



HEALTH AND SAFETY

1. INTRODUCTION

Employers are under a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees. This includes:

- The provision and maintenance of plant and systems of work that are safe and without risks to health;
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of their employees;
- The maintenance of any place of work under their control in a condition that is safe and without risks to health, and the provision and maintenance of means of access to, and egress from, the place of work that are safe and without such risks;
- The provision and maintenance of a working environment for employees which is safe, without risks to health and adequate with regard to facilities and arrangements for their welfare at work.

These duties are set out in the Health and Safety at Work Act 1974 which applies to virtually every employer and employee. The duty on employers to conduct their operation in such a way so as to ensure that people who are not in their employment but who are present on the employer's premises will extend to temporary workers and contractors.

However, the distinction between an employee and a self-employed worker raises a number of difficult questions in the Health and Safety context. Reference should be made to Chapter 3A "Employment Status of Temporary Workers" for an explanation of the difference between an employee with a Contract of Employment and a self-employed worker with a Contract for Services.

In the context of this Chapter of the Legal Reference Guide on Health and Safety a 'temporary worker' means a self-employed person supplied by an employment business who is engaged by the employment business under a Contract for Services but who is paid by the employment business subject to deductions of PAYE and National Insurance Contributions. This Chapter applies to temporary workers in any occupation or workplace.

The importance of distinguishing between temporary workers and employees is to establish who is responsible for assessing risks to health and safety, carrying out measures to control any risks identified, providing information and training, reporting accidents at work and compensating individuals for matters relating to health and safety.

It is important to note that the existence of a Contract for Services will not necessarily mean that the temporary worker is not an employee of the agency. This will depend upon the actual relationship between the temp and the employment business and in some cases the client. Further details of this are given in Chapter 3A.

It is equally important to note that certain legislation, in particular, the Working Time Regulations 1998 and the National Minimum Wage Act 1998 refer to 'workers'. The definition of 'workers' extends to include employees and workers supplied through an employment business.

2. MANAGEMENT OF HEALTH AND SAFETY

The Management of Health and Safety at Work Regulations 1992 contain a number of provisions relating to temporary workers. The 1992 Regulations implement the EC Framework Directive that laid down general requirements for the introduction of measures to encourage improvements in health and safety in the workplace. It also implements EU legislation relating to improvements in the safety and health at work of workers employed on a fixed-term contract or temporary basis.

2.1.RISK ASSESSMENT (REGULATION 3)

Employers must carry out an assessment of the health and safety risks associated with their operation. The Risk Assessment should identify who is at risk, and should include consideration of temporary workers, even though they are not employees, where they may be affected by the employers undertaking.

Temporary workers may only be present occasionally, and may not be there when the risk assessment is carried out. However, the person who makes the assessment should identify the areas where temporary workers are occasionally employed and assess the level of risk they are likely to encounter.

Temporary workers as self-employed persons must also carry out their own Risk Assessment of their activities to identify any significant hazards under their control likely to affect themselves or others.

2.2.ARRANGEMENTS (REGULATION 4)

Employers must set up suitable and sufficient arrangements to protect the health and safety of people at work. Arrangements and procedures should be set up to protect the health and safety of any temporary workers employed by the organisation. Those who employ at least five people must prepare a written statement of their general policy on health and safety at work and such policy must be brought to the attention of their employees.

2.3. INFORMATION FOR EMPLOYEES (REGULATION 8)

Employers must provide employees with comprehensible and relevant information. The employees who must be given this information include temporary workers and those on fixed term contracts. The information that must be provided is as follows: -

- a) The risks identified by the risk assessment;
- b) The measures taken to control these risks and protect their health and safety;
- c) The action they should take in the event of an emergency;
- d) The identity of the competent person (i.e. person with sufficient training or experience to undertake health and safety measures);
- e) The risks notified to the employer by the employer of other employees working on site.

It should be remembered that temporary workers will generally be unfamiliar with the activities, layout of the building, emergency procedures, policies and rules etc. Therefore, it would be prudent to issue them with such information in writing, simple guidelines on what is expected from them, rules they must abide by/follow. An example is set out in Appendix 1.

