



Risk Management

For Commercial Business

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Managing Risk

The purpose of this guide is to introduce some key areas of risk management that all clients need to act upon to both comply with legislation and help to reduce your business insurance costs.

This document is intended as a guide to some key areas of managing. The discipline of risk management is so wide and diverse that Turner & Co ultimately recommend that all clients employ professional consultants to ensure full compliance with current legislation.

Turner & Co can provide access to risk management information in most areas of current health and safety legislation. In this guide we have provided background information to the following key areas;

- Managing health and safety
- Creating a health and safety policy
- Workplace risk assessments
- Manual handling assessments
- Personal Protective equipment
- COSSH Assessments
- Fire risk assessments

This is followed by a full list of the current health and safety and risk management subjects we can provide further information about, including access to self-assessment forms.



Managing Health and Safety

Introduction

The Health and Safety at Work Regulations 1999 and their Approved Code of Practice, implemented part of the EC Framework Directive, and are aimed at improving health and safety management. They operate in a similar manner to the general duties of the Health & Safety at Work Act 1974 (HSW Act) and can be seen as fleshing out what is already in the HSW Act.

The most significant requirements of the regulations are the appointment of competent persons the need for written risk assessments and arrangements and the extension of health surveillance measures.

Other more specific regulations deal with;

- Work Equipment Safety
- Manual Handling of Loads;
- Display Screen Equipment;
- Workplace Conditions;
- Personal Protective Equipment;
- Provision and use of Work Equipment



Managing Health and Safety

General Duties

The regulations require employers to:

- Assess the risk to the health and safety of employees, including the risk of fire, and to anyone else who may be affected by the work activity? In particular, assessments must be carried out in respect of the risks to expectant mothers and young persons.
- Where there are more than 5 employees, the assessment must be writing.
- Make arrangements for putting into practice preventive and protective measures that flow from the assessment. These arrangements must cover the planning, organisation, control, monitoring and review of the measures. The arrangements are to be in writing when there are more than 5 employees.
- Carry out appropriate health surveillance.
- Appoint competent persons to advise them and implement the necessary protective steps.
- Set up adequate emergency arrangements to respond to accidents and serious incidents.
- Provide adequate health and safety information and training for employees and consult Workers Representatives on health and safety measures.
- Work together with other employers when a workplace is shared.

The regulations also:

- Place duties on employees to follow health and safety instructions and report danger.
- Extend the Safety Representatives Regulations to include additional matters on which consultation is required.



Managing Health and Safety

Health and Safety Assistance

The level of competence required to advise management upon health and safety depends on the risks associated with the undertaking. Competence does not necessarily depend on the possession of qualifications. Simple situations may require only an understanding of current best practice, an awareness of one's own limitations and a willingness to supplement existing.

Where more complex situations exist, specialists may need to demonstrate competence through possession of professional or occupational health and safety qualifications and experience. Employers are responsible for ensuring that any person appointed is competent. Generally it is preferable that employers utilize their own employees provided they are competent.

Risk Assessment

Many employers carry out informal inspections and assessments during normal work, observing faults and taking corrective action. Legislation Demands a systematic examination with the significant findings being Recorded.

A risk assessment involves identifying the hazards present and then evaluating the risk, taking into account the existing precautions. For the purpose of assessment:

1. A hazard is something with the potential to cause harm, for Example a machine, a method of work or services i.e. electricity.
- 2 Risk expresses the likelihood the particular hazard will cause harm.
3. The extent of the risk covers the numbers who are affected.

There are no fixed rules about how a risk assessment should be undertaken. With small undertakings presenting few or simple hazards assessment can be based on common sense and judgment. In highly complex plants, written safety plans based on quantified assessment will be required. In intermediate cases employers should be capable of carrying out much of the assessment, with specialist help for more complex aspects.



Managing Health and Safety

Provisions for Young Persons

The regulations define a young person as someone under the age of 18. Employers must ensure that young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity and lack of awareness of risks. The results of the risk assessment should identify work activities, etc... involving risks or harm to young people.

No young person may be employed in work which:

- Is outside their physical and/or mental capacity.
- Involves exposure to agents, which are toxic, carcinogenic, cause Heritable genetic damage, harm unborn children or cause any Other chronic health effects.
- Involves exposure to radiation.
- Involves exposure to risks, which cannot be perceived or avoided by young people due to their insufficient attention to safety or lack of experience or training.
- Involves a risk from extreme hot or cold, noise or vibration.
- These prohibitions do not apply where the work forms part of the young person's training, they are under the supervision of competent person and any risks are reduced to the lowest level practicable.



Health and Safety Policy

Introduction

A well-prepared safety policy statement, clearly setting out an employer's policy, health and safety and arrangements for achieving the policy objectives, is not only a legal requirement, but an essential ingredient of a health and safety management system. The policy document will vary both in content and format for different organizations, but there are basic elements that all management needs to address. On the following pages we have included a specimen wording based upon the HSE's leaflet "Starting your Business". It is most appropriate for small to medium sized office and manufacturing environments, but it can be adapted for other circumstances.

For a policy to be effective it must reflect an organization's commitment to health and safety and:

- Address the specific problems of your organization.
- Be brought to the attention of all employees.
- Be regularly reviewed as circumstances change.

Policy Layout

The example policy is divided into three sections

Section 1

Makes a general commitment based on obligations under the Health and Safety at Work Act 1974.

Section 2

Details the organization and individual responsibilities.

Section 3

Deals with general arrangements and the arrangements for controlling significant risks present in the business.



Health and Safety Policy Specimen Wording

SECTION 1 - GENERAL STATEMENT OF POLICY

Our policy is to prevent accidents and work related ill health occurring to our employees and others who might be affected by our business activities. This will be done by adequately controlling the health and safety risks, which arise from our work activities.

In particular to:

- provide safe and healthy working conditions
- provide and maintain safe equipment and plant
- ensure hazardous substances are used safely
- provide adequate information, training and supervision
- ensure employees are competent to undertake their work safely
- consult with employees on health and safety matters

Details of individual responsibilities and arrangements are in Sections 2 & 3.

This policy will be reviewed yearly and employees advised of any changes.

Signed:

Full Name:

Position:

Director

Date:

Review Date:



Health and Safety Policy Specimen Wording

SECTION 2 – ORGANISATION

In smaller companies ultimate responsibility normally resides with the owner or senior director. Day to day responsibility for health and safety arrangements may be devolved to one or more managers, but a senior director must still have overall charge of health and safety. It is essential that persons are made aware of their responsibilities and are given adequate training to be able to fulfill them i.e. that they are competent.

