

Food, Health & Safety

Your Health and Safety Pack

2010



Produced by South Lakeland District Council with assistance from Staff and Students at Kendal College.





Your Health and Safety Pack

Welcome to our new “Health and Safety for Caterers” Pack. This pack has been developed specifically for you by the Health and Safety Team at South Lakeland District Council in partnership with Kendal College.

Catering and Hospitality is one of the main industries within South Lakeland which the Council has responsibility for enforcing Health and Safety.

There are two parts to this pack:

HEALTH AND SAFETY TOPICS

Under the Health and Safety at Work etc. Act 1974 employers and employees have general duties. Specific duties under the various regulations are outlined in this section.

HEALTH AND SAFETY POLICIES

The Health and Safety at Work etc. Act 1974 requires all businesses with 5 or more employees to provide a written Health and Safety Policy.

Your health & safety policy should clearly set out how you manage health and safety in your workplace by defining who does what and when and how they do it.

The Management of Health and Safety Work Regulations 1999 (as amended) requires businesses with 5 or more employees to carry out and document an assessment of risk.

Completion and full implementation of the Health and Safety Policies Section can demonstrate to an inspecting officer from the Health and Safety Team that your business is complying with the Health and Safety Act and associated regulations.

We hope that the information provided in this Health and Safety Pack is useful.

You may find that completing the Health and Safety Policies, even if you have less than 5 employees, is a valuable process. It will allow you to understand your general duties under the Health and Safety at Work Act etc. 1974. It could also improve employees health and well being, reduce accidents or reduce the likelihood of civil claims.

As well as investigation of accidents and complaints our role is also to provide information and carry out advisory visits. If there are any points which you would like to discuss or clarify or have any further queries please do not hesitate to contact South Lakeland District Councils Health and Safety Group. (Contact details on the front of this pack.)

Further Information is also available at www.hse.gov.uk.





Accident Reporting

What do you do if there is an accident at work?

Employers, the self employed and those in control of premises must report specified workplace incidents. Work related deaths, major injuries or over three day injuries, work related diseases and dangerous occurrences must be reported to:

Incident Contact Centre (ICC), Caerphilly Business Park, Caerphilly, CF83 3GG. Tel: 08453009923 FAX: 0845 300 9924 www.riddor.gov.uk email: riddor@connaught.pic.uk

For most businesses a reportable accident, dangerous occurrence, or case of disease is a comparatively rare event. However, if it does happen please let us know. The responsible person, usually the employer or person in control of the premises must report all incidents and keep appropriate records

What must I report?

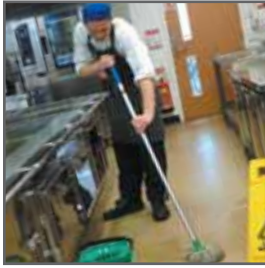
- You must report:
- Deaths
- Major injuries- where an employee is away from work or unable to perform their normal work duties for more than 3 consecutive days
- Injuries to the public or people not at work where they are taken from the scene of an accident to hospital.
- Some work related diseases
- Dangerous occurrences- where something happens that does not result in an injury, but could have done.
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyers/suppliers must report some flammable gas incidents.

What records do I need to keep?

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date of the event; personal details of those involved; and a brief description of the nature of the event or disease. You can keep the record in any form you wish. You could for example choose to keep your records by:

- Keeping copies of report forms in a file
- Recording the details on a computer
- Using your Accident Book entry
- Maintaining a written log

If you choose to report the incident by telephone or through the Riddor website, the ICC will send you a copy of the record held within the database. You will be able to request amendments to the record if you feel the report is not fully accurate.



Slips, trips and falls

What are the chances of slipping or tripping at work?

The most common cause of injuries at work is the slip or trip. Resulting falls can be serious. They happen in all kinds of businesses, but sectors such as food and catering report higher than average numbers. It's a particularly important subject if members of the public use your premises. The estimated cost to employers of all these injuries is over £500 million a year, and insurance only covers a small part of this. Effective solutions are often simple, cheap and lead to other benefits.

Does this concern me? and what can I do to minimise risks?

- Do you have floors which are, or can become, slippery, eg when wet?
- Does spillage or contamination occur and is it dealt with quickly?
- Do people use unlit areas such as paths or yards in the dark?
- Does temporary work such as maintenance or alterations take place? It could introduce slipping and tripping hazards such as trailing cables.
- Do you use floor cleaning materials anywhere? Are the right methods and materials being used?
- Do you check that the condition of steps and trade routes are in good condition?