In a similar vein, there will be specific information which must be disseminated to temporary workers such as the sound of the fire alarm, where to assemble, how to dial out in an emergency etc. Once established (ensuring no changes have occurred affecting the information) it can become a standard that can be issued to all temporary workers. An example of this is set out in Appendix 4.

2.4. CO-OPERATION/CO-ORDINATION (REGULATION 9)

Where the employees of more than one employer share a workplace, the employers must co-operate and co-ordinate health and safety measures to ensure the health and safety of everyone on site. The employers must inform each other of any health and safety risks that arise from their work activities. Temporary workers, whether they are employed by another person or are self-employed, create a shared workplace for the purposes of these regulations.

2.5. WORKING ON OTHER PREMISES

Employers must provide comprehensible information on the risks and control measures that are relevant to the employees of others, and to temporary workers, who are working on, or visiting, their premises. The information must include details of the arrangements for emergency situations.

2.6.TEMPORARY WORKERS (REGULATION 13)

Employers must inform other employers whose staff may be working on their premises and employment businesses of any occupational qualifications/skills required to carry out work safely and any factors that may affect health and safety e.g. work at height.

It should be noted also that any such information, regarding qualifications etc., must be sent to the employment business well in advance to allow the selection of suitable personnel in good time.

Both the employment business and the hiring client have duties to provide this information to employees. Temporary workers, who are self-employed, should be supplied this information by the hiring client.

There is an overlap of duties with regard to the provision of information; this is to ensure that those working for, but not employed by, the hiring client are kept informed. Hiring clients and employment businesses should therefore make suitable arrangements to satisfy themselves that information is provided. In most cases, it may be sufficient for information to be provided directly to employees and the self-employed by the hiring client, as they will know the risks and preventative measures in their workplace. The employment business will need to satisfy themselves that arrangements for this are adequate.

An Employment business which acts as an employer, whether workers are on contracts for services or contracts of employment, must provide temporary workers with comprehensible information on what qualifications and skills they must have in order to carry out their work safely. The employment business should also provide details of any standards of health they are required to have for the work they will be carrying out and any necessary health surveillance i.e. medical checks.

They should also carry out an assessment of the risks involved in the work to which workers will be assigned to the extent that they should, where it is reasonably practicable, visit the workplace and obtain copies of any health and safety policy which the client may have in relation to the workplace.

a) Temporary Workers on Contracts for Services

The temporary worker also has a duty to assess any risks to his/her health and safety and should co-operate with the client, following instructions to ensure a safe system of work. They must observe any health and safety policy and take all reasonable steps to safeguard their own safety and that of any person who may be affected by his/her actions. They must also report any accident.

b) Temporary Workers on Fixed-Term Contracts or Contracts of Employment

As with Regulation 8 (see 2.3 above), employers have to provide their employees with relevant information on health and safety matters. Under Regulation 13(1) employees on fixed duration contracts must also be

informed of any special qualifications or skills required to carry out the work safely, and whether the job is subject to statutory health surveillance.

It is the duty of all employees while at work:

- a) to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work; and
- b) as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant legislation, to co-operate with him or her so far as is necessary to enable that duty or requirement to be performed or complied with.

3. ACCIDENT REPORTING

3.1.RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ("RIDDOR") require designated responsible persons to report to their enforcing authority (generally the Health and Safety Executive or local Environmental Health Department), the following work-related incidents: -

- Fatal accidents;
- Major injury accidents/conditions;
- Incidents where, as a result of an accident connected with the workplace, people not at work receive an injury requiring hospital treatment;
- Accidents causing more than three days incapacity for work;
- Incidents where a person at work suffers a major injury as a result of work being carried out at a hospital;
- Dangerous occurrences;
- Certain work-related diseases;
- Certain matters dealing with the safe supply of gas;

"Accidents" include any non-consensual acts of physical violence suffered at work. Fatal accidents, major injury accidents/conditions and dangerous occurrences must be reported immediately by the quickest practicable means (normally the telephone) to the relevant enforcing authority. If there is doubt as to whether the incident is reportable, or as to which authority is the correct one to notify, the advice of the Health and Safety Executive should be obtained. Following the initial notification, a written report on the approved form F2508, must be sent to the enforcing authority within 10 days of the accident or dangerous occurrence. (See Appendix 2.)

