

Practical Health and Safety

Advice you can rely on for
health and safety in your business

This sample section is taken from our Health and Safety Guide 2010, which comes as part of our Practical Health and Safety package. Read on to find out more about the package and how we can provide you with health and safety expertise that you can rely on.

Our Practical Health and Safety package will help you ensure that you are not only complying with the law but that you are also providing a safe working environment for your employees and customers.



The package includes your own print copy of the annually-updated Health and Safety Guide; access to the regularly-updated online Guide, with its easy-to-use search functionality allowing you to answer questions online; and helpline support for all your health and safety questions.

When you consider that health and safety costs employers £2.4bn every year and nearly 33% of SME owners say that it is their most costly and time-consuming activity*, can you afford for your business not to subscribe to this package?

sample section

12 Personal protective equipment (PPE)

Primary legislation: *Personal Protective Equipment at Work Regulations 1992*

Employers must provide suitable PPE as a last resort to control the risks presented by operations.

Did the findings of your risk assessments conclude that employees require PPE?

✓ x

To ensure your business complies with the law, answer the questions below.

No further action is required. Go to the next topic.

Selection and use

Have you implemented procedures to ensure that:

The findings of your risk and Control of Substances Hazardous to Health (COSHH) assessments influence the selection process for PPE?

✓ x n/a

Employees are formally issued with the PPE required for both general and specific tasks, and this is recorded on a PPE register

Employees are instructed and trained in the use of PPE? (Why it is needed, when to use it and what its limitations are.)

Only good quality products that are made to recognised standards are selected?

Only equipment that suits the wearer is selected? (Consider size, fit and weight. If you let the users help select it, they will then be more likely to use it. Make sure the fit is right and note in particular the problem of creating a good seal if a respirator user has a beard.)

All PPE is compatible? (For example, a respirator may not give proper protection if there are air leaks in and around the seal because the user is wearing safety glasses.)

PPE is only used as a last resort? (It must, however, be worn at all times when it is required.)

Recording of the issuing of all PPE is undertaken? (Excluding disposable gloves and ear plugs.)

Employees are instructed in the correct use of PPE? (Statutory safety signs may have to be displayed.)

Employees are disciplined where they refuse to wear PPE or use it in an incorrect manner?

Maintenance

Have you implemented procedures to ensure that:

PPE is cleaned, kept in good repair and stored in a clean, dry place when not in use?

✓ x n/a

The correct replacement parts are used, which match the original? (For example, respirator filters.)

Replacement PPE is available at all times?

Employees make proper use of PPE and report its loss, destruction or any faults?

A ready supply of disposable suits that are useful for dirty jobs (or one-off use) is available?

Personal protective equipment (PPE)

Have you implemented procedures to ensure that:

Eye protection (safety glasses, goggles, visors and so on) has the right combination of protection for the task (impact, dust, splash, molten metal and so on)?

✓ x n/a

Head and neck protection (safety helmets, bump caps, hairnets, cape hoods, welding scarves and so on) has the right combination of protection for the task?

Hearing protection (ear plugs, ear muffs, ear defenders and so on) has the right combination of protection for the task (constant noise, peak noise, noise levels, communication and so on)?

Hand and arm protection (gloves, gauntlets, wrist cuffs, armlets and so on) has the right combination of protection for the task (scratch, cut, laceration, heat, chemical burn and so on)?

You have considered the use of skin conditioning cream after work with water or fat solvents and the use of barrier creams prior to working?

Leg and foot protection (oil/chemical resistant safety boots/shoes, antistatic footwear, gaiters, chainsaw trousers, leggings, spats and so on) has the right combination of protection for the task (cut, laceration, crushing, oil/chemical, electrical and so on)?

Lung protection (dust masks, respirators, filters, air-fed suits and so on) has the right combination of protection for the task? (For example, particle filtering.)

Whole-body protection (overalls, boiler suits, warehouse coats, aprons, chemical suits, thermal clothing, etc.) has the right combination of protection for the task (cuts, laceration, oil/chemical resistance and so on)?