1. Name *Position*
has overall responsibility for health and safety.

2. Name *Position*
has the day to day responsibility to implement the policy.

3. Name *Position*
has the responsibility for advising managers and supervisors on compliance with relevant health and safety legislation.

It is not intended that every employer should create a position for a safety officer. Where possible the competent person(s) should be one or more existing employees with the necessary abilities to perform the advisory function as part of their normal work. Only where there is no competent person(s) within the organisation, may the employer consider enlisting the services of a competent person from outside e.g. a trade association or a health and safety consultant.



Health and Safety Policy Specimen Wording

4. The supervisors/managers listed below have particular responsibility for maintaining health and safety standards in the following areas:

Manager	Location	Activity
---------	----------	----------

5. All employees must co-operate to achieve a safe and healthy workplace and take reasonable care for themselves and others. Any employee discovering a health or safety problem, which they cannot correct, must inform their immediate superior and where necessary contact the responsible manager/supervisor named above.

6. The following organisations are contracted for or available to give advice:

Name	Address
------	---------

Co Doctor

Occupational Nurse

Local HSE Inspector

Safety Consultants/Representatives

Fire Prevention Officer



Risk Assessments

Introduction

This brief guide is primarily directed at small or medium businesses that have duties under health and safety law to assess risks in the workplace.

Why do Risk Assessments?

The Health and Safety at Work 1974, Section 2, advises that it shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of all his employees. This duty, under other sections, encompasses others, such as visitors, contractors, cleaners and members of the public, who may be affected by this undertaking. It is also an absolute duty under the Management of Health and Safety at work Regulations, 1999, for employers to carry out assessments of the risks to persons in workplaces under their control.

What is a Risk Assessment?

An assessment is no more than careful examination of conditions or practices in your workplace could cause harm to people. Adequate assessments will enable you to determine if sufficient precautions have been taken or if more can be done to prevent harm. The aim of assessments is to prevent injury or illness.

The Benefits of Risk Assessments

Accidents and ill health can ruin lives as well as affect businesses due to production being lost, machinery and equipment being damaged. The outcome of an accident can range from an increase in insurance premiums to attendance at court, possible fines or, in the most serious cases imprisonment. It is more cost effective to prevent an employee being injured or ill in the first place rather having to meet the accident costs, many of which are not insured e.g. replacing machinery, training other staff, loss or working time.



Risk Assessments

How to Assess the Risks in the Workplace

There are **five** basic steps:

Look for the hazards

Ignore the trivia and concentrate insignificant hazards e.g. electricity, substances that may cause harm, unsafe machinery, etc.

Decide who may be harmed and how

Your employees, (young workers, new and expectant mothers who may be at particular risk), visitors, cleaners, contractors, members of the public. Allowing young and untrained people to operate machinery. Not fencing a site and having no control on who enters the area.

Evaluate the risks

Consider how likely it is that each hazard could cause harm. Decide whether, after all precautions have been taken, significant risks remain and whether the existing precautions are adequate. For example, machinery may be properly guarded, but the level of operator training may not be adequate.

Record your findings

The Risk Assessments must be suitable and sufficient. You are required under the Management of Health and Safety at Work Regulations to record your findings should you have 5 or more employees. In addition a record of your findings will be very helpful when you come to review the assessments. An example of a risk assessment record form is on pages 16-21.

Review your assessment and revise it if necessary

Your machinery, process and tooling will change / wear in time, which could lead to new or increased hazards. You will need to review your controls and amend where necessary.



Risk Assessments

Other tips

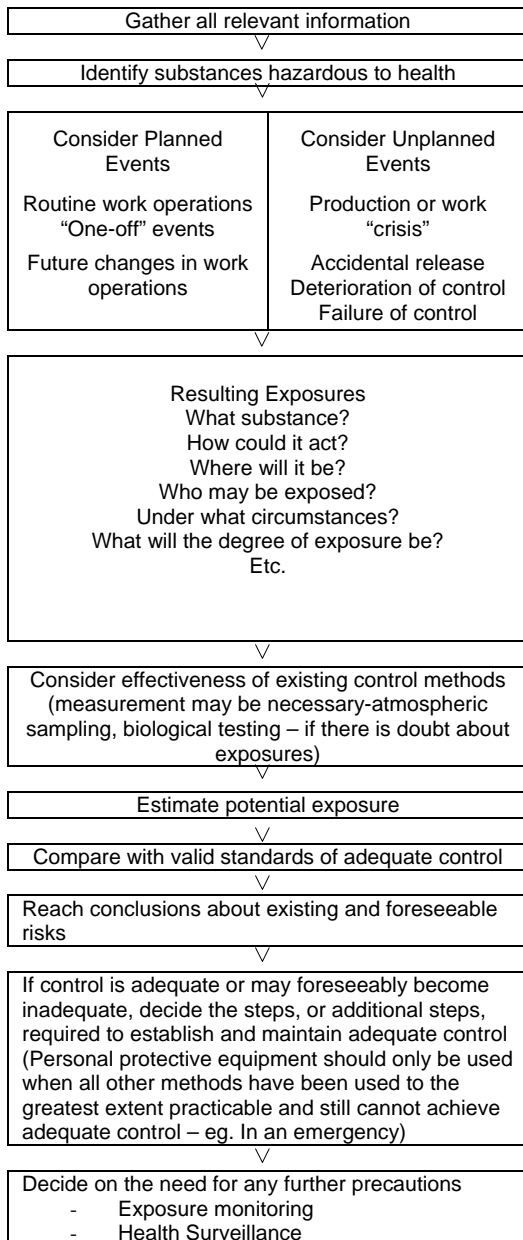
When carrying out risk assessments its important to talk to your employees and, if available their safety representatives, as they can be a valuable source of information and advice. This will help to ensure that all relevant hazards have been identified and the appropriate controls chosen.

In addition remember that risk assessments should take into consideration others, such as contractors and visitors who may be in your workplace and exposed to hazards.