If an employee dies within one year as a result of an accident which is reportable (whether or not it was reported at the time) the employer must notify the enforcing authority in writing as soon as the death comes to their knowledge.

3.2.WHO MUST REPORT THE INCIDENT?

In the case of an injured employee it will be the employer who is the responsible person or the person in control of the premises. If a temporary worker or employment business employee is injured while working on a client's premises the accident must be reported by the hiring client. In the case of certain specific workplaces e.g. offshore installation, or types of incident the regulations state who is the responsible person. For example, in the case of dangerous occurrences arising from transportation by road of dangerous goods, the responsible person will be the holder of the operator's licence or keeper of the vehicle. The act of reporting the incident does not confirm liability for the injury or damage.

3.3.RECORD KEEPING

The responsible person must keep certain records which must be retained for at least three years from the date on which the entry is made. These include the date and time of the accident or dangerous occurrence, full name and occupation of person affected including nature of the injury, place where the incident occurred and a brief description of the circumstances. All employers must keep an accident book at the premises to record all injuries however minor, for a period of three years from the date of the last entry.

4. FIRST AID

The general duty of an employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees extends to the duty to provide first aid. However, the duty to provide adequate first aid is specifically dealt with by the Health & Safety (First Aid) Regulations 1981.

The aim of the Regulations is to ensure that all people at work are adequately covered and their flexibility is designed to ensure people in similar work situations are effectively covered to a similar standard. The Regulations lay down three broad duties: -

- The duty of the employer to provide first aid;
- The duty of the employer to inform employees of the arrangements made in connection with first aid;
- The duty of the self-employed person to provide first aid equipment.

Legally, self-employed people must ensure adequate first aid provision for themselves. However, for practical reasons the hiring client may agree to allow temporary workers to use the first aid facilities and personnel they have provided for their own employees. (See also Appendix 3.)

As to what provision of first aid will be considered adequate will depend on a number of factors such as number and distribution of employees/workers, type of work, location of workplace and distance from external medical facilities.

An employer must provide one or more "suitable" persons" to render first aid in the case of injury or illness at work or at least take charge of a situation where this becomes necessary.

5. USE OF DISPLAY SCREEN EQUIPMENT

Since the mid-1980's, conditions thought to be caused by intensive keyboard use and affecting the musculo-skeletal system have been widely reported. The term "repetitive strain injury" or "RSI", now more accurately referred to as "work related upper limb disorder", has entered the vocabulary.

The possible effects of continual use upon eyes and eyesight have also raised questions from the user population. It is now acknowledged that while the use of such equipment cannot cause a visual defect, it may well identify a previously existing one. Employers began to recognise the importance of providing suitable furniture, equipment and job design and began to adopt an ergonomic approach to these issues. The Health and Safety (Display Screen Equipment) Regulations 1992 implement European provisions on the minimum requirements for working with display screen equipment.

5.1. DEFINITION OF TERMS

"Display Screen Equipment" ("DSE") means alpha numeric or graphic display screen, regardless of the display process involved. The law therefore does not only apply to conventional visual display units, but also to non-electronic systems such as microfiche viewers and production process control panels.

The regulations do not apply in the case of:

- DSE in drivers cabs or control cabs for vehicles or machinery;
- DES on board a means of transport;
- Systems intended mainly for public use;
- Portable systems not in prolonged use (i.e. laptop computers);
- Small data display panels on calculators, cash registers, medical and scientific equipment, etc.

A **"user"** is an employee who habitually uses display screen equipment as a significant part of his or her normal work.

An **"operator"** is a self-employed person who uses DSE in the same way.

5.2.TEMPORARY WORKERS

Most temporary workers are engaged on contracts for services and are therefore self-employed in Health and Safety terms even though they must be treated as employees for tax purposes. So they are classified as "operators" rather than "users".