What law applies?

- Workplace (Health, Safety and Welfare) Regulations 1992

How and where you can get more help

Preventing slips and trips at work INDG225(rev1) FREE (available in packs of 15 ISBN 978 0 7176 2760 8 £3.50)

Slips and trips website: www.hse.gov.uk/falls/shatteredlives.htm



Hazardous substances. Housekeeping and Cleaning

Do you work with hazardous substances?

Thousands of people are exposed to all kinds of hazardous substances at work. These can include chemicals that people make or work with directly, and also dust, fume and bacteria which can be present in the workplace. Exposure can happen by breathing them in, contact with the skin, splashing them into the eyes or swallowing them. If exposure is not prevented or properly controlled, it can cause serious illness, including cancer, asthma and dermatitis, and sometimes even death. See 'explosion' 'safe handling and use of substances' section of the [Health and Safety Policy](#) section.

Does this concern me?

- Do you use chemicals at work (including cleaning materials)?
- Do you know suppliers of hazardous substances have to provide information to users, including safety data sheets and proper labelling?
- Is there dust for example flour and fumes present in your workplace?
- Do you have any water shower systems such as showers and spa baths which could be colonised by legionella?
- Do you monitor your staff for allergic and irritant contact dermatitis?
- Are your staff aware of how to avoid dermatitis and to take care of their skin?
- Have you provided personal protective equipment if use of harsh chemical such as oven cleaner cannot be avoided.
- Are you aware of any asbestos on your site?

What law applies?

- Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)

How and where you can get more help

HSE's Infoline can help identify publications relevant to you. 0845 345 0055

COSHH essentials: Easy steps to control chemicals. A FREE internet version is available on: www.coshh-essentials.org.uk

Preventing contact dermatitis at work INDG233(rev1) FREE (available in packs of 15 ISBN 978 0 7176 6183 1 £3.50)

www.hse.gov.uk/coshh/index.htm

Asbestos: A short guide to managing asbestos in premises HSE available at www.hse.gov.uk/pubns/INDG223.pdf

Legionnaires Disease: Essential information for providers of residential accommodation downloadable leaflet.

www.hse.gov.uk/PUBNS/legionella.htm



Dermatitis

What is it?

Work related contact dermatitis is a skin disease caused by work. It is often called eczema and develops when the skin barrier layer is damaged. This leads to redness, itching, swelling, blistering, flaking and cracking. The most susceptible parts of the body are the hands followed by the forearms and face.

Contact dermatitis is one of the main causes of ill health for catering staff and work related ill health can cost more than twice as much as an accident causing injury.

Does this concern me?

Yes it concerns you if

- your business prepares/handles a lot of food;
- your employees have to wash their hands a lot during the day to meet food safety laws;
- you have employees who clean kitchen surfaces, pots and pans and kitchen utensils.

How to prevent dermatitis developing?

Avoid contact with cleaning products, food and water where possible eg use a dishwasher rather than washing up by hand, use utensils rather than hands to handle food.

Protect your skin where you can, wear gloves when working with substances that can cause dermatitis and moisturise your hands to replenish the skins' natural oils.

Check your hands regularly for the early stages of dermatitis, i.e. itchy, dry or red skin. These symptoms should be reported to a supervisor as treatment is much more effective if dermatitis is caught early.

What law applies?

The control of Substances Hazardous of Health Regulation 2002 (COSHH) (as amended)

How and where can I get more help?

HSE website - a range of free information including free downloadable guidance on COSHH and work related contact dermatitis
www.hse.gov.uk/skin

E-COSHH essentials - a free website that helps you do your COSHH r.s.h. assessment: www.coshh-essentials.org.uk

Workplace health Connect - for free practical advice on health, safety and return to work issues, please contact Workplace Health Connect Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0145 408 9577 email: hse.infune@natbrit.com



Falls from a height

Do you perform work at height and if so is it done safely?

Falls from height at work account for around 60 deaths and just under 4000 major injuries each year. One of the main causes is falls from ladders. To help prevent falls from height, make sure you consider the risks to all your workers, the work is planned, organised and carried out by competent people and you follow the hierarchy for managing risks. Make sure workers are properly trained and supervised, have the right equipment and know how to use it safely.

Does this concern me?

