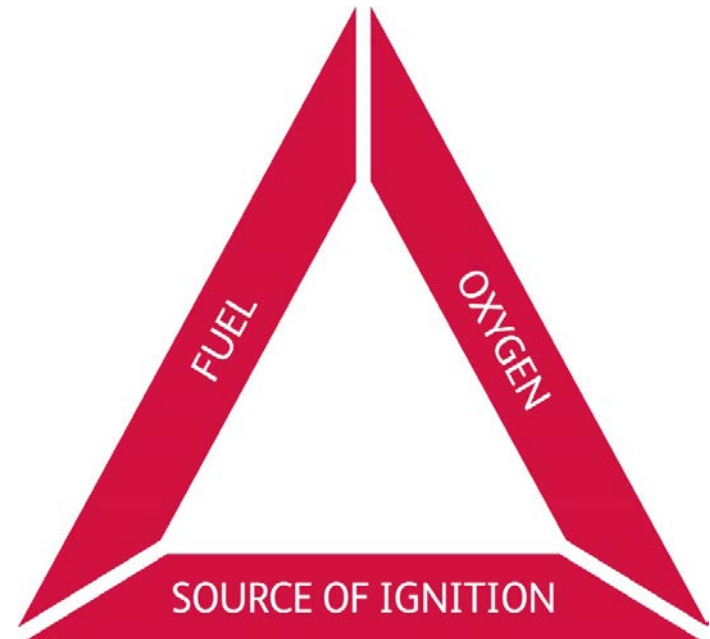
Change – e.g. fears about job security

Health and Safety(First-aid) Regs

- Assess first-aid needs
- Equipment and facilities
- First aiders or appointed persons (trained)
- Inform employees

Fire triangle

- source of ignition, e.g. match
- fuel, e.g. paper, wood or plastic, flammable liquids
- oxygen, in the air and from oxidising chemicals or piped systems



Regulatory Reform (Fire Safety) Order October 2006.

Key features

- One fire safety regime applying to all workplaces
- Risk assessment-based with responsibility for fire safety resting with a 'responsible person'
- Guidance with practical advice
 - e.g. offices and shops; residential care; small / medium places of assembly; outdoor events.
- Further information at:

<http://webarchive.nationalarchives.gov.uk/20120919132719/http://communities.gov.uk/fire/firesafety/firesafetylaw/>

FIRE SAFETY

- Fire risk assessment and fire management plan
- Means to fight fire, detect and give warning alarms and fire-fighting equipment - checked regularly
- Safe evacuation, emergency routes fire signs in place, fire exits unlocked / clear, fire doors closed
- Trained designated persons
 - responsibilities allocated, fire marshals / wardens
- Information and training to employees
- Regular fire drills
- Co-operation and co-ordination

Management of Health and Safety at Work Regulations

Employers must make a *suitable and sufficient* assessment of:

- Risks to the health and safety of employees
- Risks to the health and safety of other persons arising out the undertaking

in order to comply with health and safety law

Management of Health and Safety at Work Regulations

- **Reduce and control risks**
- **Keep records**
- **Review risk assessments**
- **Inform and train**
- **Young people, pregnant women, fire**

- **Proforma form and examples on HSE website**

Risk Assessment

“A *risk assessment* is nothing more than a careful examination of what, at work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.”

HSE

Hazard and Risk

HAZARD

Something with potential to cause harm

RISK

The likelihood the hazard will cause harm

The severity of that harm

5 Steps to Risk Assessment

- 1. Identify the hazards**
(breakdown task first if relevant)
- 2. Decide who might be harmed and how**
- 3. Evaluate the risks and decide on precautions**
- 4. Record your findings and implement them**
- 5. Review your assessment and update if necessary**

Who might be harmed

- **Employees - include lone workers, cleaners, temps. etc**
- **Volunteers**
- **Clients**
- **The public**
- **Particular groups – pregnant women, children and young people, people with disabilities etc.**
- **Contractors**

Principles of Prevention

Management of Health and Safety at Work Regulations

- Avoid risks
- Evaluate risks that cannot be avoided
- Combat risks at source
- Adapt work to individual
- Adapt to technical progress
- Replace dangerous by non or less dangerous
- Priority to collective protective measures
- Give appropriate instructions

Hierarchy of controls

Principles of Prevention

1. Elimination
2. Substitution
3. Engineering Controls
4. Time and Distance
5. Personal Protective Equipment

Key Support Measures

- Training
- Information and Instruction
- Supervision
- Maintaining, inspecting and checking
- Welfare Facilities

Extent of Risk and Risk Ranking

Helps prioritise - extent depends on

Likelihood of harm, potential severity (injury or adverse health effect), the population who might be affected

RISK = Severity x Likelihood
of harm of occurrence

General / generic / model assessments

where there are similar

- hazards and risks
 - work activities
 - substances
 - equipment

be aware of limitations and need to customise

Review of assessments

- Significant change in the matters to which it relates
e.g introduction of new equipment, work method
- Reason to suspect no longer valid
e.g after an accident
- Before any new activities
- On a regular basis

Other Regulations Requiring Risk Assessment

- Noise
- COSHH
 - First Aid at Work
 - Fire Safety Order
- Manual Handling of Loads
- Display Screen Equipment
- Provision and Use of Work Equipment
- Personal Protective Equipment (PPE)

Monitoring Health and Safety

Reactive

- Hazard reporting, accident reports, sick absence statistics

Active

- Checks – visual - ladders, elec tools - each use
- Inspections – visual, formal, recorded
- Frequency
 - Depends on risk
 - Fire exits – daily, offices – formal - 3 monthly
- Audits – paperwork, system etc normally annually

Employees Duties

HASWA and Management Regs

- **take reasonable care of own health and safety**
- **not take risks**
- **not endanger others**
- **co-operate with employer**
- **use equipment etc. according to instructions**
- **report hazards**

Information and Training

- Information
- Instruction
- Training
- Supervision

HASWA

Health and safety information

- **New HSE Poster or pocket card - replace by 2014**

Plus

- **show staff Health and Safety Policy**
- and tell them about:**
 - **risks identified by assessments**
 - **control measures**
 - **emergency procedures**
 - **responsible people**
 - **risks from other employers in workplace**

Health and Safety Training

- on recruitment (induction)
- when exposed to new or increased risks
- repeated periodically
- Other legislation requiring training
 - fire, first aid
 - young persons, work equipment
 - manual handling, hazardous substances
 - work with display screen equipment,
 - Etc, etc

Consultation with employees

Employees must be consulted on:

- health and safety measures
- appointment of competent persons
- health and safety information for employees
- health and safety training
- introduction of new technology

Employee Consultation

- **Trade union safety reps**
(appointed by recognised trade unions) consultation, inspection, investigation, information, facilities, at the request of at least two safety reps - safety committee
- **Representatives of employee safety**
- **Directly with employees**
 - **How is / will this be done in your workplace?**

Information and Resources

- **Health and Safety Executive (HSE)** www.hse.gov.uk
leaflets, regulations, guidance
- **Local Authority Environmental Health Departments**
- **The Health and Safety Handbook** – from DSC
- **Essentials of Health and Safety at Work** - extremely useful guide
<http://www.hse.gov.uk/pubns/priced/essentials.pdf>
- **Charity and Voluntary Workers** - guide to hs at work
<http://www.hse.gov.uk/pubns/priced/hsg192.pdf>
- **Abilitynet** – www.abilitynet.org.uk – DSE and disability, also helpline
- **Access to Work** – government scheme to help people with disabilities work