5.3.EMPLOYER'S DUTIES

Note: "Employer" in this context includes both the hiring client and the employment business.

i. Work Analysis

The employer must perform a suitable and sufficient analysis of the workstation that is used for the employer's business by his or her employees and any self-employed persons working in connection with the business. Use of DSE at home for the purposes of work falls within the scope of the Regulations. This remains the case regardless of ownership of the relevant equipment.

An assessment must be reviewed where there is reason to believe that it is no longer valid, or where there has been a significant change in the matters to which it relates.

Any risks identified by the assessment must be reduced to the lowest extent reasonably practicable.

ii. Work Routine

The employer must plan the daily work routine of DSE "users" in such a way as to incorporate periodic interruption by breaks or changes of activity. The effect must be to reduce total DSE work rather to concentrate the same amount of work over a shorter total period.

Short, frequent breaks are more satisfactory than longer infrequent ones. Wherever possible, breaks or changes of activity should be taken at the discretion of the "user". In some circumstances it may be necessary for the employer to enforce the taking of breaks.

iii. Eye and Eyesight Tests

Employees are entitled, but are not obliged to undergo, an appropriate eye and eyesight test:

- a. If they are a "user" of DSE or
- b. Upon a change of job or workload that brings them into the definition of a user.

Temporary workers who are self-employed will be responsible for their own eye and eyesight tests. Generally speaking, temporary workers engaged on contracts for services will be self-employed and therefore an employment business is under no obligation to provide or pay for appropriate tests or corrective equipment.

Note: The results of an eyesight test can only be disclosed to the employer with the consent of the employee. (Access to Medical Reports Act 1988.)

Repeat testing must be available at regular intervals, normally in line with the recommendations of the practitioner that carried out the previous test.

An appropriate eye and eyesight test is defined within the Opticians Act 1989 as a "sight test" which should be carried out by a registered ophthalmic optician or suitably qualified medical practitioner.

Where facilities exist an employee may forego the entitlement to a full test, and opt for a less comprehensive test, such as may be carried out in-house on a vision screening instrument by an occupational health nurse. Where this screening indicates a vision defect, the employer is obliged to provide a full eye and eyesight test upon request.

iv. Provision of Glasses

Where special corrective appliances (normally spectacles) are prescribed specifically for work with DSE, it is the "user's" employer that must provide these, regardless of the premises at which the workstation is used. Glasses required for any other purpose are not the employer's responsibility. The employer is not expected to supply tinted lenses or so-called "VDU glasses" that purport to protect from radiation.

Some people who normally wear glasses may also require special corrective lenses specifically for work with DSE.

The employer has to pay only the basic cost of suitable lenses and frames. Employees who wish to upgrade to designer frames will have to fund the excess cost themselves.

Temporary workers who are self-employed under contracts for services will be responsible for providing their own glasses.

v. Training

The employer must provide adequate health and safety training in the use of workstation equipment.

Training should be directed toward reducing the risks of musculo-skeletal problems, visual difficulties and mental stress. The "user" needs to understand:

- a. The importance of comfortable posture and postural change.

- b. How and why to adjust furniture and equipment.
- c. Sensible layout and positioning of workstation equipment.
- d. Requirements for screen cleaning and other maintenance.
- e. The importance of breaks and/or changes of activity.
- f. The need to report problems promptly, and the procedures for this.

vi. Employees' and temporary workers' duties

Employees and temporary workers are required to properly use any equipment, system of work or other measure provided by the employer in accordance with the instruction and advice that has been given.

vii. Information

"Users" and "operators" must be informed about all aspects of health and safety relating to their workstation, the risks identified and what the employer proposes by way of remedy. "Users" must be advised of their entitlement to eye and eyesight tests, and glasses where applicable.

6. PERSONAL PROTECTIVE EQUIPMENT

6.1. CLOTHING AND EQUIPMENT

Personal Protective Equipment ("PPE") means all equipment and clothing which is intended to be worn or held by a person at work and which affords protection against one or more risks to health or safety. This includes clothing designed to protect against adverse weather conditions.