- Do you carry out simple maintenance or cleaning tasks that require working where you could hurt yourself if you fell?
- Can you avoid the need to work at height? For example, could the work be done using long-handled tools or by bringing it down to ground level?
- Do you have the most appropriate equipment for the job? It may often be safer to use a tower scaffold or mobile elevating work platform than a ladder.
- Is the equipment you have well maintained and do your employees know how to use it safely?
- It may be cheaper to replace a damaged ladder than run the risk of workers becoming injured.

What law applies?

- Work at Height Regulations 2005
- Provision and Use of Work Equipment Regulations 1998

How and where you can get more help

Safe use of ladders and stepladders: An employers' guide INDG402 FREE (available in packs of 5 ISBN 978 0 7176 6105 3 £3.50)

www.hse.gov.uk/falls/ladders.htm



Musculoskeletal disorders/ Manual handling

Do you suffer from sprains, strains and pains?

Manual handling is transporting or supporting loads by hand or using bodily force. Many people hurt their back, arms, hands or feet lifting everyday loads, not just when the load is too heavy. More than a third of all over-three-day injuries reported each year to HSE and to local authorities are the result of manual handling. These can result in those injured taking an average of 11 working days off each year.

'Upper limbs' refers to the neck, shoulders, arms, wrists, hands and fingers. Upper limb disorders (sometimes called repetitive strain injury (RSI)) can happen in almost any workplace where people do repetitive, or forceful manual activities in awkward postures, for prolonged periods of time. These can cause muscular aches and pains, which may initially be temporary, but if such work is not properly managed, and the early symptoms are not recognised and treated, can progress to a chronic and disabling disorder. Cumulative damage can build up over time causing pain and discomfort in people's backs, arms, hands and legs. In many cases lifting can be avoided. For example:

- Heavy items such as laundry or sacks of flour can be pushed or pulled on suitable wheeled trollies.

The Steps to follow.

The Manual Handling Operations Regulations 1992 (as amended) establish a clear hierarchy of measures for dealing with risks from manual handling. These are:

- Avoid hazardous manual handling operations so far as is reasonably practicable. Check whether you need to move it all and consider alternatives particularly for new processes.
- Assess any hazardous manual handling operations that cannot be avoided; observe situations to identify ways of making them less risky and easier.
- Reduce the risk of injury so far as is reasonably practicable.
- Determine the ways of reducing the risk of injury by improving the workplace lay-out, use of lift aids, push rather than pull etc.
- Consider the risks from manual handling to the health and safety of your employees.
- Consult and involve the workforce. Your employees know first-hand what the risks in the workplace are- so they can probably offer practical solutions to controlling them.

What law applies?

- Manual Handling Operations Regulations 1992 (as amended)
- Management of Health and Safety at Work Regulations 1999



Electricity

How safe is electricity in your workplace?

Electricity can kill. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

- Only those with appropriate technical knowledge and experience should be allowed to do electrical work in your business.
- Determine if your electrical equipment is in good working order. PAT (Portable Appliance Testing) testing is recommended for small appliances
- Choose equipment that is suitable for its working environment, eg waterproof or dustproof.
- Testing of the main electrical system should be carried out at least every 5 years to determine it's integrity.

What law applies?

- Electricity at Work Regulations 1989

The Next Steps

- Ensure electrical equipment is turned off before it is checked.
- Check that the plugs are not damaged.
- Check the electrical systems are adequate for electrical equipment and have RCD protection.
- Check plugs are correctly wired and maintained.
- Check that the outer covering of the cable or wire is gripped where it enters the plug or the equipment.
- Check that the outer cover of the equipment is not damaged, for example look for loose parts or screws.
- Check leads, wires or cables for damage to the outer covering.
- Check for burn marks or staining that suggests overheating.
- Repair electrical equipment that may cause harm or injury.
- Check that there are no trailing wires: if there are, tuck them out of the way, for example under a desk or table, to prevent accidents.
- Most of the faults that can cause harm can be prevented just by looking for any damage to the electrical equipment.



Work equipment and machinery

Do you know how to select and use your work equipment?

Work equipment covers an enormous range from food processing machinery to office machines, lifting equipment, hand tools, ladders, slicers, knives etc.

Important points include: selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and, if appropriate, thorough examination, training employees to use equipment safely and following manufacturers' or suppliers' instructions.

Does this concern me?