Risk Assessments

Steps in Making an Assessment



Note 1 to the flow chart

The existing legislation may include the following:

- a. Control of Substances Hazardous to Health Regulations
- b. Control of Lead at Work Regulations
- c. Control of Asbestos Regulations
- d. Ionising Radiation Regulations
- e. Noise at Work Regulations
- f. Provision & Use of Work Equipment Regulations

Note 2 to the flow chart

The Management of Health & Safety at Work Regulations requires the review of the assessment if:

- a. There is reason to suspect that it is no longer valid, or:
- b. There has been a significant change in the matters to which it relates

Now you will know the broad areas that have already been dealt with and can turn to what has to be assessed.



Risk Assessments

Risk Assessment Checklist

Please tick as appropriate	Yes	No
1. What hazards are present?		
a. Physical properties such as gravity (falls of people and objects); manual handling; hand tools; vehicles; electricity; pressure; radiation (ionizing and non-ionising); noise?	<input type="checkbox"/>	<input type="checkbox"/>
b. Chemical properties such as fire, explosion, contamination (direct and indirect); see also the COSHH assessment procedures?	<input type="checkbox"/>	<input type="checkbox"/>
c. Biological properties of animals, micro-organisms and plants; this may include COSHH assessments?	<input type="checkbox"/>	<input type="checkbox"/>
d. Natural phenomena including heat, cold, water and weather (e.g. wind, lightning, fog, bright sunshine)?	<input type="checkbox"/>	<input type="checkbox"/>
e. Work equipment hazards (see the separate sheets for assessing work equipment and display screen equipment)?	<input type="checkbox"/>	<input type="checkbox"/>
f. Manual handling risks (see the separate form for assessing manual handling risks)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Can any of the above combine to make some other condition worse or different?	<input type="checkbox"/>	<input type="checkbox"/>
3. Can the hazards be completely removed from the workplace or substituted?	<input type="checkbox"/>	<input type="checkbox"/>
4. Who uses or is exposed to the hazards?		
5. Are any employees, visitors or others, particularly at risk?	<input type="checkbox"/>	<input type="checkbox"/>
Consider characteristics such as age, weight, sex, state of health, pregnancy, etc. Consider visitors such as work experience students, contractors, salesmen, etc.		
6. What is the likelihood of an injury happening? (not has an injury ever happened!)		



Risk Assessments

Risk Assessment Checklist (continued)

7. What is the level of exposure? Yes No
8. What are the possible consequences?
9. What control measures are currently in use?
10. Are they adequate?
11. What improvements could be made or introduced?
12. How much would those improvements cost? £
13. What effect would failure of the existing precautions have on;
- a. likelihood of injury or damage?
 - b. exposure to injury or damage?
 - c. consequences?
14. How are the existing control measures maintained?
15. What records are kept?
16. Where are the records kept?
17. How will the employees who are affected be informed of the outcome of the assessment:
- a. induction or further training (by whom, when, where, records);
 - b. information (written by whom, kept where, when and how given, records);
 - c. supervision (supervisor training, records);
 - d. employee handbook, quality procedures, safety manual.



Risk Assessments

Record of Risk Assessment

Probable Frequency

Improbable occurrence
Possible occurrence
Occasional occurrence
Frequent occurrence
Regular occurrence
Common occurrence

1
2
3
4
5
6

Severity

Trivial Injuries
Minor Injuries
Major injury to one person
Major injuries to several people
Death of one person
Multiple deaths

Location, activity or other subject of assessment

Person(s)/Group(s) at risk

Date

Assessment leader

Review date

Or any earlier date on which a change may effect validity of this assessment

	Hazard/Harm Potential	Frequency x Severity = Risk Rating	
A		X	=
B		X	=
C		X	=
D		X	=

Existing control measures

Proposed action

To be completed by:

Date:

Signature:

Reassessment carried out: Date:

Signature:



Risk Assessments

Specimen Assessment of Risk

Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is necessary to control the risk?
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide.</p> <ul style="list-style-type: none"> • Slipping/tripping hazards (e.g. poorly maintained floors or stairs) • Fire (e.g. from flammable materials) • Chemicals (e.g. battery acid) • Moving parts of machinery (e.g. blades) • Work at height (e.g. mezzanine floors) • Ejection of material (e.g. from plastic moulding) • Pressure systems (e.g. steam boilers) • Vehicles (e.g. fork lift trucks) • Electricity (e.g. poor wiring) • Dust (e.g. from grinding, poor housekeeping/ventilation) • Fume (e.g. welding) • Manual handling • Noise • Poor lighting 	<p>There is no need to list individuals by name – just think about groups of people doing similar work or who might be affected e.g.</p> <ul style="list-style-type: none"> • Office staff • Maintenance personnel • Contractors • People sharing your workplace • Pay particular attention to: <ul style="list-style-type: none"> • Staff with disabilities • Visitors • Inexperienced staff 	<p>Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:</p> <ul style="list-style-type: none"> • Adequate information, instruction and training? • Adequate systems or procedures <p>Do the precautions :</p> <ul style="list-style-type: none"> • Meet the standard set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Reduce risks as far as is reasonably practicable? <p>If so then the risks are adequately controlled but you may need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules etc.</p>	<p>You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order.</p> <ul style="list-style-type: none"> • Remove the risk completely • Try a less risky option • Prevent access to the hazard (e.g. by guarding) • Organise work to reduce exposure to the hazard • Issue personal protective equipment • Provide welfare facilities (e.g. washing facilities for removal of contamination and first aid)



Risk Assessments

Risk Assessment Record & Action Plan

Date of Assessment/Review

Assessor

Subject of Assessment

Hazard 1

Type of hazard

Likelihood

Exposure

Possible consequences

Risk Rating

Level of Acceptability

Hazard 2

Type of hazard

Likelihood

Exposure

Possible consequences

Risk Rating

Level of Acceptability

Note: describe the control measures for the hazards in terms of storage, transport, movement, methods of use, safe operating procedures, personal protective equipment, maintenance systems, heating, lighting, ventilation, first aid, fire fighting waste disposal etc.



Manual Handling Risk Assessments

What's the problem?

More than a third of injuries lasting more than three days reported to the Health & Safety Executive each year arise from manual handling. Most injuries are to the back, though hands, arms and feet are also vulnerable.

Sometimes the victim never recovers. Manual handling injuries build up over time rather than being caused by a single accident.

What should I do about it?

Consider the risks from manual handling to the health and safety of your employees. If risks exist the Manual Handling Operations Regulations apply.

What are my duties?

Employers should:

- Avoid the need for hazardous manual handling as far as is practicable.
- Assess the risk of injury from any hazardous manual handling that cannot be avoided and
- Reduce the risk of injury from hazardous manual handling as far as is practicable.