Protective clothing includes, for example, aprons, gloves, safety footwear, safety helmets and high visibility jackets.

Protective equipment includes, for example, eye protectors, safety harnesses, respirators and life jackets and even clothing affording protection against the weather.

Ordinary working clothes and work uniforms that do not offer specific protection are not covered. Therefore caterers' overalls and similar clothing provided solely in the interests of food hygiene do not constitute PPE, whilst a reinforced glove provided to a chef to safeguard against injury would count as PPE.

Any requirement for equipment under the Road Traffic Act 1988 for use on the public highway, e.g. crash helmets, still apply, but are excluded from these Regulations.

The Regulations do not apply to devices such as shields, truncheons and "rape alarms" that are designed to protect a worker from a criminal act. Filters for display screens (including those that purport to protect against radiation) and so-called "VDU glasses" are not forms of PPE, neither are spectacles with corrective lenses that are required under Regulation 5 of the Health and Safety (Display Screen Equipment) Regulations 1992.

Employers do not have to provide protective clothing and equipment that may be used by employees during the playing of competitive sports.

6.2.TEMPORARY WORKERS

Under these Regulations employees must be provided with suitable personal protective equipment. In the case of temporary workers who are self-employed they are responsible for providing their own such equipment. This will be the case for most temporary workers who are engaged on contracts for services. An employment business is under no obligation to provide PPE for a self-employed temporary worker but may choose to do so and charge the cost of the item to the worker.

7. FIRE

The arrangements required for fire safety for individual premises, including training, are set out by the fire certificate, issued under the Fire Precautions Act 1971. It is an offence to use premises as a place of work without a fire certificate if they fall within the scope of the Act. Regulations have been passed bringing factories, offices, shops and railway premises within the Act.

As temporary workers are unfamiliar with the premises and procedures, they should be provided with fire safety training by the hiring client when they first arrive on site. Such training should include the following: -

- The action they should take if they discover a fire
- How to raise the alarm
- The procedures for evacuating the building safely
- The location of fire fighting equipment and how to use it
- The location of fire escape routes

8. HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 1999 ("COSHH") cover the safety of chemicals and preparations used at work. The hiring client is responsible for: -

- Carrying out a COSHH assessment
- Setting up and implementing control measures

- Maintaining engineering controls
- Monitoring
- Information, instruction and training

The information arising from the COSHH assessment relating to risks and the relevant preventative and protective measures must be given to all temporary workers by the hiring client. The employment business must have arrangements in place to ensure this actually happens.

9. THE WORKING TIME REGULATIONS

For detailed guidance on the Working Time Regulations 1998 and 1999 please refer to Chapter 3 J of the Legal Reference Guide.

9.1.WHO IS AFFECTED?

A "worker" under these regulations is any individual who has entered into or works under: -

- A contract of employment *or*
- Any other contract, whether express or implied, and if express (whether oral or in writing), whereby the individual undertakes to do or perform personally any work or services for another party to the contract whose status is not, by virtue of the contract, that of a client or customer of any profession or business undertaking carried on by the individual.

The definition is wider than just employees and covers any individuals who are carrying out work for an employer. This includes freelancers, home-workers and agency or temporary workers.

9.2.HEALTH ASSESSMENT AND TRANSFER OF NIGHT WORKERS TO DAY WORK

An employer must, before assigning a worker to night work, provide him with the opportunity to have a free health assessment. The purpose of the assessment is to determine whether the worker is fit to undertake the night work. While there is no reliable evidence as to any specific health factor which rules out night work, a number of medical conditions could arise or could be made worse by working at night, such as diabetes, cardiovascular conditions or gastric intestinal disorder.

Employers are under a further duty to ensure that each night worker has the opportunity to have such health assessments "at regular intervals of whatever duration may be appropriate in his case".

The Regulations do not specify the way in which the health assessment must be carried out, nor is there specific reference to medical assessments, so that

strictly speaking, such assessments could be carried out by a qualified health professional rather than a medical practitioner.