- Do you use ladders or other equipment for working at heights? For example, it may often be safer to use an access tower or mobile elevating work platform than a ladder.
- Do you have machinery of any kind? You need to guard the parts that could cause injury; have the right controls, especially for starting and stopping; clean, or clear blockages in a safe way; and carry out preventive checks, maintenance and inspection.
- Are hand tools used in your workplace, eg screwdrivers, knives, hand saws, meat cleavers, hammers?
- Do you have lifting equipment such as pulley blocks, cranes, and lift trucks?
Most lifting equipment will require regular thorough examination by a competent person.

What law applies?

- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Supply of Machinery (Safety) Regulations 1992, as amended 1994

How and where you can get more help

Simple guide to the Provision and Use of Work Equipment Regulations INDG291 FREE (available in packs of 15 ISBN 978 0 7176 2429 4 £3.50)

Using work equipment safely INDG229(rev1) FREE (available in packs of 10 ISBN 978 0 7176 2389 1 £3.50)

Safe use of ladders and stepladders: An employers' guide INDG402 FREE (available in packs of 5 ISBN 978 0 7176 6105 3 £3.50)

www.hse.gov.uk/catering/sharpening.pdf

www.hse.gov.uk/catering/knives.htm



Maintenance and building work

What maintenance and building work takes place?

It's easy to overlook these activities because they happen now and again, and it's often a contractor or service agency doing the work. Sometimes people are in places where no one normally goes, eg the roof or electrical switchboard. They may be fault finding, trying to repair something quickly – often outside the routine. Not surprisingly there are many accidents. Falls from heights, eg ladders, are the most common cause of serious injury.

Does this concern me?

- Did you know that if you are the person responsible for your business, you are also responsible for contractors, service engineers, etc who do work for you?
- Does anyone ever have to work on the roof, at a height or on fragile materials?
- Does anyone have to fault find and repair machinery or equipment when it breaks down?
- Is there a tank, pit, silo or similar confined space into which someone might go – and would you know if they did?
- Have you found out whether there is any asbestos in your buildings or plant which could be disturbed during maintenance or alterations?

What law applies?

- Construction (Health, Safety and Welfare) Regulations 1996 (building work)
- Construction (Design and Management) Regulations 2007
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Confined Spaces Regulations 1997
- Work at Height Regulations 2005

How and where you can get more help

The absolutely essential health and safety toolkit for the smaller construction contractor INDG344(rev2) FREE (available in packs of 5 ISBN 978 0 7176 6232 6 £3.50)

The Work at Height Regulations 2005 (as amended): A brief guide INDG401(rev1) FREE (available in packs of 10 ISBN 978 0 7176 6231 9 £3.50)

Working Well Together (WWT) Website: wwt.uk.com
WWT Campaign Helpline Tel: 0845 2727 500.

www.hse.gov.uk/construction



Pressure systems

Do you know the risks associated with pressure systems?

Coffee machines, pressure cookers, boilers, steam heating systems, gas cylinders and air compressors are common examples of equipment and systems containing a fluid under pressure. They can cause death or injury to people, and serious damage to property, if the contents are released unintentionally. There are about 150 incidents of this kind every year. They mainly happen when equipment fails through poor design, incorrect filling or maintenance or when the method of work is unsafe, or someone makes an operating mistake.

Does this concern me?

- Do you have any pressure systems or equipment in your business that contain a fluid under pressure?
- Do you know that most pressure systems have to be designed, installed, maintained and periodically examined so as to prevent danger?
- Are you aware that as an employer or self-employed person, it's your job to choose a competent person to carry out examinations of the pressure systems?

Provide Safe and Suitable Equipment.

- When installing new equipment, ensure that it is suitable for its intended purpose and that it is installed correctly. This requirement can normally be met by using the appropriate design, construction and installation standards and/or codes of practice.
- The pressure system should be designed and manufactured from suitable materials. You should make sure that the vessel, pipes and valves have been made from suitable materials for the liquids or gasses they will contain.

What law applies?

- Pressure Systems Safety Regulations 2000
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007

How and where you can get more help

Pressure systems safety and you INDG261(rev1) FREE (available in packs of 15 ISBN 978 0 7176 1562 9 £3.50)

Safety of pressure systems. Pressure Systems Safety Regulations 2000 Approved Code of Practice L122 ISBN 978 0 7176 1767 8 £7.50



Fire and explosion

Do you know how to prevent fire or explosion?