Emergency equipment

Have you implemented procedures to ensure that:

Careful selection, maintenance and regular operator training is undertaken for equipment? (Such as compressed-air escape breathing apparatus, artificial respirators, safety ropes and harnesses).

✓ x n/a

Further information

HSE publication: *A Short Guide to the Personal Protective Equipment at Work Regulations 1992 (INDG174)*
www.hse.gov.uk/pubns/indg174.pdf

13 Contractors

Primary legislation: *Health and Safety at Work etc. Act 1974*
Management of Health and Safety at Work Regulations 1999

You must ensure that the contractors you employ are competent to undertake identified work safely on your behalf. Contractors may be a company, a self-employed person or an agency staff member, for example.

Do you employ contractors as part of your operations?

✓ x

To ensure your business complies with the law, read the information and answer the questions below.

No further action is required. Go to the next topic.

Assessing contractors

Have you implemented procedures to ensure that contractors have:

A current health and safety policy?

✓ x n/a

Valid and relevant risk assessments?

Method statements relevant to the work they are undertaking?

Suitable training and experience for the work?

Current and valid insurances? (Employers' liability, public liability and so on.)

Provided you with details of any prosecutions/accidents?

Provided you with details of experience of similar work to that which you are requesting?

Submitted information to ensure that they meet your minimum criteria for health and safety performance?

Providing contractors with information

You should provide contractors with relevant information to ensure that they can work safely to the standards you expect on your premises. For example, health and safety documentation, premises and utilities information.

Have you implemented procedures to ensure that contractors are provided with:

Details of your premises, layout, access, parking and security requirements?

✓ x n/a

Your site induction requirements?

Your contact details?

Your current health and safety policy?

Relevant risk assessments?

PTW procedures you may employ? (For example, for roof access.)

Further information

HSE publications: *Use of Contractors – A Joint Responsibility (INDG368)* www.hse.gov.uk/pubns/indg368.pdf
Managing Contractors – A Guide for Employers www.hse.gov.uk/pubns/books/hsg159.htm

14 Enforcing authority inspections

Primary legislation: *Health and Safety at Work etc. Act 1974*

If an enforcing authority inspector calls, you must ensure you co-operate with his or her requests.

An enforcing authority can include the HSE, the fire and rescue service, the police or your LA.

To ensure your business complies with the law, answer the questions below.

Are you aware that:

Inspectors can enter your workplace without giving notice, though notice may be given where the inspector thinks it is appropriate?

✓ x n/a

Normal inspection includes assessing the workplace, work activities, the management of health and safety, and documents to ensure you are complying with health and safety legislation?

During a normal inspection, an inspector will expect to check that you have arrangements in place for consulting and informing employees?

Enforcement action may result in a letter informing you of your requirements for compliance?

Enforcement action may result in an Improvement Notice (IN) informing you of what has to be done, why and by when? (The improvement notice will inform you when the remedial action has to be undertaken by. After this period, a re-inspection may be undertaken to determine your compliance.)

If you fail to comply with the requirements of the improvement notice, you may be prosecuted?

Enforcement action may result in a Prohibition Notice (PN) informing you to cease the activity until appropriate remedial action has been taken? (The prohibition notice will inform you when the remedial action has to be undertaken by. After this period, a re-inspection may be undertaken to determine your compliance.)

If you fail to comply with the requirements of the prohibition notice, you may be prosecuted?

Further information

HSE publications: *What to Expect when a Health and Safety Inspector Calls (HSC14)*

www.hse.gov.uk/pubns/hsc14.htm

Health and Safety Regulation – A Short Guide (HSC13) www.hse.gov.uk/pubns/hsc13.pdf

HSE Enforcing Health and Safety Microsite: www.hse.gov.uk/enforce/index.htm

15 Safe systems of work (SSoW)

Primary legislation: *Health and Safety at Work etc. Act 1974*
Management of Health and Safety at Work Regulations 1999

Clear procedures must be in place to ensure the health and safety of employees and others. This is achieved by a combination of management techniques

You must develop safe systems of work (SSoW).

To ensure your business complies with the law, read the information and answer the questions below.