Contrast this with the position as regards the transfer from night to day work. If a night worker is found to be suffering from health problems that are recognised as being connected with night work, he or she is entitled to be transferred to suitable day work "where it is possible". In such a situation, the Regulations provide that a "registered medical practitioner" must have advised the employer that the worker is suffering from health problems which the practitioner considers to be connected with the performance by that night worker of night work.

An employment business supplying temporary workers to a hiring client for night time work is advised to ensure each "temp" has been offered a health assessment and that there are procedures in place to enable temporary workers to raise health problems with the hiring client or the employment business during the course of any assignment.

10. HEALTH & SAFETY POLICY STATEMENT

Section 2 (3) of the Health & Safety at Work Act 1974 imposes a duty on every employer of five or more persons to prepare, and bring to the notice of their employees, a written statement of their general policy with respect to the health and safety at work of employees. An example of a draft policy is provided at Appendix 5.

Health and safety policy statements usually consist of three parts:

- A statement of intent, which is a declaration of the employer's commitment to providing a safe and health workplace and environment.
- Details of responsibilities for health and safety throughout the organisation.
- Details of safe systems of work/safe working practices for all work activities. Safety problems and hazards vary from industry to industry, from employer to employer and from site to site. Policies should be tailored to the particular and peculiar requirements of the employers undertaking and must reflect their understanding of those requirements and their determination to preserve and protect the health, safety and welfare at work of each of the employees, including persons not directly within their employment. The policy statement should deal in particular with:
 - (a) A statement of intent, which is a declaration of the employers commitment to providing a safe and health workplace and environment;
 - (b) Arrangements for ensuring the safe use, handling, storage and transport of "articles and substances" which are inherently or potentially dangerous;

- (c) The provision of comprehensive information, instruction, training and supervision – with the object of ensuring, so far as is reasonably practicable, the health and safety at work of every employee;
- (d) The maintenance of the workplace in a safe and risk free condition, and the provision of safe means of access to and egress from the workplace;
- (e) The provision and maintenance of a safe and healthy working environment with adequate welfare facilities and arrangements.

Section 2 (3) of the Act also states that the policy statement must be reviewed as appropriate e.g. the introduction of new processes, activities, machinery etc.

MODEL HEALTH AND SAFETY POLICY STATEMENTS

APPENDIX 1

General Information about Rules Covering Health & Safety

[NOTE: The following can be issued to temporary workers as general guidance. It is an example and not exhaustive, and must therefore be adapted to suit.]

Working Practices

- You must not operate any item of equipment unless trained, and authorised to do so.
- You must not remove any guarding from equipment used or deviate from your authorised usage of the equipment
- You must report immediately any equipment defect, and never attempt repair.
- You must undertake all duties as instructed and never deviate.

Hazard/Warning Signs & Notices

- You must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions/Environment

- You must make proper use of all equipment and facilities provided to control working conditions/environment.
- You must ensure you keep your work areas clear/tidy.
- You must dispose of waste/scrap in the appropriate receptacles.

Protective Clothing & Equipment

- You must wear protective equipment where required.
- You must never obstruct any fire escape route, fire equipment or doors.

Accidents

- You must see the first-aider for any injury you may receive, irrespective of how minor, and ensure details are entered into the accident book.
- You must report any incident in which damage is caused to property.

Health

- You must report any medical condition that could affect the safety of yourself or others.
- You must not become involved with horseplay, or practical jokes.
- You must follow all rules pertaining to no smoking areas.

APPENDIX 2

WHAT WE DO IN THE EVENT OF AN ACCIDENT

ACCIDENT

Accident arising out of or in connection with the work of our business which is covered by the Regulations and involves: -

WHO WAS INJURED?

One of our employees, temporary workers or a trainee at work or a self-employed person working on our premises, or an act of non-consensual violence is done to a person at work resulting in:

Any other person who is not an employee or trainee at work, but who was either in/on premises under our control at the time or was otherwise involved in an accident resulting in:

KIND OF INJURY

Other injury

Other injury causing incapacity for more than 3 days

Fatal or specified major injury or condition

Other injury

ACTION REQUIRED

We notify the Enforcing Authority immediately

We send a written report on an approved form to the enforcing Authority within 10 days of the accident.