Each year many people suffer burns caused by the flammable materials they work with. The wide variety of flammable substances found in the workplace range from the obvious, eg heating fuel, petrol, paint thinners and to the less obvious, eg packaging materials, dusts from wood, flour and sugar. For a fire to start, fuel, air and a source of ignition are needed. Controlling these can prevent fires.

If you would like information on fire exits, alarms, or extinguishers, contact your local fire authority. Tel:01900 822503 www.cumbria.gov.uk/fireservice

Does this concern me?

- Do you keep or use flammable substances eg LPG ?
- Do you use or store gas in cylinders (eg propane)? A small amount of released gas can fill a large area with a potentially explosive mixture.
- Do you have storage rooms?
- Are waste papers, cardboard and plastics removed?
- Are exits kept free obstruction?
- Do you have buried gas pipework on your site?

What law applies?

- Regulatory Reform (Fire Safety) Order 2005 (came into force 1 October 2006 - visit www.communities.gov.uk for information)

How and where you can get more help

Fire and explosion. How safe is your workplace? A short guide to the Dangerous Substances and Explosive Atmospheres Regulations INDG370 FREE (available in packs of 5 ISBN 978 0 7176 2589 5 £3.50)

Safe working with flammable substances INDG227 FREE (available in packs of 15 ISBN 978 0 7176 1154 6 £3.50)

Fire Risk Assessment

LPG Guidance

www.hse.gov.uk/fireandexplosion/index.htm



First Aid

First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved and minor injuries prevented from becoming major ones.

Employers Duties.

Adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. The Health and Safety (First Aid) Regulations 1981 apply to all workplaces including those with five or fewer employees and to the self employed. Adequate depends on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first aid box and if a first aid room is needed. Employers should carry out an assessment of first aid needs to determine this.

The Regulations do not place a legal obligation on employers to make first aid provision for non-employees such as the public. However it is strongly recommended that non-employees are included in a First Aid needs assessment and that provision is made for them.

As a minimum an "appointed person" should be available at all times when people are at work on site to take charge when someone is injured or falls ill, including calling for an ambulance if required, looking after the First aid equipment, eg re-stocking the contents and ensuring that the items have not expired.

What should I put in the First Aid box

As a guide a minimum stock for a catering business would be:

- A leaflet giving general guidance on first aid, eg HSE leaflet Basic Advice on First Aid at Work.
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- six safety pins
- six medium-sized (approximately 12cmx12cm) individually wrapped unmedicated wound dressings
- two large (approximately 18cmx18cm) individually wrapped unmedicated wound dressings
- one pair of disposable gloves

You should not keep tablets, medicines or sprays and creams in the first aid box.

For Further Information on First Aid:

HSE leaflet "First Aid at Work- Your Questions Answered."



Tandoori Oven

Gas

The Problem

Every year about 14 people die from carbon monoxide poisoning caused by gas appliances and flues which have not been properly installed or maintained. Many others also suffer ill health. When gas does not burn properly, as with other fuels such as coal, wood or oil, excess carbon monoxide is produced, which is poisonous.

You can't see it. You can't taste it. You can't even smell it. But carbon monoxide can kill without warning in just a matter of hours.

You are at risk of carbon monoxide poisoning if:

- Your appliance was poorly installed
- Your appliance is not working properly
- Your appliance has not been checked for safety or maintained regularly
- There is not enough fresh air in the room
- Your chimney or flue gets blocked
- You allow an engineer who is not on the Gas Safe Register to install or maintain your appliances

Does This Concern Me?

All gas appliances should be checked for safety at least every 12 months

The Law

The Gas Safety (Installation and Use) Regulations 1998 place duties on gas consumers, installers, suppliers and landlords. These regulations link with other safety controls on combustion equipment, eg the Building Regulations, which are standards for ventilation and flues. For your own protection remember:

- By law anyone carrying out work on gas appliances or fittings as part of their business must be competent and registered with the Gas Safe register
- By law only a competent person can carry out work on gas appliances or fittings
- By law you must not use any gas appliances or fittings you know or suspect are unsafe

Further Information

HSE Gas Safety Advice Line Tel 0800 300 363. HSE's Gas Safety website www.gassaferegister.co.uk or www.gassaferegister.co.uk

www.hse.gov.uk/gas/index.htm

www.hse.gov.uk/gas/domestic



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



Responsibilities

As the employer you have overall responsibility for health and safety (Box 1). You can delegate responsibility for day-to-day tasks to someone else, eg a manager or supervisor (Box 2). Make sure they keep you informed about health and safety matters: they are still your overall responsibility.

You can delegate specific tasks to individuals in your organisation, by workplace area or by topic (Box 3). Responsibilities should be clearly set so that if there are any health and safety concerns, they can be reported to the right person.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

1 Overall and final responsibility for health and safety is that of

2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to

3 To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas

Name	Responsibility
------	----------------

--	--

4 All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).



Health and safety risks arising from our work activities

The risk assessment form included in the back of this pack can be copied as required and used for a step by step approach to completing your risk assessments.

- Risk assessments will be undertaken by

- The findings of the risk assessments will be reported to

- Action required to remove/control risks will be approved by

- will be responsible for ensuring the action required is implemented.

- will check that the implemented actions have removed/reduced the risks.

- Assessments will be reviewed every

- or when the work activity changes, whichever is soonest.



Consultation with employees

You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.

- Employee representative(s) are

- Consultation with employees is provided by



Safe plant and equipment

You will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or secondhand plant and equipment meets health and safety standards before you buy it.

- will be responsible for identifying all equipment/plant needing maintenance.

- will be responsible for ensuring effective maintenance procedures are drawn up.

- will be responsible for ensuring that all identified maintenance is implemented

- Any problems found with plant/equipment should be reported to

- will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances



You must assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here.



- will be responsible for identifying all substances which need a COSHH assessment.

- will be responsible for undertaking COSHH assessments.

- will be responsible for ensuring that all actions identified in the assessments are implemented.

- will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

- will check that new substances can be used safely before they are purchased.

- Assessments will be reviewed every

- or when the work activity changes, whichever is soonest.



Information, instruction and supervision

Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.

- The Health and Safety Law poster is displayed at/leaflets are issued by

- Health and safety advice is available from

- Supervision of young workers/trainees will be arranged/undertaken/monitored by

- (Refer to Cumbria County Council education Welfare Co Ordinator)

- is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.



Competency for tasks and training

All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.

- Induction training will be provided for all employees by

- Job specific training will be provided by

- Specific jobs requiring special training are

- Training records are kept at/by

- Training will be identified, arranged and monitored by



Accidents, first aid and work-related ill health

Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first aid arrangements here.

- Health surveillance is required for employees doing the following jobs

- Health surveillance will be arranged by

- Health surveillance records will be kept by/at

- The first aid box(es) is/are kept at

- The appointed person(s)/first aider(s) is/are

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

- is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).



Monitoring

You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, eg doing spot check visits, or reactively, eg investigating any accidents or ill health. Record your procedures here.

- To check our working conditions, and ensure our safe working practices are being followed, we will

- is responsible for investigating accidents.

- is responsible for investigating work-related causes of sickness absences.

- is responsible for acting on investigation findings to prevent a recurrence.



Emergency procedures – fire and evacuation

Record your emergency procedures, how often they are checked and who by.

- is responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by/every

- Fire extinguishers are maintained and checked by/every

- Alarms are tested by/every

- Emergency evacuation will be tested every

Your risk assessment

Risk assessment helps you protect your workers and your business, as well as comply with the law. It helps you focus on the risks that really matter – the ones with the potential to cause real harm.

A risk assessment is simply a careful examination of what in your 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. The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer;
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1 Identify the hazards

First you need to work out how people could be harmed. The risk assessment form in this booklet includes tips on how to spot the hazards that matter.

Step 2 Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, eg 'shelf stackers may suffer back injury from repeated lifting of boxes'.

Step 3 Evaluate the risks and decide on precautions

Having spotted the hazards, you then need to decide what to do about them. Compare what you currently do with what's accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- Try a less risky option.
- Prevent access to the hazard.
- Organise work to reduce exposure to the hazard.
- Issue personal protective equipment.
- Provide welfare facilities.

Health and Safety Policies

Step 4 Record your findings and implement them

If you employ five or more people, the law requires you to record your findings. You can download a form from www.hse.gov.uk/risk/template.pdf. When writing down your results, keep it simple.

If, like many businesses, you find that there are quite a lot of improvements that you could make, don't try to do everything at once. Make a plan of action to deal with the most important things first.

Step 5 Review your risk assessment and update if necessary

Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis. Every year or so, formally review where you are to make sure you are still improving, or at least not sliding back. Set a date for the review and put it in your diary so you don't forget it.

Further information

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: www.hsebooks.co.uk (HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website: www.hse.gov.uk/pubns.)

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hse.infoline@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