Clear procedures

Have you implemented procedures to ensure that:

Formal method statements or work instructions are established to assist in undertaking work safely? (For example, a written PTW, safe working procedure, method statement and so on.)

✓ x n/a

Emergency situations are taken account of? (For example, fire, chemical spillage, accident, explosion, release of radioactivity or plant breakdown.)

Duties for individuals are recorded and understood?

All machines, tools and equipment are checked before use to ensure they are suitable for the job?

A regular inspection of tasks is undertaken to reassess whether safe ways of doing the job are already in place?

Employees are trained and instructed in the use of WE?

Unfinished jobs are left in a safe state, with suitable warning for other area users? (For example, equipment isolated, signs, barriers and so on in place.)

Shift workers are aware of what other shift workers are doing and clear instructions are left for the next shift, if necessary?

Permits to work (PTW)

Have you implemented procedures to ensure that:

A PTW system is established that states exactly what should be done and when? (The PTW should also be issued for a specific time period.)

✓ x n/a

A responsible person is identified to assess the work and check safety at each stage?

The people doing the job sign the permit to show that they understand the risk and the necessary precautions?

Examples of high-risk jobs where a written PTW procedure may be needed are:

- Entry to vessels, confined spaces or machines
- Hot work that may cause explosion or fire
- Construction work or the use of contractors
- Cutting into pipework carrying hazardous substances
- Mechanical or electrical work requiring isolation of the power source (for example, before working inside large machines, if locking off is not good enough)
- Work on plant, mixers, boilers and so on that must be effectively cut off from the possible entry of fumes, gas, liquids or steam
- Testing for dangerous fumes or lack of oxygen before entering an unventilated pit or silo
- Working at height.

Lock-off procedures

Have you implemented procedures to ensure that:

Before work is undertaken on plant and machinery or equipment, machines are isolated from the main power supply by locking off the power, usually done by a separate electrical switch? (Warning notices or labels should be placed on the switch and removed when the work is complete.)

✓ x n/a

Safety locks with only one key are used and that the key is kept with the person undertaking the work? (Key-holder system.)

Where several people are working on any item of plant and machinery or equipment, a multiple hasp is used so everyone can fit their own locks, all of which must be removed before the equipment can be switched on?

Checking systems

Have you implemented procedures to ensure that:

Rules and procedures not only cover all the risks involved, but are actually being followed – particularly if people are working outside normal hours with less supervision than usual?

✓ x n/a

Regular updating of the rules and procedures is undertaken by checking that all risks are covered, ensuring people are following procedures, asking people for ideas on improvements, and ensuring that training and supervision methods are correct and so on?

Further information

HSE publication: *Managing Health and Safety: Five Steps to Success (INDG175)*
www.hse.gov.uk/pubns/indg275.pdf

Practical Health and Safety package

Complete protection for your business

The Practical Health and Safety package provides you with the tools to ensure you and your business are legally compliant. Backed by our helpline, it brings together the basics of health and safety in one easy-to-understand guide.

The package includes:

- ▶ The Health and Safety Guide in both hard copy and online formats (the online version is updated throughout the year, whenever regulations change)
- ▶ Customisable templates and risk assessment forms for you to use in your own business
- ▶ Access to the Forum's helpline for your health and safety queries

The Health and Safety Guide provides:

- ▶ General guidance on topics as diverse as first aid, risk assessment, asbestos and manual handling
- ▶ Guidance on specific sectors, from building, construction and installation to warehousing and care homes
- ▶ An easy-to-use search functionality (online Guide), which allows you to answer questions online, save your progress as you go along and even email pdfs of completed checklists to your inbox, giving you a date-stamped record of completion
- ▶ Contact details for key health and safety-related organisations



“We have found the Health and Safety Guide a useful tool in dealing with all our health and safety needs. We also appreciate the legal expenses insurance included with membership of the Forum of Private Business, which covers our business for up to £75,000 for health and safety prosecutions.”

Vernon Bradshaw
Valerie Ann Leisure Ltd

To find out more or to subscribe today, call us on **0845 612 6266** or visit **www.fpb.org/practicalhs**.