We make and keep a record of the accident

ACCIDENTS INVOLVING PEOPLE NOT AT WORK (E.G. THE PUBLIC) ARE REPORTABLE IF THEY ARE TAKEN TO HOSPITAL FOR TREATMENT FOR A WORK-RELATED INJURY.

APPENDIX 3**THE HEALTH & SAFETY (FIRST AID) REGULATIONS 1981 AND "FIRST AID AT WORK" APPROVED CODE OF PRACTICE**

There is no mandatory list of items that should be included in a first-aid container and the decision on what to include in the first aid container is obtained from information gathered during the assessment of first-aid needs made during the risk assessment process.

As a guide, where no special risk arises in the workplace, we recognise that a minimum stock of first-aid items would normally be:

FIRST AID BOXES		TRAVELLING FIRST AID KITS	
Guidance Card	1	Guidance Card	1
Individually wrapped sterile adhesive dressings (assorted sizes and appropriate to work e.g. detectable for food handlers)	20	Individually wrapped sterile adhesive dressings	6
Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile)	4	Triangular bandages	2
Safety Pins	6	Safety Pins	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 x 12cm)	6	Individually wrapped moist cleaning wipes	Several
Large sterile individually wrapped unmedicated wound dressings (approx. 18 x 18cm)	2	Large sterile unmedicated dressing (approx. 18 x 18cm)	1
Disposable gloves	1	Disposable gloves	1

NB: Tablets and medicaments should not be kept.

If you are to allow temporary employees on your premises to use your first aid facilities, you should take their numbers into account.

APPENDIX 4

INDUCTION INFORMATION

The following list is not exhaustive and should be adapted/added to as necessary, in order to bring relevant information to the attention of temporary workers regarding the premises. This is for guidance only.

If you have any problems please refer to ,
who is located

The warning sound of the fire alarm is

In the event of a fire evacuate the building and assemble.....

The first aider(s) are
who can be located

The first aid kit is located

The accident book is located

If you need to contact the emergency services dial
for an outside line, then dial 999.

Our address is.....

Our telephone number is

The following areas are regarded as hazardous and you must not enter unless
authorised:

.....
.....
.....

Are you aware of where the above areas are? If not, seek advice from the person on
the top of the page immediately.

Smoking is permitted in the following areas:.....
.....

APPENDIX 5

HEALTH AND SAFETY POLICY

[NOTE: This is an example of a draft policy for members to use for your own business and should be adapted to your needs.]

SECTION I: General Statement of Policy

Our policy is to provide and maintain safe and health working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

Appropriate preventative and protective measures are, and will continue to be implemented following the identification of work-related hazards and assessment of the risks related to them.

We also accept our responsibility for health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and in associated health and safety documented records.

This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

Name of Organisation

Address

Signed (for and on behalf of employer)

Position

Date

SECTION II: Responsibilities

Ultimate responsibility for health and safety rests at director level, with delegation of duty to managerial employees. Those named must be fully aware of their duties, details of which should be included in their job description.

1. Overall and final responsibility within the organisation rests with

Name:
Status:
Location:

2. Person responsible for execution of the policy at

Premises:
Name:
Status:
Location:

3. Person who will deputise

Name:
Status:
Location:

4. Employees must rectify risks to health and safety themselves where possible. Failing this, the risk must be reported straight away to the appropriate person named above.**5. Person responsible for safety training**

Name:
Status:
Location:

6. Person responsible for investigating accidents and dangerous occurrences

Name:
Status:
Location:

SECTION III : Medical Facilities

First Aid requirements must be met every working hour of the day for all employees whether working at the designated establishment or away. Employees must be made aware of the provision, and records must be kept of treatment administered.