How do you know if there is a risk of injury?

It is a matter of judgment in each case, but there are certain things to look out for such as:

- Excessive fatigue
- Bad posture
- Cramped or untidy work areas
- Awkward or heavy loads
- A history of back troubles.



Manual Handling

Who should make the assessment?

This is the employer's responsibility and, in most instances, should be carried out in-house. You know your business better than anyone. In the main, this will simply require a few minutes observation to identify ways of making the activity less demanding and less risky.

What role can employees play in carrying out assessments?

Involve employees in the process since they often have a better understanding of the processes. However, final responsibility for assessments rests with the employer.

Do assessments need to be recorded?

Only where the assessment findings are significant or where it would not be easy to repeat the exercise. However, it would be good practice to maintain records.

Are assessments required for each individual employee and workplace?

It is acceptable to undertake a generic assessment that is common to several employees or to more than one site. The important thing is to identify the risk of injury and point the way for practical improvements.

How should assessments be used?

The purpose of assessments is to pin point the worst features of the work and these are the ones that should be tackled first. It is important to remember to update the assessment when significant changes are made in the workplace.

How far must the risk be reduced?

To the 'lowest level' reasonably practicable. That means reducing the risk until the cost of further precautions in time, trouble or money would be far too great in proportion to the benefits.



Manual Handling

Should mechanical aids be provided in every instance?

It depends upon whether it is reasonably practicable to do so. If the risks identified can be reduced or eliminated reasonably by means of mechanical aids, you should provide them.

But you should always consider mechanical aids as they can improve productivity as well as safety. Even something as simple as a sack truck can make a big improvement.



Manual Handling

Outline Risk Assessment

Assessment Details – Please refer to detailed assessment and guidance

Department	<input type="text"/>			
Location	<input type="text"/>			
Work Activities Involved	<input type="text"/>			
Persons Affected	<input type="text"/>			
Overall Level of Risk	<table border="1"><tr><td>High</td><td>Medium</td><td>Low</td></tr></table>	High	Medium	Low
High	Medium	Low		
Assessment Date	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Review Date	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Name of Assessor	<input type="text"/>			
Signature of Assessor	<input type="text"/>			

Remedial Action Required	By Whom	Date Completed
Immediate		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Short Term (Specify Date)		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Long Term (Specify Date)		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Authorised by	<input type="text"/>	
Signature	<input type="text"/>	<input type="text"/>



Manual Handling

Detailed Assessment

Questions If you answer YES consider level of risk			Level of Risk	Remedial Action
	Y	N	Low Medium High	
1. The Tasks				
Do they involve	<input type="checkbox"/>	<input type="checkbox"/>		
a. Holding loads away from the body trunk	<input type="checkbox"/>	<input type="checkbox"/>		
b. twisting?	<input type="checkbox"/>	<input type="checkbox"/>		
c. stooping?	<input type="checkbox"/>	<input type="checkbox"/>		
d. reaching upwards?	<input type="checkbox"/>	<input type="checkbox"/>		
e. large vertical movements?	<input type="checkbox"/>	<input type="checkbox"/>		
f. long carrying movements?	<input type="checkbox"/>	<input type="checkbox"/>		
g. strenuous pushing/pulling?	<input type="checkbox"/>	<input type="checkbox"/>		
h. sudden movement of loads?	<input type="checkbox"/>	<input type="checkbox"/>		
i. repetitive handling?	<input type="checkbox"/>	<input type="checkbox"/>		
j. inadequate rest time	<input type="checkbox"/>	<input type="checkbox"/>		
k. workrate set by process?	<input type="checkbox"/>	<input type="checkbox"/>		
2. The Loads				
Are they	<input type="checkbox"/>	<input type="checkbox"/>		
a. heavy?	<input type="checkbox"/>	<input type="checkbox"/>		
b. bulky or unwieldy?	<input type="checkbox"/>	<input type="checkbox"/>		
c. difficult to grasp?	<input type="checkbox"/>	<input type="checkbox"/>		
d. unstable or unpredictable?	<input type="checkbox"/>	<input type="checkbox"/>		
e. harmful (hot/cold/sharp?)	<input type="checkbox"/>	<input type="checkbox"/>		
3. Working Environment				
Are there	<input type="checkbox"/>	<input type="checkbox"/>		
a. constraints on posture?	<input type="checkbox"/>	<input type="checkbox"/>		
b. poor floors?	<input type="checkbox"/>	<input type="checkbox"/>		
c. variations in levels?	<input type="checkbox"/>	<input type="checkbox"/>		
d. hot/cold/humid conditions	<input type="checkbox"/>	<input type="checkbox"/>		
e. strong air movements?	<input type="checkbox"/>	<input type="checkbox"/>		
f. poor lighting conditions?	<input type="checkbox"/>	<input type="checkbox"/>		
4. Individual Capability				
Does the job	<input type="checkbox"/>	<input type="checkbox"/>		
a. require unusual capability?	<input type="checkbox"/>	<input type="checkbox"/>		
b. hazard those with health problems?	<input type="checkbox"/>	<input type="checkbox"/>		
c. hazard those who are pregnant?	<input type="checkbox"/>	<input type="checkbox"/>		
d. call for special training/info?	<input type="checkbox"/>	<input type="checkbox"/>		
e. large vertical movements?	<input type="checkbox"/>	<input type="checkbox"/>		



Manual Handling

Detailed Assessment (continued)

Questions If you answer YES consider level of risk			Level of Risk Low Medium High	Remedial Action
5. Other Factors				
	Y	N		
Is movement or posture hindered by clothing or personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Reducing the Risk of Injury

1. The Tasks

Can you	Y	N
a. improve workplace layout to improve efficiency?	<input type="checkbox"/>	<input type="checkbox"/>
b. reduce the amount of twisting and stooping?	<input type="checkbox"/>	<input type="checkbox"/>
c. avoid lifting from floor level or above shoulder height?	<input type="checkbox"/>	<input type="checkbox"/>
d. reduce carrying distances?	<input type="checkbox"/>	<input type="checkbox"/>
e. vary the work, allowing one set of muscles to rest while another is used?	<input type="checkbox"/>	<input type="checkbox"/>
f. avoid repetitive handling?	<input type="checkbox"/>	<input type="checkbox"/>
g. strenuous pushing or pulling?	<input type="checkbox"/>	<input type="checkbox"/>
h. sudden movement of loads?	<input type="checkbox"/>	<input type="checkbox"/>

2. The Loads

Can you and/or your suppliers help to make the load	Y	N
a. lighter or less bulky?	<input type="checkbox"/>	<input type="checkbox"/>
b. easier to grasp?	<input type="checkbox"/>	<input type="checkbox"/>
c. more stable?	<input type="checkbox"/>	<input type="checkbox"/>
d. less damaging to hold?	<input type="checkbox"/>	<input type="checkbox"/>

3. Working Environment

Can you	Y	N
a. remove obstacles to free movement?	<input type="checkbox"/>	<input type="checkbox"/>
b. provide better flooring?	<input type="checkbox"/>	<input type="checkbox"/>
c. avoid steps and spread ramps?	<input type="checkbox"/>	<input type="checkbox"/>
d. prevent extremes of hot and cold?	<input type="checkbox"/>	<input type="checkbox"/>
e. improve lighting?	<input type="checkbox"/>	<input type="checkbox"/>
f. consider less restrictive clothing or personal equipment?	<input type="checkbox"/>	<input type="checkbox"/>

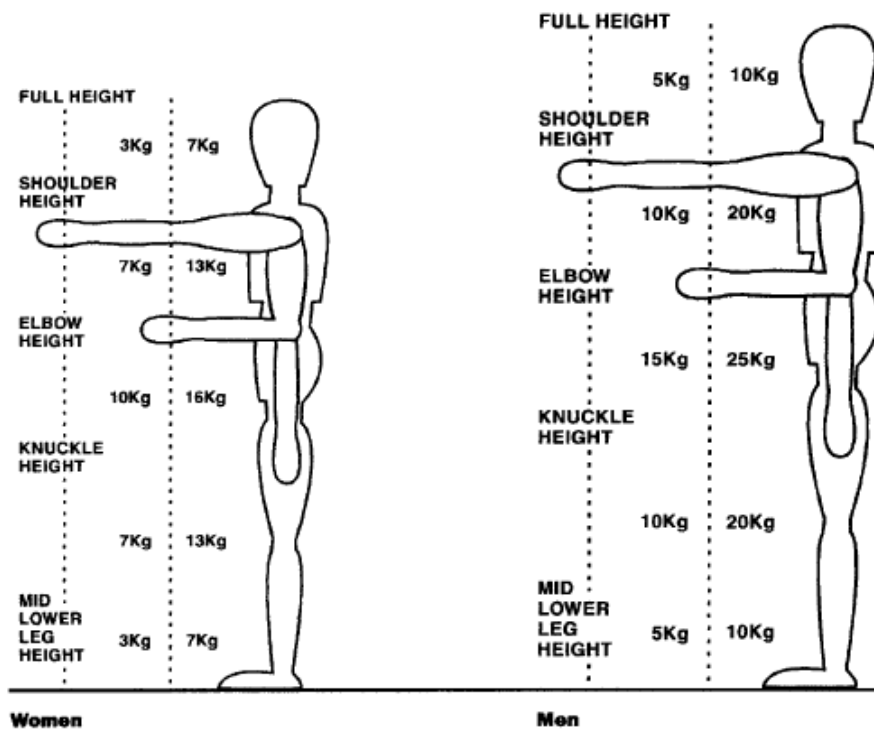
4. Individual Capability?

Can you	Y	N
a. take better care of those who have a physical weakness or who are pregnant?	<input type="checkbox"/>	<input type="checkbox"/>
b. give your employees more information, eg. about the range of tasks they are likely to face?	<input type="checkbox"/>	<input type="checkbox"/>
c. provide better training	<input type="checkbox"/>	<input type="checkbox"/>



Manual Handling

General and Numerical Guidelines



Each box in the diagram shows guideline weights for lifting and lowering.

The weights assume that the load is readily grasped with both hands; and the operation takes place in reasonable working conditions with the lifter in a stable body position.

If the lifter's hands enter more than one box during the operation use the smallest weight.

Use an in-between weight if the hands are close to the boundary between boxes.

If the operation must take place with the hands beyond the boxes make a more detailed assessment.

Note: There is no such thing as a completely safe manual handling operation. But working within the guidelines will cut out the risk and reduce the need for a more detailed assessment.



Personal Protective Equipment

What is PPE?

PPE is all equipment (including clothing to protect against the weather), which is intended to be worn, or by a person artwork and which protects him against one or more risks to his health or safety.

These typically include:

Safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. Since 1 July 1995, new PPE needs to have been "CE" marked. Non-CE-marked PPE supplied before 30 June 1995 can continue to be used after that date providing it still offers adequate protection.

Provision and use of PPE

Personal protective equipment is to be supplied and used at work wherever there're risks to health and safety that cannot be adequately controlled in other ways. Because the effectiveness of PPE can be easily compromised, e.g. by not being worn properly, it should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk of injury.

However, where PPE is the only effective means of controlling the risks of injury or ill health, then employers must ensure that it's available for use at work - free of charge.

Employers have a legal duty under to ensure that employees wear relevant PPE. Employees also have a legal duty to co-operate with their employer and wear such equipment. Where an employee refuses to wear PPPE you should consider the use of formal disciplinary action.

Whenever PPE has been issued you should require relevant employees to sign to acknowledge receipt of such equipment. A sample PPE issue record is shown on page 32.

In addition you should require employees to sign to acknowledge having been instructed and trained on when and how tower or use such equipment.



Personal Protective Equipment

The self-employed

The self-employed also have a duty to obtain and use the appropriate PPE wherever there is a risk to their health and safety that cannot be adequately controlled by alternative measures. The only exception to this is for those who reclassified as self-employed for tax reasons, but who otherwise work in an employee-employer relationship. In this case it will be for the employer to provide suitable PPE.

Assessing suitable PPE

To allow the right type of PPE to be chosen the different hazards in the workplace need to be considered carefully. This will enable an assessment to be made of which types of PPE are suitable to protect against the hazard and/or the job to be done. A sample PPE Risk Assessment Form is shown on page 33.

Your supplier should be able to advise you on the different types of PPE available and their suitability for different tasks. It may be necessary in a few particularly difficult cases to obtain advice from specialist sources - and of course from the manufacturer. The following factors should be considered when assessing the suitability of PPE

- Is it appropriate for the risks involved and workplace conditions?
For example, eye protection designed for protection against pesticides will not offer adequate face protection for someone using cutting equipment.
- Does it prevent or adequately control the risks involved without increasing the risk?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of those who will be wearing it been taken into account?
- What are the needs of the job and the demands it places on the wearer?
For example, the length of time the PPE needs to be worn, the physical effort required doing the job and the requirements for visibility and communication.
- If more than one item of PPE is being worn, are they compatible?
For example, does the use of particular type of respirator make it difficult to get eye protection to fit properly?



Personal Protective Equipment

Training

Make sure the user is aware of why PPE is needed, when it is to be used, repaired or replaced and its limitations. Instruct, train and supervise its use. A record should be maintained of any training carried out and a Training Record Form is shown on page 34.

Monitoring PPE Use

Because PPE is the last resort after other methods of protection have been considered, it is important that users wear it all the time they are exposed to the risk.

Check regularly the use of PPE and investigate fully any reasons for non-use. Safety signs can be useful reminders to wear PPE. An example compliance-monitoring log is shown on page 35.

Maintenance

Equipment needs to be well looked after and be properly accommodated when not in use, for example, stored in a dry, clean cupboard, or in the case of smaller items, such as eye protection, in a box or case. It should be kept clean and in good repair –

- The manufacturer's maintenance schedule (including recommended
- Replacement periods and shelf lives) should normally be followed.
- Simple maintenance can be carried out by a trained wearer, but a specialist should only do more intricate repairs
- A record should be kept of all maintenance carried out.
- To avoid unnecessary loss of time, it is advisable that suitable replacement PPE should always be readily available.



Personal Protective Equipment

PPE Issue Record

Important Note

It is your responsibility as the user of the PPE to take reasonable care, undertake basic maintenance and report any loss or damage immediately for replacement purposes. Your signature acknowledges that you have been instructed on how, where and when, to wear or use the above equipment.

Name Employee No Department

	1	2	3	4	5	6
Date of Issue						
Head & Hair						
Eye/Face						
Body						
Hand/Arm						
Foot/Legs						
Respiratory Protection						
Foul Weather Gear						
Hearing						
Safety Harness						
Other Misc. eg. High Visibility						
Reason for return						
Issued by						
Employee Signature						



Personal Protective Equipment

Record of Assessment

Department:							
Activity	Date of Assessment	Undertaken by	Nature of Hazard	Parts of body at Risk	Severity of Risk High/Moderate/Low	Other Factors Affecting Choice of Equipment	Suitable PPE

Assessment Aide Memoir:

HAZARDS

Falls from height
 Blows, cuts, impact, crushing
 Stabs, cuts, grazes
 Vibration
 Slipping, falling over
 Fell of objects, flying fragments
 Scalds, heat, fire/cold
 Hazardous dust, fume, vapour, organisms
 Immersion
 Non-ionising/ionising radiations
 Electrical
 Ionising radiators

PARTS OF BODY

Cranium
 Ears
 Eyes
 Respiratory test
 Face
 Whole head
 Hands
 Arms
 Feet
 Legs
 Skin
 Whole body

OTHER FACTORS

Other equipment to be used
 Personal factors
 Access to workplace
 Working conditions
 Physical effort
 Visibility/communications
 Period of use



Personal Protective Equipment

PPE Training Record

Name:-	
Job Description:-	
PPE:-	
Training Check List	Comment
Nature of Risk Areas/activities to be used Method of use Recognising defects Procedure to follow to report defects/loss Method of storage Cleaning/maintenance/inspection procedures	
Instructors Signature:	Date:
I have received and understand the above elements of training	
Employees Signature:	Date:

Note: The above is a checklist record only and may need to refer to more detailed training procedures



Personal Protective Equipment

PPE Compliance Monitoring Log

Department:				
Date	Auditors Signature	PPE Type	Names of Persons Not Using Equipment	Verbal or Written Warning Issued



COSHH

Introduction

The aim of the Control of Substances Hazardous to Health Regulations is to prevent damage to health from exposure to hazardous substances. A main requirement is for all employers to assess the risk of health damage to their employees or others from substances encountered in the course of their business.

Assessment Procedure

Before starting, decide who is to be involved and how the assessment is to be organized and recorded. Assessment can be organized in two ways:

- Take different work activities and look at the exposures in each, or
- Take different substances and see where exposure occurs across different activities.

In simple cases with few substances, the substances approach may be successful but in more complicated cases, the activity approach can reduce the work involved. In all cases the work should be divided into manageable chunks with realistic targets for completion.

Priority should be given to those situations, which appear to offer the greatest risk.



COSHH

Identify Potentially Hazardous Substances

The first stage in any assessment is to identify substances and processes, which may fall under the scope of the Regulations.

a) Purchased-in Materials

Produce a list of all substances used in the Company. Obtain safety data sheets from chemicals suppliers (although not a requirement it is good practice to hold this data in a central file). Identify those substances falling under the scope of the regulations because they are either:

- Toxic
- Very toxic
- Harmful
- Irritant
- Corrosive
- Sensitizing agent
- Carcinogenic

(The above will be notified by appropriate warning symbols in an orange background on the container labels and in the safety data sheets)

- Substances with an occupational exposure limit
- Substances with comparable hazards such as pesticides.

b) Processes

Identify processes where materials are converted into a different form which may be hazardous, e.g. solids reduced to dust by machining, fumes produced by hot processes, vapors, substances reacting to form new substances.

c) Biological Agents

Harmful micro organisms are less common but may be relevant for example where animals are handled, or for medical or laboratory staff, or where there are water systems likely to produce legionella.

d) Waste Materials and By-Products

E.g. wood dusts, solder and welding fumes



COSHH

2. Identify Exposure Potential

Find out exactly what is being done and who is at risk. Relevant investigation should consider:

a) Tasks and Activities

Consider tasks and activities where hazardous substances are likely become airborne and inhaled, come into contact with skin or eyes, be ingested or injected (e.g. needle-stick injuries)

- How often is the activity undertaken?
- In what quantity is the material used?
- In what form is the material used, e.g. solid or fine dust, liquid or aerosol spray, at an elevated temperature or pressure?

b) Persons at Risk

Employees, e.g. production workers, maintenance workers, supervisors, office staff

- Contractors and visitors
- People outside
- High risk categories, e.g. elderly, children, sick

3. Evaluate Risks to Health

Assessments should consider:

- a) The inherent health hazard created by the material or process.
- b) An assessment of the actual risk.

(It is important to distinguish between the hazard presented by a substance and the risk it actually creates in the normal manner of use. Euphoric acid for example is highly corrosive but would not be a risk if only used in closed systems to which employees have no access)

To allow comparison between different materials it is valid to use a numerical
Or descriptive evaluation, e.g. negligible, low, significant, high, very high or similar.



COSHH

3. Evaluate Risks to Health (continued)

c) Relevant published standards - Maximum Exposure Limit (MEL) or Occupational Exposure Standard (OES) applicable

d) The adequacy of existing control measures.

e) The need for further action or investigation.

Professional advice may need to be sought for testing local exhaust ventilation systems, carrying out air monitoring, offering advice on particular processes or substances etc.

4. Decide on Control Measures

The availability, effectiveness and suitability of any existing protective measures, such as local exhaust ventilation or personal protective equipment should be considered. Further action may be necessary, generally in the form of:

- Containment - The hazard is contained or enclosed
- Engineering control - Typically local exhaust ventilation
- General Ventilation - A good standard of general ventilation and good working practices
- Special - Expert/specialist advice may be needed to look at protection against skin/eye contact

5. Review of Assessment

Assessments should be reviewed regularly (at intervals of not more than 5 years) or when there has been a significant change, e.g.:

- Introduction of a new material or process (Assessments will rapidly become dated if there are not reasonably strict controls on the introduction of new materials or processes.)
- New evidence as to the hazard of materials
- Availability of new control measures



COSHH

Specimen COSHH Assessment Form

DEPARTMENT/LOCATION:		ASSESSOR:			DATE:	
ACTIVITY	SUBSTANCE(S) USED		PERSONS AT RISK		ASSESSMENT OF RISK	further action or investigation
	Name	Hazard	Quantity used	frequency of exposure		

Review Date



Fire Assessments

Internal Fire Inspection Report

All directors and employees depend on the continued well being of their company for their livelihood. A serious fire can easily disrupt production and put them out of business. Arsonists can start major fires, misuse of electrical equipment, smoking materials, mechanical heat and sparks, heating plant, rubbish burning or other causes.

Waste, electrical insulation, packaging materials, stock or flammable liquids may assist the spread of fire throughout the premises. As part of management's responsibilities to reduce fire risks a system of self-inspection can be introduced involving an Internal Fire Inspection Report.

The Internal Fire Inspection Report on pages 44-49 illustrates the type of document required for a self-inspection system. This is not exhaustive and you may find some of the items unnecessary, especially if they form part of another inspection programme. One overall report for the whole premises will often suffice for smaller businesses. In larger companies the best results are likely to be obtained if each department is made responsible for carrying out its own audit.

For certain specific areas or departments you may find that it would be more advantageous to design the fire inspection report to cater for this area/department alone.

Inspection Frequency

Frequency of inspection will be dependent on many variables including changes in occupation, building alterations, staff turnover and the number of items requiring action found in previous reports.

Depending on such factors the inspections could be carried out on a weekly, monthly or quarterly basis.



Fire Assessments

Implementation

An essential part of the audit is to ensure that there is a response to adverse points raised, otherwise those responsible for undertaking the inspections will feel that the system is not justifiable.

A system should therefore be devised involving the various line managers and the company Fire/Health Officer to ensure that the audit reports are logged and the items requiring further attention auctioned.

As part of this process those who undertake the inspections should be kept informed of the remedial actions being taken. To maintain an interest in fire inspections responsibility for completion of the report should be delegated by the departmental manager to an appropriately trained member of his workforce. Line management and/or the company Fire and Health and Safety Officer should occasionally be present during an inspection.



Fire Inspection Report

Self Inspection Form for Commercial Premises

Completion of this form is the responsibility of the Departmental Manager. The inspection may be carried out by the Manager or other authorised employee to ensure that the inspections are not always undertaken by the same person. The appropriate box must be ticked against each item. Where an item is unsatisfactory an item number should be allocated in the box under the heading Corrective Action Item and the hazard detailed in the appropriate section at the end of the form.

On completion, the form, together with comments on the action taken should be sent to the Factory Fire/Safety Officer. If immediate action cannot be taken the Plant Manager and the Fire/Safety Officer should be consulted.

Department..... Name of Inspector..... Date.....

Housekeeping	Yes	No	N/a	Corrective Action item
Are suitable containers provided for waste materials?	[]	[]	[]	[]
Are there any combustible waste accumulations outside of proper containers?	[]	[]	[]	[]
Are there any combustible waste accumulations under benches?	[]	[]	[]	[]
Are flammable liquids safely handled and stored?	[]	[]	[]	[]
Are combustible packing materials kept in the safe containers and is the packing area cleaned up at closing time?	[]	[]	[]	[]
Is storage in warehouses orderly with ample aisle space?	[]	[]	[]	[]
Is the appropriate clear space being maintained beneath the sprinkler heads?	[]	[]	[]	[]
Is there any non essential storage in your department?	[]	[]	[]	[]
Is all storage clear of light fittings and other electrical and heating apparatus?	[]	[]	[]	[]



Fire Inspection Report

Self Inspection Form for Commercial Premises (continued)

	Yes	No	N/a	Corrective Action item
Electrical Equipment				
Is there any temporary wiring?	[]	[]	[]	[]
Are motors, fuse panels, and switch boxes clean?	[]	[]	[]	[]
Is all wiring, including connections to junction boxes, panel boxes, equipment etc, in good condition?	[]	[]	[]	[]
Are any unauthorised items of portable electrical equipment being used in the department?	[]	[]	[]	[]
Is there any storage in switchgear rooms/cupboards?	[]	[]	[]	[]
Are switchgear rooms, plant rooms and service ducts kept locked?	[]	[]	[]	[]
Has all portable equipment, including trailing leads been tested and logged?	[]	[]	[]	[]
Smoking				
Are there designated areas for smoking?	[]	[]	[]	[]
Are No Smoking regulations enforced in restricted areas?	[]	[]	[]	[]
Any evidence of surreptitious smoking?	[]	[]	[]	[]
Fire Doors and Fire Exits				
Are all fire doors and shutters in good condition, operable, unobstructed, and not blocked open?	[]	[]	[]	[]
Are automatic closing devices in operating condition?	[]	[]	[]	[]
Are all fire exits unobstructed, including access to them and egress from them?	[]	[]	[]	[]
Are all fire exits clearly marked?	[]	[]	[]	[]
Are all exit routes adequately lit and emergency lighting in good working order?	[]	[]	[]	[]



Fire Inspection Report

Self Inspection Form for Commercial Premises (continued)

	Yes	No	N/a	Corrective Action item
Security/Arson				
Are all door and window locking devices in good working order?	[]	[]	[]	[]
Are any movement detectors obscured by stock or plant?	[]	[]	[]	[]
Is the intruder alarm fully operative?	[]	[]	[]	[]
Fire Extinguishers and Hose Reels				
Are all extinguishers properly charged and pressurized?	[]	[]	[]	[]
Are all extinguishers and small bore hoses in good condition and readily accessible?	[]	[]	[]	[]
Are all fire appliances free of obstructions?	[]	[]	[]	[]
Does each fire point have the correct equipment?	[]	[]	[]	[]
Fire Training				
Are there any new employees that require training concerning fire drills and the use of fire fighting equipment?	[]	[]	[]	[]
Are fire drills up to date?	[]	[]	[]	[]
Fire Alarms				
Did the fire alarm operate satisfactorily in your area during the weekly test?	[]	[]	[]	[]
Is the fire alarm log book up to date?	[]	[]	[]	[]
Are the fire detector heads unobstructed?	[]	[]	[]	[]



Fire Inspection Report

Self Inspection Form for Commercial Premises (continued)

	Yes	No	N/a	Corrective Action item
Gas Cylinders				
Are any cylinders in use not secured?	[]	[]	[]	[]
Are all fittings and hoses in good condition?	[]	[]	[]	[]
Is there any storage of idle or empty cylinders in your department?	[]	[]	[]	[]
Fork Lift Truck/Electric Vehicle Charging Area				
Is the charging area kept clean and tidy?	[]	[]	[]	[]
Are all low voltage charging cable connectors undamaged?	[]	[]	[]	[]
Has storage been allowed within the charging area?	[]	[]	[]	[]
Space Heating				
Are there any unauthorised portable appliances?	[]	[]	[]	[]
Is a clear space being maintained around heater units?	[]	[]	[]	[]
Are fusible links and fire valves in good condition?	[]	[]	[]	[]
Are there any fuel oil leaks?	[]	[]	[]	[]
Hot Work				
Have hot work permits been used as necessary?	[]	[]	[]	[]
Machinery Maintenance Fire Training				
Are all maintenance schedules up to date for all plant?	[]	[]	[]	[]
Are there any leaks in hydraulic systems?	[]	[]	[]	[]
Are all drive belts properly adjusted?	[]	[]	[]	[]
Are all oil leaks being absorbed by the use of oil absorbing granules and the contaminated granules regularly removed?	[]	[]	[]	[]
Are all oil leaks being reported and rectified?	[]	[]	[]	[]



Fire Inspection Report

Self Inspection Form for Commercial Premises (continued)

Outside	Yes	No	N/a	Corrective Action item
Are all idle pallets and waste skips at least 6 metres clear of buildings?	[]	[]	[]	[]
Are there any accumulations of waste not properly contained?	[]	[]	[]	[]
Is there any waste water and/or rubbish in tank catch pits?	[]	[]	[]	[]
Are all fire hydrants clearly identified and unobstructed?	[]	[]	[]	[]
Is the perimeter fence secure?	[]	[]	[]	[]

Water Damage Control

Are all gutters and down pipes in good condition and clear of leaves and vegetation?	[]	[]	[]	[]
Are those down pipes vulnerable to impact damage, inside and outside the building adequately protected?	[]	[]	[]	[]
Are members of staff and management aware of the location of the mains water stop valve?	[]	[]	[]	[]
Is the mains water stop valve accessible and free in operation?	[]	[]	[]	[]
Are the frost stats on the heating system operative?	[]	[]	[]	[]
Are all vulnerable water pipes adequately lagged?	[]	[]	[]	[]

General Impressions (to be completed following inspection)

Housekeeping

A clean premises.	[]
A few areas requiring attention.	[]
Poor housekeeping.	[]



Fire Inspection Report

Self Inspection Form for Commercial Premises (continued)

Alterations

List any alterations to the layout of facilities or any changes in occupation since the last inspection. Please indicate if the area is sprinklered.

If none write "None"

Corrective Action Items

Item No	Hazard Identified	Action Taken (including date)



Other Key Areas

Turner & Co can supply background information and assessment forms in most areas of risk management. Only key areas are covered in this document. Other areas you may wish to receive information about are listed below. Please contact us if you would like information about any of the following subjects;

Electricity

- Electrical Maintenance – Fixed Installations
- Electricity At Work
- Portable Electrical Equipment
- Residual Current Devices
- Transient Over voltages

Fire

- Sprinkler systems maintenance
- Composite Panels
- Fire Points
- Fire precautions regulations
- Fire prevention on construction sites
- Hot work
- Internal fire inspection report
- Low smoke and fume emission cables
- Restoration of fire protection systems
- Temporary buildings having proven fire resistance
- Catering ventilation fire assessment



Other Key Areas

Accidents

- Accident investigation
- Accident reporting
- Bodily injury claims reporting
- Residential care homes

Risk Assessment

- COSHH assessment
- Construction Site Transport
- Display screen equipment
- Falls from height
- Glazing Materials
- Guide to risk assessments
- Lifting operations on construction sites
- Management of health and safety at work rags
- Managing stress
- Manual handling assessments
- Manual handling techniques
- Pressure systems regulations
- Young people at work
- Public Houses
- Shopping centers



Other Key Areas

Procedures Control and Training

- Abrasive Wheels
- Asbestos guidance
- Child care facilities
- Confined spaces
- CDM rags
- Control of contractors
- Dangerous Goods safety adviser
- Dangerous substances and explosives rags
- Directors responsibilities
- First aid at work
- Fork lift trucks
- Health and safety policies
- Induction training
- Lifting operations regs
- Lone workers
- Maintenance
- Occupational health and safety
- Permits to work
- Playgrounds
- Precautions against extremist activity
- Product recall
- Safe use of ladders
- Safety in the use of knives
- Safety inspections
- Turnbull Report
- Violence at work



Other Key Areas

Occupational Health

- Audiometry
- Control of vibration
- Occupational asthma
- Occupational noise
- Passive smoking
- Personal protective equipment
- Slips trips and falls
- Vibration white finger
- Man made mineral fibre