- 1. First-Aiders**
Name(s):

- 2. First Aid Box/First Aid Room is located at:**
Location:

- 3. The Accident Book is located at:**
Location:

*FIRST AID FACILITIES ARE/ARE NOT PROVIDED FOR NON-EMPLOYEES

SECTION IV : Emergency Services

- | | |
|--|---|
| 1 Nearest Hospital with a Casualty Department
Name:
Address:
Telephone Number: | |
| 2 Police Station
Name:
Address:
Telephone Number: | 5 Electricity
Name:
Address:
Telephone Number: |
| 3 Fire Station
Name:
Address:
Telephone Number: | 6 Water
Name:
Address:
Telephone Number: |
| 4 Gas
Name:
Address:
Telephone Number: | 7 Employer Contact
Name:
Address:
Telephone Number: |

SECTION V: Fire Safety

It is essential that adequate equipment and staff training is provided on this subject. Guidance can be obtained from your local fire service or reference to the Fire Certificate (if appropriate).

1. Facilities

Number/location of escape routes:
Number/location of fire extinguishers:
Number/location of fire alarms:
Checked by:
Frequency:

2. Fire Safety Training Officer

Name:
Status:
Location:

3. This company is/isn't exempt from requiring a fire certificate.

4. Fire Drills

Frequency:
Responsibility of:

5. Fire Equipment Maintenance Company

Name:
Address:
Telephone Number:

6. Rules/Procedure in the Event of a Fire

SECTION VI: Training

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety. In hazardous situations special training may be required.

Person(s) Responsible for Training

Name:
Status:
Area of training:
Qualifications:
Location:

Person(s) Responsible for Special Training

Name:
Status:
Area of training:
Location:

SECTION VII : Advice & Consultancy

Personnel Officer

Name:
Location:
Telephone Number:

Safety Officer

Name:
Location:
Telephone Number:

Health & Safety Inspectorate

Name:
Location:
Telephone Number:

Doctor/Nurse

Name:
Location:
Telephone Number:

SECTION VIII : Electrical Equipment

Simple common sense rules will reduce the risk of injury or death from electrical shock. All electrical equipment should be treated with respect and checked regularly.

Responsibility for Inspecting Electrical Equipment

Name/Electrical Contractor:
Location/address:
Telephone Number:

Frequency of Inspections

Fixed equipment:
Portable equipment:
Records located at:

Inspection Procedure for Electrical Equipment

General rules governing the safe use of portable equipment

SECTION IX : Machinery

Rules for use, inspection and maintenance of machinery should be clearly stated to avoid doubt. By law, certain types of machinery e.g. lifts, should be examined and certified fit for use. Guards and safety devices should be fitted to dangerous parts of machines.

Rules for Use

Equipment – Description

Examination Frequency/By Whom

Companies/Persons Responsible for Maintenance and Repair

Name:

Address:

Telephone Number:

SECTION X : Personal Protective Equipment

An employer has a duty to eliminate or control risk as far as is reasonably practicable before resorting to personal protective equipment. However, many tasks require such precautions, in which case persons at risk must be provided with suitable protective equipment.

Person Responsible for Assessing and Issuing PPE

Name:

Status:

Location:

Person Responsible for Maintenance of PPE

Name:

Status:

Location:

Person responsible for Training in the Use of PPE

Name:

Status:

Location:

SECTION XI : Noise

Excessive noise impairs hearing and increases pulse rate, blood pressure and breathing rate.

Person Responsible for Assessing Noise Levels

Name:

Status:

Location:

Records located at:

SECTION XII : Dangerous Substances

Hazards may be biological, chemical or physical and include fire and explosion. Risks should be identified and all possible steps taken to eliminate or reduce them.

Dangerous Substance:

Location:

Person responsible:

Location of Assessments:

SECTION XIII : Rules for Contractors and Visitors

As the employer may well be liable for the actions of contractors and visitors whilst on his premises, every step must be taken to ensure that they abide by documented practice and procedure. Consider asking them to sign a document stating that they will do so e.g.

"I confirm that I have received a copy of the Health and Safety Policy (or such other document which contains the relevant rules relating to Health and Safety) and I agree to abide by the documented practice and procedures set out."

Your Rules Are: