

# Black Sluice Internal Drainage Board

## Policy No: 07

### Health & Safety Policy

Review Dates:

Board Approved	22 November 2023
Review Period (CEO)	12 months
Review Period (Board)	3 Years

#### Record of Amendments

Use this table to record any amendments to this policy. Include brief details of the amendment and the reasons for it, e.g., annual review, introduction of new legislation, a change to the processes or conditions.

Version No.	Date	Ref.	Details of Amendment
1.0	October 2023		New Policy presented to A&R Committee.

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### **Health and Safety Policy development**

This policy is to be reviewed annually by the Chief Executive and Health & Safety Committee and triennially by the Board.

### **Forms**

A suite of useful forms can be downloaded from the Black Sluice IDB H&S SharePoint site.

### **Risk Assessments**

Risk Assessments can be downloaded from the Black Sluice IDB H&S Share Point.

### **Safe Systems of Work/Method Statements**

Risk Assessments can be downloaded from the Black Sluice IDB H&S Share Point.

### **Leaflets**

Leaflets can be downloaded from the Black Sluice IDB H&S Share Point.

### **Site Safety Inspection Records**

Cope Safety Management will conduct periodic inspections twice a year, one to coincide with cutting season (August to December) and one whilst other desilting and construction works are being conducted and complete a Site Safety Inspection. A copy of this record is provided and should be kept.

Users of the Cope Safety Management Limited Members Area can access an archive of site safety inspection records online, which will also be filed in the BSIDB filing system. Any matters requiring urgent action will be brought to the attention of a Director at the time of the visit.

### **Current Observations**

Observations will be raised by an Copes Safety Manager advisor, to a Director, during a visit. Black Sluice IDB will take ownership of these observations by signing the Site Safety Inspection Record at the end of the visit. A summary table of observations requiring action is provided in addition to the site safety inspection record. A copy of the summary table will be kept in the filing system and used to record the identity of those tasked to complete remedial actions and the date closed out. Users of the Cope Safety Management Limited Members Area can access an up-to-date table of all observations requiring action online, which will also be filed in the BSIDB filing system.



**BLACK SLUICE**  
INTERNAL DRAINAGE BOARD

## **Health and Safety Statement of Intent 22 November 2023**

Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, and agency staff working on our behalf. In addition we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our customers, visitors and members of the public.

We will achieve this policy, in part, by:

1. Appointing competent Managers who are responsible for health and safety in their respective areas;
2. Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;
3. Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate;
4. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;
5. Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness;
6. Setting goals and following action plans to ensure continuous improvement in health and safety performance; and
7. Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example and the formation of a Health and Safety Committee.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

I look forward to your full co-operation and support.

Daniel Withnall  
(Chief Executive)

## **2.1 Overview**

The Black Sluice Internal Drainage Board is an authority set up to control water levels and reduce the risk of flooding within the Board's area. It operates 34 pumping stations and maintains 500 miles of watercourses within its area and has a policy of undertaking this work with regard to protecting and enhancing the environmental features in these watercourses, employing approximately 27 people.

The address, telephone and email of the organisation are:

Black Sluice Internal Drainage Board

Station Road

Swineshead

Lincolnshire

PE20 3PW

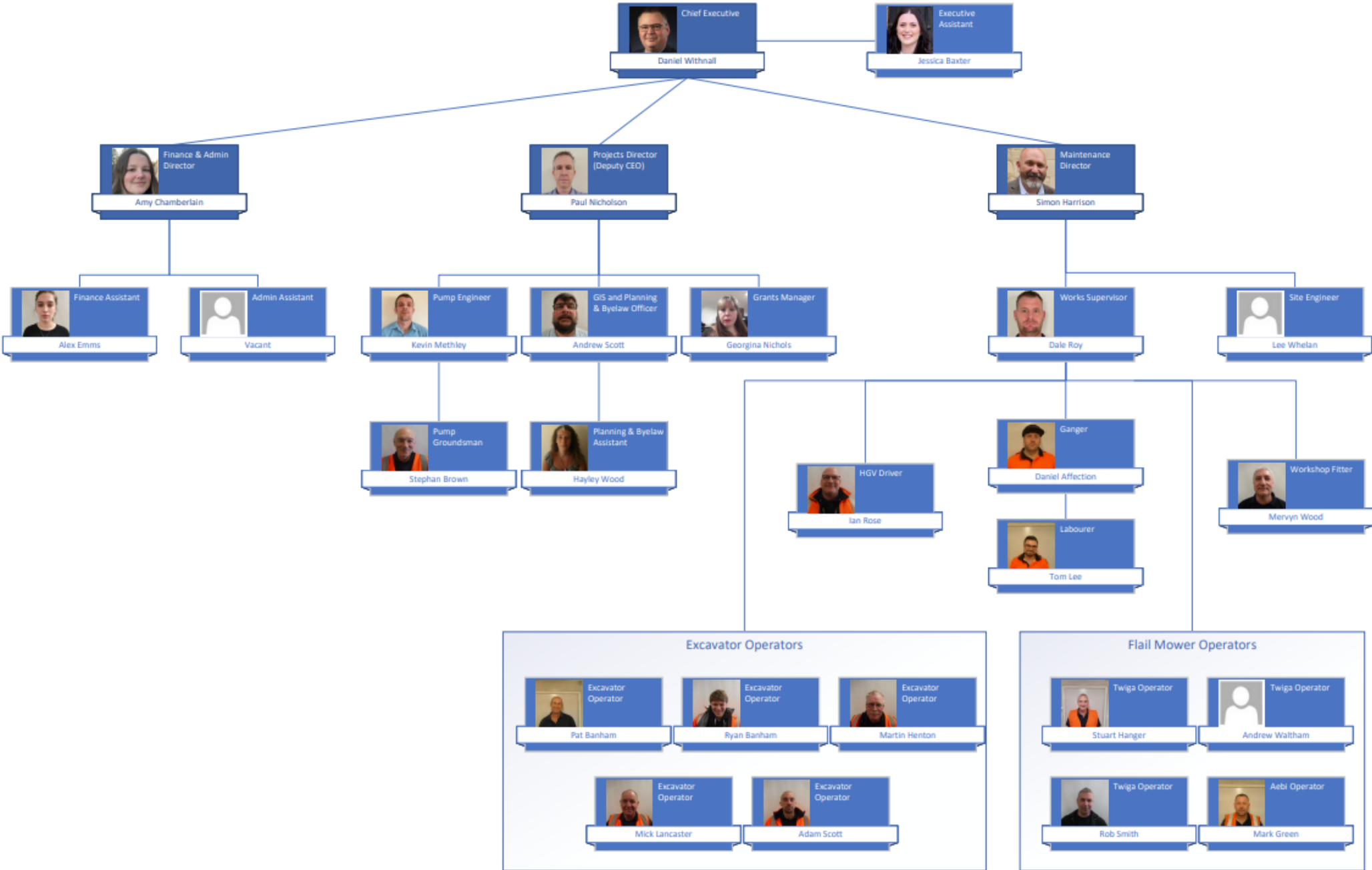
Tel: 01205 821 440

Email: [mailbox@blacksluiceidb.gov.uk](mailto:mailbox@blacksluiceidb.gov.uk)

## **2.2 Management Structure**

An organogram showing the management structure for Black Sluice Internal Drainage Board is provided on the following page.

# Black Sluice Internal Drainage Board



## **2.3 Responsibilities**

### **2.3.1 Responsibilities of the Chief Executive**

The Chief Executive, Mr Daniel Withnall recognises and accepts the overall responsibility for health and safety and will ensure that suitable and sufficient arrangements are in place to satisfy the health and safety regulations and codes of practice that are applicable to the organisation.

The general responsibilities are to:

- Understand, initiate and monitor the effectiveness of the implementation of this policy and its arrangements, and ensure that any necessary alterations are made;
- Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;
- Ensure that employees are engaged, informed and take active participation in the implementation of this policy and its arrangements;
- Ensure that adequate training is undertaken by employees to enable them to safely undertake their work duties;
- Ensure adequate liaison with relevant external bodies, e.g. enforcing authorities, emergency services, where necessary;
- Ensure that suitable arrangements are in place so that plant and equipment is provided and maintained and conforms to all relevant statutory provisions (e.g. guarding, examination and testing, etc.);
- Ensure that suitable arrangements are in place so that hazardous substances are marked, used, stored or handled in accordance with relevant guidance and procedures;
- Ensure that suitable arrangements are in place so that appropriate first aid, fire-fighting and any other relevant emergency equipment is provided and readily available;
- Ensure adequate emergency procedures are in place and that they are regularly tested;
- Ensure adequate procedures are in place to correctly report, record and investigate all accidents and incidents and that action is taken to prevent a reoccurrence;
- Take appropriate action when statutory and/or internal standards are breached;
- Ensure that health and safety is on the agenda at all relevant meetings;
- Chair the Health and Safety Committee formed from a wide cross section of employees and
- Ensure that contractors understand and comply with the organisations policies and procedures, and take action where compliance is not achieved.

### **2.3.2 Responsibilities of Managers and Supervisors, etc.**

The Managers and Supervisors, etc., listed below are responsible for ensuring that health and safety arrangements are implemented and adhered to in the area of work for which they have control and responsibility, and/or for the specific arrangements identified.

	<b>Area of Responsibility / Specific Arrangements</b>	<b>Name</b>	<b>Title</b>
3.1	Asbestos	Paul Nicholson	Projects Director
3.2	Confined Spaces	Paul Nicholson	Projects Director
3.3	Construction (Design and Management)	Simon Harrison	Maintenance Director
3.4	Control of Contractors	Simon Harrison	Maintenance Director
2.3.7	Chair of Health & Safety Committee	Daniel Withnall	Chief Executive
3.5	Display Screen Equipment	Amy Chamberlain	Finance & Admin Director
3.6	Electricity	Paul Nicholson	Projects Director
3.7	Fire	Amy Chamberlain (Office) Simon Harrison (Depot) Paul Nicholson (Pumping Stations)	Finance & Admin Director Maintenance Director Projects Director
3.8	First Aid, Accident & Near-miss Reporting	Simon Harrison	Maintenance Director
3.9	Hazardous Substances	Simon Harrison	Maintenance Director
3.10	Health and Safety Management	Simon Harrison	Maintenance Director
	Health and Safety Policy Development	Daniel Withnall	Chief Executive
3.11	Lifting Operations and Lifting Equipment	Simon Harrison	Maintenance Director
3.12	Lone Working	Simon Harrison	Maintenance Director
3.13	Manual Handling	Simon Harrison	Maintenance Director
3.14	Monitoring Performance	Daniel Withnall	Chief Executive
3.15	Noise	Simon Harrison	Maintenance Director
3.16	Personal Protective Equipment	Simon Harrison	Maintenance Director
3.17	Pressure Systems	Simon Harrison	Maintenance Director
3.18	Safety Signs and Signals	Simon Harrison	Maintenance Director
3.19	Stress	Amy Chamberlain	Finance & Admin Director
3.20	Vibration	Simon Harrison	Maintenance Director
3.21	Work at Height	Simon Harrison	Maintenance Director
3.22	Work equipment	Paul Nicholson	Projects Director
3.23	Working Time	Amy Chamberlain	Finance & Admin Director
3.24	Workplace (Health, Safety & Welfare)	Paul Nicholson	Projects Director



In addition, the general responsibilities of Managers and Supervisors, etc. are to:

- Ensure they, and all employees under their control, observe the requirements of this policy;
- Ensure that all employees under their control have received induction and further training, refreshed at periodic intervals, relevant to the tasks that they perform;
- Ensure that, where necessary, suitable and sufficient risk assessments/safe systems of work are in place for the tasks undertaken, area of work or individuals at work;
- Ensure that arrangements are agreed with contractors to avoid conflicts with work, and that where necessary, suitable risk assessments/method statements are in place and are being observed;
- Ensure that all relevant health and safety information is communicated or distributed;
- Ensure that their area of control is kept tidy, that good housekeeping is maintained and that any waste is removed promptly;
- Ensure that all work equipment is in good condition, adequately maintained and guarded;
- Ensure that all hazardous substances are marked, used, stored or handled in accordance with relevant guidance and procedures;
- Ensure, where appropriate, that suitable and sufficient personal protective equipment is provided to and worn by persons in their area of control;
- Instigate relevant emergency procedures, where necessary, else ensure that the procedures are regularly tested;
- Assess, follow up and record any health and safety concerns from employees, and ensure that they are dealt with, or referred, in a timely manner;
- Contribute and participate in Health and Safety Committee Meetings as required and directed.
- Ensure that all accidents and incidents are correctly reported, recorded and investigated and that action is taken to prevent a reoccurrence; and
- Attend relevant health and safety meetings when requested.

Managers and Supervisors are employees, and must also see section 2.3.3 Responsibilities of Employees.

### **2.3.3 Responsibilities of Employees**

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy. All employees have a duty to ensure their own safety and the safety of others, e.g. co-workers, contractors working on the same premises and customers or visitors to the premises).

The general responsibilities of employees are to:

- Adhere to the information, instruction and training they have received;
- Not operate any vehicle or machinery that they are not competent and authorised to use;
- Not interfere with or misuse anything provided in the interests of health and safety;
- Report all defects in plant, equipment or materials, or any other obvious health and safety hazards, accidents, injuries and dangerous occurrences to their Supervisor or Manager;
- Ensure that appropriate action is taken to rectify unsafe systems or actions; and

- Ensure good housekeeping at all times to prevent incidents where possible, e.g. cleaning up a spillage immediately after it has occurred. Other responsibilities are detailed in the Health and Safety Handbook that accompanies this policy.

### **2.3.4 Responsibilities of the Board / Board Members**

- Concerns (i.e., health and safety breaches, risks identified) reported to the Chief Executive
- Provision of resources for health and safety
- Review of the Health and Safety Policy (No. 07)

### **2.3.5 Responsibilities of Contractors**

It is the responsibility of contractors to co-operate in the implementation of this health and safety policy, and to follow all instruction provided by the contact at the organisation.

The general responsibilities of contractors are to:

- Familiarise themselves with so much of this health and safety policy as affect them and will ensure that appropriate information is communicated to their employees, and/or any sub-contractors who will do work on behalf of the organisation;
- Provide a current copy of their health and safety policy, and any other relevant documentation, to the organisation when requested;
- Ensure that any work is carried out in accordance with relevant statutory provisions, guidance and best practice, and in such a manner as to not put either themselves or any other persons at risk;
- Ensure that all plant and equipment brought onto the premises is in a safe condition, good working order and conforms to all relevant statutory provisions, e.g. guarding, examination and testing, etc.;
- Ensure that all hazardous substances brought onto the premises are marked, used, stored or handled in accordance with relevant guidance and procedures. Any substances with a significant health, fire or explosion risk, must be notified in advance to their contact at the organisation;
- Ensure that all fire prevention and precaution measures appropriate to the work are taken;
- Ensure steps are taken to minimise noise and vibration produced by their equipment and activities;
- Ensure that their work area is kept tidy, that good housekeeping is maintained and that any waste is removed as appropriate;
- Ensure that all accident and incidents are reported as soon as possible to their contact at the organisation; and
- Ensure that welfare facilities provided by the organisation are treated with care and respect.

### **2.3.6 Responsibilities of the Health and Safety Consultant**

Cope Safety Management Limited has been retained as an external safety advisor. This role has no executive authority.

In general, the responsibilities of the health and safety consultant are to:

- Assist the organisation with the implementation and monitoring of this policy and its arrangements;

- Conduct site safety inspections, at a frequency requested by the organisation;
- Provide assistance with the development, writing, implementation and monitoring of risk assessments/safe systems of work, etc.;
- Provide written and verbal support and assistance to representatives of the organisation with regards to health and safety; and
- Ensure that management are reminded of the need to review and revise the policy and its arrangements, as necessary.

Additional services may be provided by arrangement, e.g., accident and incident investigation and liaison with enforcing authorities, attendance at health and safety meetings, training provision, etc.

### **2.3.7 Responsibilities of the Chair of the Health and Safety Committee**

The Chief Executive shall chair the Health and Safety Committee, duties including but not limited to:

- Scheduling meetings and notifying members.
- Preparing an agenda.
- Inviting specialists or resource persons as required.
- Presiding over the meeting.
- Guiding meeting as per agenda.
- Ensuring all discussion items end with a positive decision.
- Assigning projects to members.
- Ensuring that the committee carries out its function.
- Ensuring all necessary minutes, reports and forms are prepared and distributed as required.

### **2.3.8 Work Safe Policy**

Under the Management of Health and Safety at Work Regulations 1999, every employee has the right to refuse to carry out work that they believe to be unsafe.

Where an employee feels that the work they are asked to do is unsafe they must report it immediately to their Supervisor or Manager.

If it is their Supervisor or Manager who has asked them to carry out the work, they may report to a safety representative or direct to a Director. Work will not be recommenced until the safety concerns have been assessed, and any reasonable concerns addressed.

All refusals to work on safety grounds must be recorded, along with the findings of the assessment and actions taken to address the concerns.

No employee raising justifiable safety concerns will be subject to any related disciplinary action, discharge, suspension, laying-off, demotion or any financial or other penalty.

## **3.1 Asbestos**

### **Management of asbestos in non-domestic premises**

All types of asbestos are dangerous. Asbestos is made up of thin fibers that cannot be seen with the naked eye but can be breathed in. The fibers can become stuck in the lungs causing scars that stop the lungs working properly (asbestosis), or cause cancer.

The main types of cancer caused by asbestos are cancer of the lung and cancer of the lining of the lung (mesothelioma). These diseases can take from 15 to 60 years to develop and there is no cure.

Anyone who disturbs asbestos-containing materials, for example, by working on them or near them, may be at risk of exposure. The Control of Asbestos Regulations 2012 places responsibilities on duty holders to manage asbestos in non-domestic properties.

The relevant duty holder has responsibilities to manage asbestos in non-domestic properties, they:

- Will take reasonable steps to find out if there are materials containing asbestos in the premises and, if so, how much, where they are and what condition they are in. This will involve a survey being undertaken by a competent person. The results of the survey will be recorded and the information provided to anyone who may work on, or disturb, the materials, for example, contractors;
- Will develop a plan to manage materials containing asbestos on the premises. In some cases, asbestos can be safely left in place and a system of inspection introduced. Where asbestos is to be removed, the duty holder will use a contractor who holds a license to work on asbestos (exemptions apply);
- Will undertake a suitable assessment of the risk to health of employees, and others, before any work is carried out that may expose persons to asbestos. The assessment should be completed by a competent person. The results of the assessment will be recorded and the information provided to employees, including the control measures in place to prevent exposure; and
- Will review the survey and management plans at regular intervals and revise them as necessary.

Employees:

- Must co-operate with the arrangements for the management of asbestos in non-domestic premises, for example, ask to see a copy of the asbestos survey and be mindful as to where asbestos is present, such that they are able to recognise defects or shortcomings in arrangements; and
- Must notify the duty holder if there any defects or shortcoming in their arrangements.

### Work with asbestos

Employees will not carry out any work that involves Asbestos containing materials. Such work will be carried out by licensed contractors only.

### Reference(s)

Control of Asbestos Regulations 2012

### Resource(s)

L143: Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance  
HSG264 Asbestos: The Survey Guide  
HSG247 Asbestos: The Licensed Contractors' Guide

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.2 Confined Spaces**

The definition of a confined space includes any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

Known Confined Spaces that Black Sluice IDB employees may encounter as part of their role includes, but is not limited to;

- Pumping Station Pump Chambers
- Manholes
- Inspection Chambers

The employer has a responsibility to avoid work in confined spaces wherever possible, i.e. by ensuring that the work can be done from outside. However, where work in confined spaces cannot be avoided, they:

- Will carry out a suitable and sufficient assessment of the hazards and risks associated with the work, i.e. the task, the working environment, the materials and tools to be used, the suitability of those carrying out the task, and the arrangements for emergency rescue;
- Will appoint competent people to help manage the risks and make sure that employees are adequately trained and instructed;
- Will appoint a Supervisor with the responsibility to ensure that the necessary precautions are taken, and check safety at each stage;
- Will implement a safe system of work and ensure that it is followed, this will include but may not be limited to:
  - Ensuring the effective isolation of mechanical and non-mechanical, e.g. electrical, services;
  - Ensuring that the confined space is effectively cleaned or purged before entry;
  - Ensuring safe access and exit, particularly if those completing the task are to wear bulky equipment;
  - Ensuring that the confined space remains adequately ventilated;
  - Arranging for a competent person to test the air as often as necessary, as determined by the suitable and sufficient assessment, to check that it is free from both toxic and flammable vapours and that it is fit to breathe;
  - Providing special equipment, e.g. non-sparking tools and specially protected lighting, where flammable or potentially explosive atmospheres are likely, etc.; and
  - Providing breathing apparatus, where necessary, if the air inside the confined space cannot be made fit to breathe.
- Will ensure that employees undertaking the work have sufficient experience and training;
- Will, where the risk assessment highlights exceptional constraints as a result of the physical layout, ensure that employees are of suitable build, do not suffer from claustrophobia and are fit to wear breathing apparatus;
- Will put in place adequate emergency arrangements before the work starts, i.e. to cover the necessary equipment, training and practice drills;
- Will ensure there are adequate systems in place to enable communication between people inside and outside the confined space and to summon help in an emergency;

- Will have someone positioned outside the confined space to keep watch and to communicate with anyone inside, raise the alarm quickly in an emergency, and take charge of the rescue procedures;
- Will implement a permit-to-work system where appropriate, to ensure a formal check is undertaken to make sure all the elements of a safe system of work are in place before people are allowed to enter or work in the confined space;
- Will provide suitable rescue equipment and enhanced first aid kit with an FAW First Aider available.
- Will ensure that rescuers are properly trained, sufficiently fit to carry out their task, ready at hand, and capable of using any equipment provided for rescue, e.g. breathing apparatus, lifelines and fire-fighting equipment;
- Will ensure that any adjacent plant is shut down before any rescue is attempted;
- Will ensure that there are trained first aiders available to make proper use of any necessary first-aid equipment provided; and
- Will have procedures in place to ensure that the emergency services are made aware of an incident and ensure that the relevant information is provided to them on arrival.

Employees:

- Must follow the safe system of work in place;
- Must understand and initiate the emergency arrangements, as necessary; and
- Must report any defects or shortcomings in arrangements, and particularly in control measures, to their Supervisor or Manager immediately.

#### Reference(s)

Confined Spaces Regulations 1997

#### Resource(s)

L101: Safe Work in Confined Spaces. Confined Spaces Regulations 1997. Approved Code of Practice,

Regulations and Guidance

HSG258 Confined Spaces: A Brief Guide to Working Safely

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.3 Construction (Design and Management)**

The Regulations identify various duty holders and their roles to ensure health and safety is managed throughout the design and construction phase of a project. These duty holders include client, domestic client, designer, principal designer, principal contractor, contractor and worker. As defined by the Regulations it is likely the organisation could undertake one or more of the following roles:

Clients:

- Will make suitable arrangements for managing a project, including the allocation of sufficient time and other resources;
- Will ensure that these arrangements are maintained and reviewed throughout the project;
- Will provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project;

- Will ensure that, before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or the principal contractor;
- Will ensure that the principal designer prepares a health and safety file for the project, which is revised from time to time to incorporate any new information;
- Will, if there is more than one contractor, appoint in writing, a principal designer and a principal contractor, before the construction phase begins; and
- Will, where a project is notifiable, give notice in writing to the Executive as soon as is practicable before the construction phase begins.

A project is notifiable if the construction work is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- Exceed 500 person days.

All designers or contractors appointed to work on a project must have the skills, knowledge and experience and, if they are an organisation, the capability to fulfil the role in a manner that secures the health and safety of any person affected by the project.

Designers:

- Will not commence work in relation to a project unless satisfied that the client is aware of their duties;
- Will eliminate, take steps to reduce or foreseeably control the risks that may arise during construction and the maintenance and use of a building once it is built; and
- Will provide sufficient information to other members of the project team to adequately assist them to comply with their duties.

Principal Designers:

- Will plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase;
- Will prepare a health and safety file; and
- Will ensure that the health and safety file is appropriately reviewed, updated and revised from time to time.

Principal Contractors:

- Will, before setting up a construction site, draw up a construction phase plan;
- Will ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time;
- Will plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase;
- Will organise cooperation between contractors;
- Will ensure suitable site induction is provided;
- Will take necessary steps to prevent access by unauthorized persons to the construction site;
- Will ensure welfare facilities are available on the first day of work and throughout the construction phase. In addition, ensure that the welfare facilities are of sufficient size to accommodate all those on site who will use them, and ensure they are adequately cleaned and maintained; and

- Will make and maintain arrangements to ensure all those engaged in construction work cooperate effectively and consult on matters connected with the project which may affect their health and safety.

#### Contractors:

- Will not carry out construction work unless satisfied that the client is aware of their duties;
- Will plan, manage and monitor construction work carried out under their control;
- Will, where there is more than one contractor working on a project, ensure there is coordination with others involved;
- Will provide each worker under their control with appropriate supervision, instructions and information;
- Will check that suitable and sufficient welfare facilities have been provided and are being maintained; and
- Will prepare a construction phase plan where we are the only contractor on the project. Workers:
  - Must take care of their own health and safety and that of others who may be affected by their actions;
  - Must report anything they see which is likely to endanger their own or others health and safety; and
  - Must co-operate with their employer, other workers, contractors and other duty holders.

The Regulations contain general requirements for all construction sites that must be complied with, including:

- Safe places of construction work;
- Good order and site security;
- Stability of structures;
- Demolition and dismantling;
- Explosives;
- Excavations;
- Cofferdams and caissons;
- Reports of inspections;
- Energy distribution installations;
- Prevention of drowning;
- Traffic routes;
- Vehicles;
- Prevention of risk from fire, flooding or asphyxiation;
- Emergency procedures;
- Emergency routes and exits;
- Fire detection and fire-fighting;
- Fresh air;
- Temperature and weather protection; and
- Lighting.

Schedule 2 to the Regulations contains the minimum welfare facilities required for construction sites.

#### Reference(s)

Construction (Design and Management (Regulations) 2015



### Resource(s)

L144: Construction (Design and Management) Regulations 2015. Approved Code of Practice

HSG33: Health and Safety in Roof Work

HSG47: Avoiding Danger from Underground Services

HSG65: Managing for Health and Safety

HSG144: The Safe Use of Vehicles on Construction Sites

HSG150: Health and Safety in Construction

HSG151: Protecting the Public

HSG168: Fire Safety in Construction

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.4 Control of Contractors**

Both employers and contractors have responsibilities under health and safety legislation. Many contractors are employers too. Everyone needs to take the right precautions to eliminate or reduce health and safety risks to employees and the public.

Employers:

- Will identify all aspects of the work they want a contractor to do and consider the health and safety implications of the work;
- Will provide all potential contractors with this information and make sure they know and understand the performance expected of them;
- Will satisfy themselves that a chosen contractor can do the job safely and without risks to health. This means making enquiries about the competence of the contractor;
- Will ensure that the risk assessment for the work activities of the organisation covers risks to contractors and with the contractor consider any risks from each other's work that could affect the health and safety of the workforce or anyone else;
- Will agree any measures needed to control risk with the contractor before work starts, among other things to ensure that contractors are aware of hazards on site, e.g. the presence of asbestos containing materials;
- Will communicate, co-operate and co-ordinate with the contractor throughout the process and ensure that the contractor and their employees have information on health and safety risks they may face, the measures in place to deal with those risks and any emergency procedures;
- Will provide clear instructions, information and adequate training for their own employees;
- Will consult with their own employees on health and safety matters and how the contractor's work will affect their health and safety, making sure they know how to raise any concerns they may have about the contractors and their work;
- Will manage the contractor's work consistent with the level of risk;
- Will take prompt and appropriate action if contractors are observed working not in accordance with their risk assessments, or safety systems of work/method statements; and
- Will ensure that permits to work are arranged and completed as required.

Employees:

- Must co-operate with the arrangements for work with contractors; and
- Must report any defects or shortcomings in arrangements, and particularly in control measures, to their Supervisor or Manager immediately.

#### Reference(s)

Management of Health and Safety at Work Regulations 1999  
Construction (Design and Management) Regulations 2015

#### Resource(s)

HSG150: Health and Safety in Construction  
HSG159: Managing Contractors

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.5 Display Screen Equipment**

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious.

The purpose of this is to state who is responsible and what they must do in order to minimise any possible health and safety risks to users which are associated with display screen equipment work.

#### Manager Responsibilities:

- You must ensure that for all users, for which you have responsibility, a Health and Safety Executive DSE workstation assessment is carried out and a record kept in the 'Display Screen Equipment' section of the Health and Safety files. In practice this means that there will be a completed HSE workstation assessment form for each DSE user.
- DSE Workstation Assessments should be carried out in conjunction with the user so as to provide training. The DSE assessment can be found at Appendix 01.
- If working from home is required, an additional health and safety workstation assessment should be completed.
- You must progress reasonable requests from users for any items identified as a result of carrying out the DSE workstation assessment and, which will significantly reduce any ill effects associated with DSE work.
- DSE users should have an eye and eyesight test every two years and you must arrange for this to be undertaken and the costs of the eye and eyesight test reimbursed.
- The Board will contribute a maximum contribution of £200 in any 2 year period to those prescribed normal corrective appliances to undertake DSE work.

#### DSE User Responsibilities:

- You must co-operate with your manager and assist them in carrying out the DSE workstation assessment detailed above.

- You must notify your manager if you become aware of any ill effects associated with your DSE work so that the DSE workstation assessment may be reviewed.

#### Reference(s)

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

#### Resource(s)

L26: Work with Display Screen Equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as Amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.6 Electricity**

Electricity can kill or severely injure people and cause damage to property. Every year many accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Most of the fatal incidents are caused by contact with overhead power lines. Even non-fatal shocks can cause severe and/or permanent injury, e.g. shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using or working with electricity may not be the only ones at risk – poor electrical installations and faulty electrical appliances can lead to fire, which may also cause death or injury to others.

The use of electricity in environments cannot be avoided as it is in nearly all working premises. Working safely with electricity and electrical equipment is vital.

Employers:

- Will ensure all systems (and conductors in a system) are of such construction as to prevent, so far as is reasonably practicable, danger. This includes the suitable insulation, protection and placing of conductors, and earthing or other suitable precautions to protect against faults and excess current;
- Will ensure all systems are maintained, so as to prevent, so far as is reasonably practicable, such danger;
- Will ensure every work activity, including operation, use and maintenance of a system and work near a system, is carried out in such a manner as not to give rise to danger;
- Will ensure any equipment provided to protect persons at work on or near electrical equipment is suitable, maintained and properly used;
- Will ensure that no electrical equipment is put into use where its strength and capability may be exceeded in such a way as to give rise to danger;
- Will ensure that any electrical equipment that may reasonably be exposed to mechanical damage, the effects of the weather, the effects of wet, dirty dusty or corrosive conditions, or any flammable or explosive substance, is of such construction or as necessary constructed as to prevent, so far as is reasonably practicable, danger;
- Will ensure, where necessary to prevent danger, suitable means are available for cutting off the supply of electrical energy and isolating it;
- Will ensure adequate precautions are taken to prevent electrical equipment, which has been made dead in order to prevent danger while work is carried out on or near that equipment, from becoming electrically charged during that work;

- Will not allow any person to engage in work on or near live conductors unless it is unreasonable in all circumstances for it to be so, and suitable precautions are taken to prevent injury; and
- Will not allow any person to engage in any work activity associated with electrical equipment, without adequate technical knowledge or experience (unless that person is under such a degree of supervision from someone who such knowledge and experience).
- Will ensure that all employees and contractors are provided with a set of maps identifying any overhead wires, which must be signed for upon receipt.

Employees:

- Must co-operate with their employer to enable the duties placed on them to be complied with.
- Must comply with any of the above provision so far as they relate to matters within their control.
- Must sign for receipt of maps identifying any overhead wires.

Contractors:

- Must sign for receipt of maps identifying any overhead wires.

Reference(s)

Electricity at Work Regulations 1989

Resource(s)

HSR25: Memorandum of Guidance on the Electricity at Work Regulations 1989. Guidance on Regulations

HSG85 Electricity at Work: Safe Working Practices

HSG107: Maintaining Portable Electrical Equipment

HSG230: Keeping Electrical Switchgear Safe

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

**3.7 Fire**

The cost of a serious fire can be high and many businesses fail to recover. The consequences of fire include property and stock damage, lost business and increased insurance premiums – moreover fire can seriously injure and kill.

The responsible person(s), Finance & Admin Director (Office), Maintenance Director (Depot) and Projects Director (pumping stations), have a duty to ensure that any fire risks are identified, evaluated, removed or reduced to ensure persons are protected, so far as is as reasonably practicable. Relevant persons include employees, visitors, contractors and members of the public.

Responsible Person(s):

- Will carry out a suitable and sufficient fire risk assessment, considering the presence of dangerous substances, ignition and oxygen sources, and the risk(s) presented to persons from fire, to determine whether further precautions are required to remove or reduce the risk and protect persons;
- Will record the significant findings of their fire risk assessment if they employ five or more persons and ensure this is communicated to relevant persons;
- Will nominate one or more competent persons, depending on the size and use of the premises to carry out the precautions identified by the risk assessment. A competent person is someone with the knowledge, training and/or experience to implement the precautions properly;

- Will provide employees, and other relevant persons, with clear and relevant information, instruction and training on the risk of fire and the measures taken to protect them. There is particular emphasis on those persons at specific risk, for example, persons with a disability, young persons, etc.;
- Will co-operate and co-ordinate with other responsible persons for shared premises;
- Will establish a suitable means of contacting the emergency services and providing relevant information regarding the risk from dangerous substances, and liaise with the emergency services and enforcing authority where necessary; and
- Will ensure that the premises and any equipment provided in connection with fire detection and warning, firefighting, emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, working order and good repair.

Relevant Persons, including employees:

- Must co-operate with the responsible person(s) to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or others at risk;
- Must inform the responsible person(s), or other person with specific responsibility, of any work situation presenting a serious and immediate danger, or shortcoming in arrangement that may result in such danger; and
- Must follow all training and instruction received.

Reference(s): Regulatory Reform (Fire Safety) Order 2005

Resource(s)

HSG51: Storage of Flammable Liquids in Containers

HSG168: Fire Safety in Construction

HSG176: Storage of Flammable Liquids in Tanks

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.8 First Aid & Accident Reporting**

The purpose of first aid is to preserve life, prevent a condition from becoming worse and promote recovery. All employers have a duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work.

An employer should make an assessment of first aid needs, appropriate to the circumstances of each workplace, to ensure that sufficient first aid personnel, equipment and facilities are available.

Based on that assessment, where an employer provides first aiders in the workplace, they should have a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill at work, whereas FAW training additionally equips a first aider to deal with a range of injuries and illnesses. An appointed person is not a first aider, but someone to look after the first aid equipment, facilities and call the emergency services when required. The following table serves as a guide as to how many first aiders or appointed persons are needed.

Degree of Hazard	Numbers Employed at any Location	Suggested Number of First Aid Trained Personnel at all Times People are at Work
Low hazard, e.g. offices, shops and libraries	Less than 25	At least one appointed person
	25 – 50	At least one first aider trained in EFAW
	More than 50	At least one first aider trained in FAW for every 100 employed (or part thereof)
Higher hazard, e.g. light engineering and assembly work, food processing, warehousing, extensive work with machinery or sharp instruments, construction and chemical manufacturing	Fewer than 5	At least one appointed person
	5 – 50	At least one first aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

Due to the nature of the work undertaken by the Board's workforce and a large proportion of the work being lone working, all Board employees are trained in Emergency First Aid at Work. The Board also has the following employees trained in First Aid at Work:

- Chief Executive
- Maintenance Director
- Laborer
- Ganger (Forestry First Aid)

In addition to the above, employers must account for:

- Additional training to deal with injuries resulting from special hazards;
- Inexperienced workers or employees with disabilities;
- Employees who work remotely or alone;
- Employees who work shifts or out of hours;
- Workplaces remote from emergency medical services;
- Employees working at sites occupied by other employers;
- Planned and unplanned absences by first aiders or appointed persons; and
- Members of the public who visit the workplace.

All businesses must have appropriate means for enabling first aid at work. Following any accident there is a requirement for the employee to report accident details to the employer. The employer then has a duty to investigate the accident and notify it the enforcing authorities, where appropriate.

Managers:

- Will ensure that an ambulance or other professional help is summoned as soon as possible by the most appropriate means or other arrangements are made, as necessary;
- Will ensure that they have an adequate number of first aid personnel in their area, and that the number of first aid personnel is monitored and reviewed;
- Will ensure that there are an adequate number of first aid boxes in the workplace, and that they are suitably stocked, and properly identified;
- Will provide means for the accident or near miss to be recorded and check that the accident details are a full and correct account of the accident;
- Will follow up accidents and ensure that any remedial actions, where required, are carried out, to prevent recurrence;



- Will ensure that the Incident Contact Centre are notified where appropriate using the correct reporting method; and
- Will monitor and review accidents to ensure the effectiveness of these arrangements.

#### Employees:

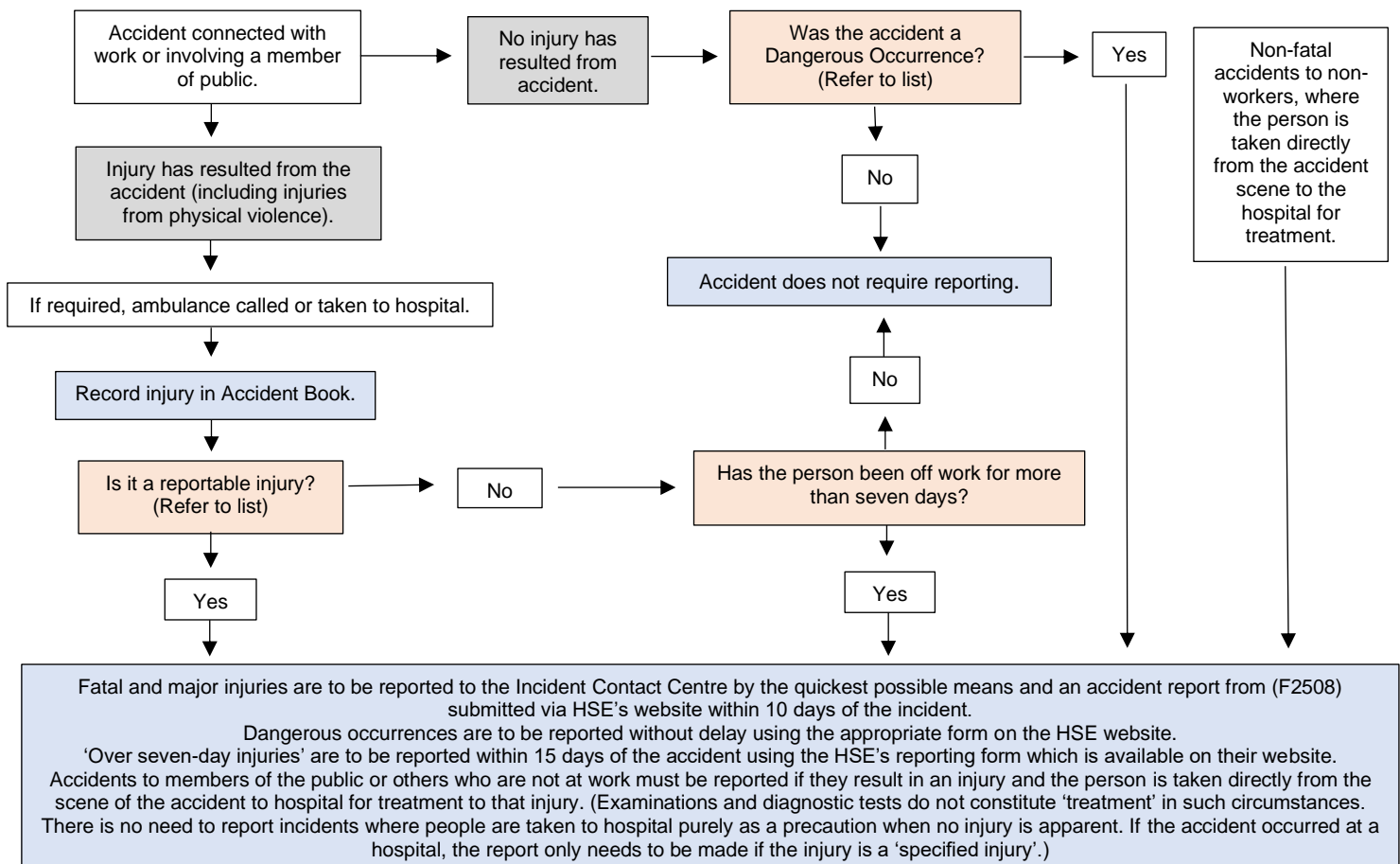
- Must advise management of all accidents and near misses. When you are injured at work, the law says that you must tell your employer as soon as possible. You do this by ensuring that details of the accident are recorded in the Accident Book;
- Must look after your own safety and the safety of others who may be affected by your acts or omissions; and
- Must use work equipment and personal protective equipment correctly, and not misuse any item of equipment. If an accident does occur report it to your Supervisor or Manager immediately.

#### Reporting of Incidents

Employers, or other responsible persons (dependent on the status of the injured party or workplace), are required to report and keep records of:

- Work related accidents which cause death;
- Work related accidents which cause certain serious injuries;
- Diagnosed cases of certain industrial diseases; and
- Certain dangerous occurrences.

The diagram below is provided to help decide when an incident should be reported to the Incident Contact Centre.



## Deaths

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. This applies for up to one year following the date of the accident.

## Specified Injuries

Any of the following specified injuries must be reported:

- Any fracture, other than fingers, thumbs or toes;
- Any amputation;
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding) which:
  - Cover more than 10% of the body; or
  - Cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness; or
  - Requires resuscitation or admittance to hospital for more than 24 hours.

## Over-seven-day Incapacitation of a Worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as a result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days.

## Over-three-day Incapacitation of a Worker

Accidents must be recorded, but need not be reported, where they result in a worker being incapacitated for more than three consecutive days.

## Injuries to Non-workers (e.g. Members of the Public)

Work-related accidents to members of the public, or others who are not at work, must be reported if they result in an injury, and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a specified injury (as above).

## Dangerous Occurrences

Dangerous occurrences, irrespective of any personal injury resulting, should also be reported to the Incident Contact Centre. The list below gives a brief guide to the types of dangerous occurrences which should be reported:

- Lifting equipment;
- Pressure systems;
- Overhead electric lines;
- Electrical incidents causing explosion or fire;
- Explosives;
- Biological agents;



- Radiation generators and radiography;
- Breathing apparatus;
- Diving operations;
- Collapse of scaffolding;
- Train collisions;
- Wells;
- Pipelines or pipeline works;
- Structural collapse;
- Explosions or fire;
- Release of flammable liquids and gases; and
- Hazardous escapes of substances.

Further incidents may be reportable for specific workplaces, e.g., quarries.

### Occupational Diseases

Where, in relation to a person at work, the responsible person receives a diagnosis of any of the diseases listed below they must follow the correct reporting procedures:

- Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools;
- Cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;
- Occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitiser or irritant;
- Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration;
- Occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitiser; or
- Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

### Exposure to Carcinogens, Mutagens and Biological Agents

Where, in relation to a person at work, the responsible person receives a diagnosis of:

- Any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation); or
- Any disease attributed to an occupational exposure to a biological agent.

### Reporting Injuries, Diseases and Dangerous Occurrences

Fatal and major injuries must be reported by the quickest possible means to the Incident Contact Centre, and followed up by the completion of the 'Report of an injury' form available via the HSE website within 10 days of the incident (see [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)).

Dangerous occurrences must be reported without delay by way of completion of the appropriate form on the website. Over-seven-day injuries must be reported by completing the 'Report of an injury' form within 15 days of the incident.

Cases of occupational diseases, including those associated with exposure to Carcinogens, Mutagens or Biological Agents, must be reported as soon as the responsible person receives a diagnosis, using the appropriate on-line form.

The responsible person is required to keep records of every event which must be reported, and records of injuries that result in a person unable to carry out their normal duties for more than three days, for at least three years.

#### Reference(s)

Health and Safety (First Aid) Regulations 1981

#### Resource(s)

L74: First Aid at Work. Health and Safety (First Aid) Regulations 1981. Guidance on Regulations

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.9 Hazardous Substances**

Hazardous substances can occur in many forms, including solids, liquids, vapours, gases and fumes. They can also be simple asphyxiants (gases or vapours that can displace oxygen content to such an extent that life cannot be supported) or biological agents (such as bacteria, viruses, fungi and parasites). Special consideration must be given to substances that can cause asthma, cancer or other irreversible effects.

Separate Regulations cover other specific hazardous substances, such as asbestos, lead, ionising radiation and flammable/explosive substances.

The employer should regard a substance or preparation (a mixture of two or more substances) as hazardous if it has the potential to cause harm if it is ingested, inhaled, absorbed by, or comes into contact with, the skin, or other body membranes, including by injection.

Employers:

- Will not carry out any work which can expose any of their employees to any substances hazardous to health until a suitable and sufficient assessment of the risk to employees' health created by that work has been carried out; and the steps needed to prevent or adequately control exposure have been identified and put into operation;
- Will ensure that the person (or persons) who carries out the assessment and provides information of the prevention and control measures are competent to do so;
- Will consult employees and/or their safety representative on any measures they plan to introduce as a result of an assessment;
- Will establish procedures to ensure that control measures, including personal protective equipment and any other item or facility, are properly used or applied and are not made less effective by other work practices or by improper use;
- Will ensure that any control measure, including engineering controls and personal protective equipment, is maintained in an efficient state, in efficient working order and in a clean condition;
- Will ensure that any control measure, including systems of work and supervision, are reviewed at suitable intervals and revised as necessary;
- Will ensure that in the case of engineering controls, thorough examination and testing is carried out at suitable intervals. In the case of local exhaust ventilation this is at least once every 14 months (unless for a specified process). Records are to be kept for 5 years;

- Will ensure that in the case of respiratory protective equipment (other than disposable), thorough examination and testing is carried out at suitable intervals. Records are to be kept for 5 years;
- Will ensure that the person (or persons) who carries out maintenance, examination and testing of control measures are competent to do so;
- Will ensure, where the risk assessment indicates it is requisite for ensuring the maintenance of adequate control, or to otherwise protective the health of employees, that the exposure of employees to substances hazardous to health is monitored;
- Will ensure that in the case of exposure monitoring, it is completed at regular intervals. Records are to be kept for 5 years (40 years where a record contains the personal monitoring data of an individual employee);
- Will ensure that any person (or persons) who carries out exposure monitoring are competent to do so;
- Will ensure, where it is appropriate for the protection of health, that employees who are, or are likely to be, exposed to substances hazardous to health, are under suitable health surveillance;
- Will ensure that in the case of health surveillance, it is completed at regular intervals. Records are to be kept for 40 years;
- Will ensure that any person (or persons) who carries out health surveillance are competent to do so;
- Will provide employees with suitable and sufficient information, instruction and training to include details of the substances hazardous to health to which they are likely to be exposed, the significant findings of the risk assessment, the precautions in place to safeguard them and others (including hygiene arrangements) and the results of any monitoring; and
- Will ensure that procedures are in place, including the provision of appropriate first-aid facilities, warning and communication systems and relevant safety drills, in order to protect the health of employees from an accident, incident or emergency.

#### Employees:

- Must use the control measures in the way they are intended and as they have been instructed, including following defined methods of work;
- Must wear any personal protective equipment provided, correctly, in accordance with the manufacturer's instructions, when they have been advised it is required;
- Must ensure that any personal protective equipment is stored, when not in use, in the accommodation that is provided to prevent damage;
- Must use the welfare facilities provided to maintain a high standard of personal hygiene;
- Must remove any personal protective equipment which could cause contamination before eating drinking or smoking;
- Must report any defects noted with regards to personal protective equipment to the appropriate person promptly; and
- Must not use damaged personal protective equipment.

#### Reference(s)

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

#### Resource(s)

L5: Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice and Guidance on Regulations

L8: Control of Legionella Bacteria in Water Systems. Approved Code of Practice and Guidance on Regulations  
EH40/2005: Workplace Exposure Limits (as amended)  
HSG53: Respiratory Protective Equipment at Work  
HSG97: A Step by Step Guide to COSHH Assessment  
HSG167: Biological Monitoring in the Workplace  
HSG173: Monitoring Strategies for Toxic Substances  
HSG187: Control of Diesel Engine Exhaust Emissions in the Workplace  
HSG258: Controlling Airborne Contaminants at Work  
HSG262: Managing Skin Exposure Risks at Work  
HSG274: Legionnaires' Disease

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.10 Health and Safety Management**

Organisations have a legal duty to put in place suitable arrangements to manage health and safety.

Employers:

- Will make a suitable and sufficient assessment of the risks to the health and safety of employees to which they are exposed whilst at work; and the risks to others, such as contractors, visitors and members of the public arising out of or in connection with the undertaking;
- Will review the assessment when there is reason to believe it is no longer valid; or there has been a significant change in the matters to which it relates;
- Will not employ a young person unless an assessment has been made taking into account the inexperience, lack of awareness of risks and immaturity of young persons, and that they are protected from any risks to their health and safety as a consequence;
- Will ensure that the significant findings of an assessment are recorded
- Will implement preventive and protective measures on the bases of the following principles of prevention:
  - Avoiding risks;
  - Evaluating the risks that cannot be avoided;
  - Combating the risks at source;
  - Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods;
  - Adapting to technical progress;
  - Replacing the dangerous by the non-dangerous or the less dangerous;
  - Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the work environment;
  - Giving collective measures priority over individual protective measures; and
  - Giving appropriate instructions to employees.
- Will make and give effect to such arrangements as are appropriate, having regard to the nature of activities and size of undertaking, for the effective planning, organisation, control, monitoring and review of preventive and protective measures;
- Will ensure that the arrangements are recorded

- Will ensure that employees are provided with such health surveillance as is appropriate having regard to the risks that are identified by the assessment;
- Will appoint one or more competent persons to assist with the management of health and safety. Such persons will have sufficient training and experience or knowledge and other qualities to enable them to properly assist;
- Will establish appropriate procedures to be followed in the event of serious and imminent danger;
- Will ensure that any necessary contacts with external services are arranged, particularly as regards first-aid, emergency medical care and rescue work;
- Will provide employees with comprehensive and relevant information on the risks to their health and safety identified by the assessment, and the preventive and protective measures;
- Will co-operate and co-ordinate with other employers, where two or more employers share a workplace (whether on a temporary or permanent basis);
- Will ensure that employees are provided with adequate health and safety training when they are recruited to the undertaking, and when they are exposed to new or increased risk. Training will be repeated periodically where appropriate and take place during working hours;
- Will provide any temporary workers with comprehensible information on the qualifications and skills required to carry out work safely, and any health surveillance required;
- Will include an assessment of the risks to the health and safety of a new or expectant mother or to that of her baby. The employer will, if it is reasonable to do so, and it would avoid the risks, alter the working conditions or hours of work of the expectant mother. If it is not reasonable to avoid any such risks, then she must be suspended from work for as long as is necessary;
- Will ensure that young persons are protected. Regulation 19 requires every employer to ensure that all employees under 18 years old are protected from any risks to their health and safety, which may result from their lack of experience, awareness of existing or potential risks, or lack of maturity.

#### Employees:

- Must use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device in accordance with any training and instructions given;
- Must inform the employer (if necessary via their safety representative, Supervisor or Manager) of any situation considered to represent serious and immediate danger, or any matter considered to represent a shortcoming in the organisations protection arrangements for health and safety; and
- Must co-operate and communicate with their employer to allow them to fulfil their statutory duties.

Reference(s): Management of Health and Safety at Work Regulations 1999 (as amended)

#### Resource(s)

L146: Consulting Workers on Health and Safety. Safety Representatives and Safety Committees Regulations 1977 (as Amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as Amended). Approved Code of Practice and Guidance HSG 65: Managing for Health and Safety

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.11 Lifting Operations and Lifting Equipment**

Lifting equipment is defined as work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it. Examples include vehicle tail lifts, excavators used for lifting pipes etc., telehandler and forklift trucks.

Lifting accessories are defined as lifting equipment for attaching loads to machinery for lifting. Examples include slings, lifting straps and chains.

Employers:

- Will ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is provided, and with regard to the working conditions and the risks to the health and safety of persons in the premises or undertaking in which the equipment is to be used;
- Will ensure that lifting equipment and accessories are of adequate strength and stability for each load, having regard in particular to the stress induced at their mounting or fixing point;
- Will ensure that lifting equipment for lifting persons is suitable to prevent a person using it being crushed, trapped or struck or falling from the carrier, has suitable devices to prevent the risk of a carrier falling and is such that a person trapped in a carrier is not exposed to danger and can be freed;
- Will ensure that lifting equipment is positioned or installed in such a way as to reduce as low as reasonably practicable the risk of the equipment or a load striking a person, or from a load drifting, falling freely or being released unintentionally, and it is otherwise safe;
- Will ensure that there are suitable devices to prevent a person falling down a shaft or hoistway;
- Will ensure that machinery and accessories for lifting loads are clearly marked to indicate their safe working loads;
- Will ensure that work equipment is marked in a clearly visible manner with any markings appropriate for reasons of health and safety;
- Will ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner;
- Will ensure that before lifting equipment is put into service for the first time that it is thoroughly examined for any defect, unless it has not been used before and is supported by an EC Declaration of Conformity not more than 12 months old, or if it has been obtained from another undertaking and physical evidence is provided that it has been thoroughly examined;
- Will, where the safety of lifting equipment depends on the installation conditions, ensure it is thoroughly examined after installation and before being put into service for the first time, and after assembly and before being put into use at a new site or location;
- Will ensure that lifting equipment which is exposed to conditions causing deterioration which is liable to result in dangerous situations is thoroughly examined at least every 12 months (at least every 6 months in the case of lifting equipment for lifting persons or a lifting accessory), or each time that exceptional circumstances have occurred. Periodic inspections will be carried out between thorough examinations by a competent person to ensure that any deterioration can be detected and remedied in good time;
- Will ensure that defective lifting equipment is not used; and

- Will keep information relevant to all lifting equipment used or available for use, for example, the EC Declaration of Conformity, and every thorough examination and inspection report for up to 2 years.

A person making a thorough examination for an employer:

- Will notify the employer forthwith of any defect in the lifting equipment which in their opinion could become a danger to persons and follow this up with a report in writing; and
- Will, if there is an imminent risk of serious personal injury, send a copy of the above report to the relevant enforcing authority.

Employees:

- Must attend and follow training, information provided, instructions and safe systems of work;
- Must not misuse any equipment provided to them for their safety; and
- Must report any failure of lifting equipment or accessories as soon as it is reasonable to do so.

#### Reference(s)

Lifting Operations and Lifting Equipment Regulations 1998

#### Resource(s)

L113: Safe Use of Lifting Equipment. Lifting Equipment and Lifting Operations Regulations 1998. Approved Code of Practice and Guidance

L117: Rider-operated Lift Trucks. Operator Training and Safe Use

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.12 Lone Working**

The definition of lone working is an employee who works by themselves without close or direct supervision. Lone working is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

Employers are responsible for the health, safety and welfare at work of all their workers. They also have responsibility for the health and safety of any contractors or self-employed people doing work for them.

These responsibilities cannot be transferred to any other person, including those people who work alone.

Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

The duties placed on employers and employees by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 are still applicable to lone workers. Employers have a requirement to identify the hazards presented by the work, the risks involved and the introduction of remedial measures to avoid or reduce the risk.



In accordance with the regulations mentioned above, Risk Assessments will be carried out by a competent person to identify the possible hazards before working alone, for example working below overhead cables, working adjacent to water, working with electricity, working in the open.

The risk assessment will take into account foreseeable emergencies such as fire, equipment failure, ice, illness and accidents, as well as more job specific factors.

Persons will only be required to work alone if they are considered fit, healthy and competent to deal with the foreseeable risk and the precautions required for the job.

Employers:

- Will assess the risks to lone workers and take steps to avoid or control risks where necessary. Some tasks may be too difficult or dangerous to be carried out unaccompanied, e.g. work in a confined space. In such cases, the employer will arrange assistance;
- Will involve workers when considering potential risks and measures to control them;
- Will take steps to ensure risks are removed where possible, or put in place control measures, e.g. carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety;
- Will provide suitable and sufficient instruction, training and supervision to control, guide and help, particularly for lone workers faced with uncertain situations, and set limits to what can and cannot be done whilst working alone;
- Will review risk assessments periodically or when there has been a significant change in working practice;
- Will, where a lone worker is working at another employer's workplace, inform that other employer of the risks and control measures;
- Will consider both routine and foreseeable emergencies that may impose additional physical and mental burdens on an individual;
- Will take into account an individual's medical fitness for lone working; and
- Will establish emergency procedures and ensure lone workers are provided with information and are trained in their implementation, e.g. arrangements for access to first aid facilities.
- Management will maintain regular communication with the lone worker. In addition, the employee has the responsibility to keep in regular contact with their supervisor and to not take unnecessary risks in order to complete a job alone, this will be detailed within the risk assessment.

Employees:

- Must attend and follow training provided, follow safe systems of work, assessments and emergency procedures that are in place;
- Must take reasonable care of themselves and other people who are affected by their work activities; and
- Must co-operate with their employers with regards to lone working requirements.

Board Provided Worker Devices

- Any employee lone working will be issued with a mobile telephone that has the Peoplesafe Lone Worker Application (App) installed.
- On commencement of work for the day the telephone is to be switched on, GPS location set to 'on' and the Man Down Function turned on in the Peoplesafe App, the Peoplesafe App will automatically begin to log locations.



- On commencement of lone working, the user is to log an activity in the Peoplesafe App and a time the lone working is expected to be completed logged with the monitoring station.
- On completion of lone working the previously logged activity is to be completed. A warning that the timed session is about to end will be received, from there it can be cancelled, or the session extended.
- If the time on the logged activity runs out, with no further action as outlined above, an alarm will automatically be triggered.
- The monitoring station will try to contact the employee to establish their welfare. If this should be unsuccessful they may activate the phones microphone to try and establish the situation to take appropriate further actions. In all cases the monitoring station will escalate to the Board's Officers in the following order;
  - a) Works Supervisor
  - b) Maintenance Director
  - c) Projects Director
  - d) Chief Executive

The above course of action is activated by:

- a) "Man Down" situation activated by the phones sensors and not cancelled
- b) A panic alarm activated by pressing the power button a number of times (the number of times required to raise an alarm is at the discretion of the user and can be from four to ten times).
- c) An escalation as detailed in the above
- d) Clicking the SOS Alarm on the app (requires 3 second press and hold)

#### Reference(s)

Health and Safety at Work Etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Resource(s): Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.13 Manual Handling**

Manual handling operations undertaken at work may result in a number of ill health conditions or injuries. Personnel who are engaged in manual handling, as a significant part of their normal work, may be at risk. The purpose of this is to state who is responsible, and what they must do, in order to minimise any possible health and safety risks associated with manual handling activities.

The employer has a responsibility to avoid or reduce risks to employees from manual handling operations.

Managers:

- Will ensure, in the work areas for which they have responsibility, that manual handling operations are avoided, so far as is reasonably practicable. This may involve ensuring that mechanical handling equipment is available, maintained and used appropriately by those under their control;
- Will ensure, where manual handling operations cannot be avoided, that they have assessed the task and satisfied themselves that the manual handling operation cannot be avoided. This may involve carrying out a risk assessment; and

- Will ensure, for those manual handling operations which remain, that health and safety risks are reduced so far as is reasonably practicable. This may involve introducing job rotation schemes or ensuring that team lifting practices are employed etc. Manual handling training courses are widely available and must also be considered.

Employees:

- Must use the appropriate mechanical handling equipment, where it is available, to avoid the need for manual handling. Any deficiency in the equipment must be reported to their Supervisor or Manager;
- Must assist their Manager in carrying out manual handling risk assessments detailed above; and
- Must ensure that, for the manual handling tasks which remain, that they are undertaken in accordance with any training and instruction they have received. You must be mindful of your own abilities when lifting and carrying etc., and not put yourself at increased risk.

#### Reference(s)

Manual Handling Operations Regulations 1992 (as amended)

#### Resource(s)

L23: Manual Handling. Manual Handling Operations Regulations 1992 (as Amended).

Guidance on Regulations

HSG60: Upper Limb Disorders in the Workplace

HSG115: Manual Handling 'Solutions You Can Handle'

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.14 Monitoring Performance**

Monitoring and reporting are important parts of any health and safety management system. Checking that risks are being effectively managed is vital in any organisation.

Employers:

- Will demonstrate commitment to the process;
- Will ensure that systems are in place to report performance upwards, so that management are assured that legal compliance is achieved and maintained;
- Will ensure that systems are in place to report serious incidents upwards immediately;
- Will monitor the design, development, installation and operation of management arrangements by arranging, for example, the routine inspection of premises, plant and equipment, health surveillance (where applicable), and planned function check regimes for key pieces of plant to prevent dangerous situations being realised and/or harm to employees;
- Will monitor the evidence of poor health and safety practice, for example, investigating accidents and incidents and monitoring cases of ill-health and sickness absence records, such that lessons can be learnt and transferred to other parts of the business. It will also be necessary to review, and if necessary revise, risk assessments and associated documents;
- Will provide leadership and management that supports and embraces working towards a positive health and safety culture;
- Will ensure employees are trained and skilled for the work they are expected to undertake;

- Will consult with employees on health and safety matters, the risks posed by their work, and the preventative and protective measures in place; and
- Will access competent health and safety advice, as required.

#### Employees:

- Must attend training provided by the employer and follow the training that has been provided;
- Must communicate with the employer on matters of health and safety;
- Must advise their Supervisor or Manager of any health and safety concerns or defects;
- Must report accidents, incidents and dangerous occurrences/near misses;
- Must follow instructions provided by their employer for their health, safety and welfare; and
- Must ensure their working does not affect the safety of themselves or any person who may be affected by their acts or omission.

The Health and Safety (Consultation with Employees) Regulations 1996 were introduced to ensure that employees working in organisations without recognised trade unions would still be consulted on health and safety matters. Employees will be consulted either on an individual basis or through employee safety representatives, elected by the workforce to be a member of the Board's Health and Safety Committee.

The function of these safety representatives are similar to those outlined above, as are the rights to health and safety training. The employer will consult on issues including the introduction of any measure or change which may substantially affect employees' health and safety, any information resulting from risk assessments or their resultant control measures and the planning and organisation of any health and safety training required by legislation.

#### Reference(s)

Management of Health and Safety at Work Regulations 1999  
 Safety Representatives and Safety Committees Regulations 1977  
 Health and Safety (Consultation with Employees) Regulations 1996

#### Resource(s)

L146: Consulting Workers on Health and Safety. Safety Representatives and Safety Committees Regulations 1977 (as Amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as Amended). Approved Code of Practice and Guidance HSG 65: Managing for Health and Safety

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.15 Noise**

Working in a noisy environment may result in the ill health of employees, including:

- Temporary or permanent damage to hearing, including noise induced hearing loss;
- Fatigue and stress;
- Tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition that can lead to disturbed sleep.

All of the above may result in lower than normal performance in the workplace and so in addition to preventing ill health there are real commercial benefits to be obtained from a noise control programme.

The employer has a responsibility to avoid or reduce risks to employees from noise to as low a level as reasonably practicable.

Managers:

- Will ensure that all noise hazards within their area of control are identified. In addition they must estimate, and where necessary measure, likely exposure;
- Will identify relevant control measures and record findings in an action plan. The aim is to protect employees by eliminating or reducing risks using good practice and ensuring that no legal limits are exceeded;
- Will provide hearing protection for those at risk (having already given consideration to other means of noise control) as well as providing and managing hearing protection zones;
- Will consult workers, and/or their safety representatives and allow their participation and provide information, instruction and training about the noise risks, control measures in place, the hearing protection provided and safe working practices;
- Will provide health surveillance (hearing checks) for those at risk and use the results to review controls and further protect individuals;
- Will maintain any noise-control equipment and hearing protection, and ensure that anything supplied is fully and properly used; and
- Will review the arrangements for control of noise at work whenever there is a change to a work practice, a change in noise exposure or new ways are uncovered to reduce risks.

Employees:

- Must co-operate with the arrangements for the control of noise at work, including attending for hearing checks;
- Must use the noise control measures provided and report any defects; and
- Must make full and proper use of the hearing protection provided, especially where its use is mandatory.

Reference(s)

Control of Noise at Work Regulations 2005

Resource(s)

L108: Controlling Noise at Work. Control of Noise at Work Regulations 2005. Guidance on Regulations

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.16 Personal Protective Equipment**

Personal protective equipment covers all required personal safety equipment which is intended to be worn or held by a person at work which protects against one or more risks to their health and safety, and any addition or accessory designed to meet that objective. This includes clothing affording protection against the weather.

Employers:

- Will ensure that suitable personal protective equipment is provided, free of charge, to employees who may be exposed to a risk to their health and safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective;

- Will ensure that where the presence of more than one risk to health or safety makes it necessary for employees to wear or use more than one item of personal protective equipment simultaneously, such equipment is compatible and continues to be effective against the risk or risks in question;
- Will, before providing any personal protective equipment, ensure that an assessment is made to determine that it will be suitable;
- Will ensure that any personal protective equipment provided to employees is maintained (including being replaced or cleaned as appropriate) in an efficient state, in efficient working order and in good repair;
- Will ensure that appropriate accommodation is provided for personal protective equipment when it is not being used;
- Will ensure that employees are provided with such information, instruction and training as is adequate and appropriate to enable them to know the risks which the personal protective will avoid or limit, the purpose and manner in which it is to be used, and any action to be taken by them to ensure that the equipment remains fit for use; and
- Will take reasonable steps to ensure that any personal protective equipment provided is properly used.

#### Employees:

- Must use any personal protective equipment in accordance both with any training received and instructions given;
- Must take all reasonable steps to ensure that personal protective equipment is returned to the accommodation provided for it after use;
- Must report any loss or obvious defect to their employer immediately; and
- Must not misuse or willfully damage any personal protective equipment provided for their safety.

#### Reference(s)

Personal Protective Equipment at Work Regulations 1992 (as amended)

#### Resource(s)

L25: Personal Protective Equipment at Work. Personal Protective Equipment at Work Regulations 1992 (as Amended). Guidance on Regulations

HSG53: Respiratory Protective Equipment at Work

HSG262: Managing Skin Exposure Risks at Work

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.17 Pressure Systems**

A pressure system can be defined as:

- one or more pressure vessels of rigid construction, and any associated pipework and protective devices;
- pipework with its protective devices to which a transportable pressure receptacle is, or is intended to be connected; or
- a pipeline and its protective devices.

Which contain or are liable to contain a relevant fluid, but does not include a transportable pressure receptacle.

A relevant fluid can be defined as:

- steam;
- any fluid or mixture of fluids which is at a pressure greater than 0.5 bar above atmospheric pressure; or

- iii. a gas or mixture of gases, or a liquid which would turn into a gas if system failure occurred. This covers compressed air as well as other compressed gases, i.e. nitrogen, acetylene and oxygen.

The Board uses a fixed compressor in the workshop and an mobile compressor.

The employer/user:

- Will only operate a pressure system, or allow it to be operated, if safe working limits have been established and communicated;
- Will only operate a pressure system, or allow it to be operated, if a written scheme for the periodic inspection of it (its pressure vessels, pipelines and protective devices) has been drawn up by a competent person;
- Will ensure that those parts of a pressure system included in the scheme of examination are examined by a competent person within the intervals specified in the scheme, and before the system is used for the first time;
- Will not operate, or allow the operation of, a pressure system than has failed an examination, unless the repairs, modifications or changes to the established safe operating limits specified in the examination have been completed;
- Will not operate, or allow the operation of, a pressure system after the expiry date of examination, unless a later date is agreed in writing with the competent person;
- Will provide for any person operating the system adequate and suitable instructions for the safe operation of the system and the action to be taken the event of any emergency;
- Will take reasonable steps to ensure that the system is only operated in accordance with the instructions provided;
- Will ensure that the system is properly maintained in good repair, so as to prevent danger; and
- Will keep records including the last examination by a competent person, any previous reports containing information assessing whether the system is safe to operate, or about any repairs or modifications.

The competent person:

- Will, if they are of the opinion that the pressure system or part of the pressure system being examined will give rise to imminent danger unless certain repairs, modifications or changes to the operating conditions are made, report this in writing to the user. The competent person will send a written report containing the same details to the HSE under the RIDDOR reporting process.

Employees:

- Must follow the information in place to support the safe use of the equipment;
- Must not use the equipment unless they have been instructed, trained, shown how to use it to a level they require to safely use;
- Must attend training/information sessions provided and follow the training/information provided at all times;
- Must not modify the equipment unless they have been authorised by their employer as competent to do so;
- Must not misuse or interfere with the equipment provided; and
- Must report any concerns or defects to their Supervisor or Manager immediately.

Reference(s)

Pressure Systems Safety Regulations 2000

## Resource(s)

L122: Safety of Pressure Systems. Pressure Systems Safety Regulations. Approved Code of Practice

HSG39: Compressed air safety

HSG139: Safe use of compressed gases in welding, flame cutting and allied processes

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.18 Safety Signs and Signals**

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to use a safety sign where there is a significant risk to health and safety that has not been avoided or controlled by the methods required under other relevant law, provided use of a sign can help reduce the risk.

Safety signs are not a substitute for those other methods of controlling risks such as engineering controls and safe systems of work, but may be of importance to reduce any residual risk after other controls have been put into place.

The requirements apply to all workplaces and to all activities where people are employed, but exclude signs used in connection with transport or the supply and marketing of dangerous substances, products and equipment. The Regulations require, where necessary, the use of road traffic signs in workplaces to regulate road traffic.

There are four different types of sign:



#### Prohibition

A sign prohibiting behavior likely to increase or cause danger, for example, 'no access for unauthorised persons'.



#### Warning

A sign giving warning of a hazard or danger, for example, 'danger electricity'.



#### Mandatory

A sign prescribing specific behavior, for example, 'eye protection must be worn'.



#### Emergency escape or first aid

A sign giving information on emergency exits, first aid, or rescue facilities, for example, 'emergency exit/escape route'.

Hazards should be controlled as far as practicable by other means such as engineering controls, or safe systems of work. However, when this isn't possible:

Employers:

- Will ensure a suitable and sufficient assessment of the risks has been undertaken and that all necessary controls have been identified and put into place;
- Will make certain appropriate information/instruction/training is provided so that all employees understand the safety signs signals, hand instructions, and audible alarms are understood;
- Will maintain safety signs, signals, and alarms so that they work as required, for example, sounding alarms, cleaning signs;
- Will use the correct type of signs as is required;



- Will, where pipes/containers are not obvious as to what they hold/transport, ensure that they are appropriately marked as to the dangerous substance within, for example, mains gas or steam;
- Will identify rooms/enclosures/stores where amounts of dangerous substances or preparations are held, for example, chemical stores or spray stores;
- Will use signs or signals that are appropriate to the environment, for example, an alarm with no ignition source in an explosive atmosphere/environment; and
- Will locate signs in a way so as to not cause confusion, for example, not place too many signs too closely together, or not using an acoustic signal if there is too much ambient noise to hear it.

Employees:

- Must follow any safe systems of work in place;
- Must co-operate with their employer;
- Must not interfere with any signs or signals that are put in place for their health, safety and welfare; and
- Must report to their Supervisor or Manager any defective signs as soon as possible.

Reference(s)

Health and Safety (Safety Signs and Signals) Regulations 1996

Resource(s)

L64: Health and Safety (Safety Signs and Signals) Regulations 1996. Guidance on Regulations

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.19 Stress**

The definition of stress is ‘the adverse reaction people have to excessive pressures or other types of demand placed on them’. There is a clear distinction between pressure, which can be a motivating factor, and stress, which can occur when this pressure becomes excessive. The pressure that can be withstood can be different for all employees. Anyone working under pressure due to workload, excessive expectations from management or bullying and harassment may be at risk of stress. Whilst it is accepted that pressures outside the workplace can cause stress there is still a duty to ensure that working practices are not exacerbating an existing condition.

Work-related stress is a major cause of occupational ill health, poor productivity and human error. That means increased sickness absence, high staff turnover and poor performance, and a possible increase in accidents due to human error.

The purpose of this is to identify who is responsible, and what they must do, in order to minimise any exposure to situations that may result in stress. The employer has a responsibility to reduce the likelihood of stress wherever possible.

Employers:

- Will conduct and implement recommendations of risks assessments within their area of control as required under the Management of Health and Safety at Work Regulation 1999, Regulation 3: employees are required ‘to assess the risk of stress-related ill health arising from work activities’. NB Any individual risk assessments must be held in line with the Data Protection Act and not in the Health and Safety file;



- Will ensure that, in the work areas for which you have responsibility, stress is avoided, so far as is reasonably practicable. Where it cannot be avoided, you must assess the level of risk, which may involve carrying out a risk assessment if outside of the existing controls on the generic risk assessment.
- Will ensure good communication between management and staff, particularly where there are organisational and procedural changes;
- Will ensure that staff are fully trained to enable them to undertake their duties, and that meaningful developmental opportunities are provided where possible;
- Will monitor workloads, working hours and holidays to ensure that people are not overloaded and are taking their full entitlements and ensure that bullying and harassment is not tolerated in the workplace;
- Will attend training as required in good management practice and health and safety, with volunteers attending Mental Health First Aid training;
- Look out for changed in the behavior of employees, have an 'open door policy', be vigilant and offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation and
- Be prepared to offer additional support, whenever necessary.

#### Employees:

- Must inform management as soon as practicable if they feel they may be suffering from work-related stress. If non-work-related stress is causing upset they must also be encouraged to advise management. Be as open as possible so that your Manager has the full facts.
- Must inform their employer if they feel the pressure of the job is putting them or anyone else at risk of ill health, or if they are suffering from a medical condition that appears to be long-term and is affecting ability to carry out day to day tasks, including memory and learning;
- Must co-operate with management in the carrying out of risk assessments, and work with management to agree a realistic and workable solution. This means taking an active part in any opportunities for discussion when the risk assessment is carried out to be involved in any decisions that are made. This may include discussions of any reasonable adjustments that could be made to assist in performing a job. Full consideration and where possible attendance must be given to any counselling or stress management courses the employer suggests; and
- Must ensure they read/listen carefully to all communications from management to make sure any changes are reasons for changes are fully understood.
- If not satisfied that concerns have been addressed then the grievance procedure should be considered.

#### Reference(s)

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

#### Resource(s)

HSG218: Managing the causes of work related stress

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.20 Vibration**

Exposure to hand-arm or whole-body vibration at work may result in a number of ill health conditions or injuries. Personnel who are engaged in operations where they may be exposed to hand-arm or whole-body vibration, for example, when using hand held tools or

when driving vehicles, as a significant part of their normal work, may be at risk. Employers have a responsibility to avoid or reduce risk associated with vibration at work.

Managers:

- Will ensure, in the work areas for which they have responsibility, that hand-arm or whole body vibration is avoided, so far as is reasonably practicable. This may involve ensuring that work equipment is appropriately selected for the intended use, maintained and used appropriately by those in their control;
- Will ensure that, for any operation where hand-arm or whole body vibration is likely to lead to exposure, that the work equipment has been selected in order to reduce that risk, so far as is reasonably practicable. For example, when purchasing new work equipment, ensure vibration magnitude is a criterion for selection;
- Will ensure, where vibration exposure cannot be avoided, that they have assessed the task and satisfied themselves that the vibration exposure cannot be avoided. This may involve carrying out a risk assessment; and
- Will ensure, for those vibration exposures that remain, that health and safety risks are reduced so far as is reasonably practicable. This may involve introducing job rotation schemes or health surveillance regimes, and will require that employees are instructed and trained why and how to detect and report signs of injury.

Employees:

- Must use work equipment as they have been shown and instructed to reduce exposure to vibration. Any deficiency in the equipment must be reported to their Supervisor or Manager;
- Must assist their Manager in carrying out vibration risk assessments detailed above; and
- Must ensure, for vibration exposures that remain, that they are reduced as far as is reasonably practicable in accordance with any training and instruction they have received.

#### Reference(s)

Control of Vibration at Work Regulations 2005

#### Resource(s)

L140 Hand-arm Vibration: Control of Vibration at Work Regulations. Guidance on Regulations

L141 Whole-body Vibration: Control of Vibration at Work Regulations. Guidance on Regulations HSG170: Vibration Solutions

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.21 Work at Height**

The Work at Height Regulations 2005 define working at height as ‘work at any place, including a place at or below ground level; obtaining access to or egress from such a place while at work, except by a staircase in a permanent workplace, where, if measures required by these Regulations were not taken, a person could fall a distance liable to cause personal injury’.

The employer/those in control of any work at height activity have a responsibility to avoid work at height wherever possible, e.g., a window cleaner using a pole system rather than a ladder.

However, where work at height cannot be avoided, they:

- Will ensure that work at height is properly planned, appropriately supervised and so far as is reasonably practicable carried out in a way that is safe;
- Will ensure work at height activities are considered, and suitable and sufficient assessments of the risks are undertaken;
- Will ensure that employees who are required to work at height are competent to do so, or if being trained, are being supervised by a competent person;
- Will ensure suitable and sufficient measures are in place to prevent so far as is reasonably practicable any person falling a distance liable to cause personal injury;
- Will select the most appropriate work at height equipment for the task, giving priority to collective protection over personal protection measures;
- Will prevent work on/near fragile surfaces or, where this is not reasonably practicable, ensure a suitable support and protection system is used;
- Will take sufficient steps to prevent so far as is reasonably practicable the fall of any article or object;
- Will restrict access to danger areas, where there is a risk of falls or being hit by a falling object;
- Will ensure that work at height is carried out only when the weather conditions do not jeopardise the health and safety of persons involved;
- Will ensure that, where the safety of work equipment depends on how it is installed or assembled, it is not used after installation of assembly unless it has been inspected;
- Will ensure that work equipment exposed to conditions causing deterioration which is liable to result in danger is inspected at suitable intervals and each time exceptional circumstances have occurred;
- Will ensure that a working platform used for construction work and from which a person could fall 2 metres or more, is not used unless it has been inspected in that position, or in the case of mobile work equipment on that site, within the previous 7 days; and
- Will ensure that the results of inspections are recorded and kept until a next one is made.

Employees:

- Must report any unsafe activity or defect relating to working at height;
- Must use any work equipment or safety device provided for working at height as they have been shown or instructed;
- Must follow any training that has been provided; and
- Must follow any safe systems of work and/or method statements that are in place, including any requirements or prohibitions imposed.

Reference(s)

Work at Height Regulations 2005

Resource(s)

HSG33: Health and safety in roof work

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.22 Work Equipment**

The definition of work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which employees provide for their own use at work. The use of work equipment is also very widely interpreted and means any activity involving work equipment and including starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

The definition of mobile work equipment is any work equipment which carries out work while it is travelling or which travels between different locations where it is used to carry out work. It may be self-propelled, towed or remote controlled and may incorporate attachments, e.g. a tractor, forklift truck, van, etc.

The employer/those in control of work premises have a responsibility to ensure that work equipment, including mobile work equipment, is suitable and sufficient for the task it is being used.

Employers:

- Will ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is used or provided, having regard to the working conditions, and to the risks to the health and safety of persons, which exist in the place it is used;
- Will ensure that work equipment is only used for operations, and under conditions, for which it is suitable;
- Will ensure that work equipment is maintained in an efficient state, in efficient working order and good repair. Where machinery has a maintenance log, this will be kept up to date;
- Will ensure that, where the safety of work equipment depends on the installation conditions, it is inspected after installation (each time if able to be relocated) to ensure it is safe to operate;
- Will ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected at suitable intervals and each time that exceptional circumstances liable to jeopardise safety have occurred;
- Will ensure that inspection records are made and recorded and are kept until the next one is made;
- Will, where the use, repair or maintenance of work equipment is likely to involve a specific risk to health or safety, ensure that the use, repair or maintenance of that work equipment is restricted to those persons given the respective task. The employer will ensure those designated persons have received adequate training;
- Will ensure that all persons who use, Supervise or Manage, work equipment have available to them adequate health and safety information and, where appropriate, written instructions pertaining to the use of the work equipment;
- Will ensure that all persons who use, Supervise or Manage, work equipment have received adequate training for purposes of health and safety, e.g. the risks of use and precautions to be taken;
- Will ensure that an item of work equipment has been designed and constructed in compliance with any essential requirements, e.g. is CE Marked and has appropriate warning labels attached;
- Will ensure that measures are taken which are effective to prevent access to any dangerous part of machinery, or stop the movement of any dangerous part before any person enters a danger zone. The hierarchy of measures follows:
  - Fixed guards;
  - Other guards and protection devices;
  - Jigs, holders, lush-sticks or similar protection appliances; then
  - Information, instruction, training and supervision.
- Will ensure guards and protection devices:
  - Are suitable for the purpose provided;
  - Of good construction, sound materials and adequate strength;
  - Are maintained in an efficient state, in efficient working order and good repair;
  - Will not give rise to an increased risk to health and safety;

- Cannot be easily bypassed or disabled;
- Are situated a sufficient distance from the danger zone;
- Do not restrict the view of the operating cycle of the machinery, where such a view is necessary; and
- Are so constructed or adapted that they allow the fitting or replacement of part, or maintenance work, restricting access to the allowed area, without having to dismantle the guard or protection device.
- Will take measures to ensure that the exposure of a person using work equipment to any specified hazard is either prevented, or where this is not reasonably practicable, adequately controlled. Specified hazards include:
  - An article or substance falling or being ejected from work equipment;
  - Rupture or disintegration of parts of work equipment;
  - Work equipment catching fire or overheating;
  - The unintended or premature discharge of any article or substance produced, used or stored in the work equipment; or
  - The unintended or premature explosion of the work equipment or any article or substance.
- Will ensure that protection is in place where work equipment, parts of work equipment or any article or substance produced, used or stored is at a high or very low temperature;
- Will ensure that, where appropriate, work equipment is provided with one or more controls to start the work equipment, or control any change in speed, pressure or other operating conditions;
- Will ensure that, where appropriate, work equipment is provided with one or more readily accessible stop controls, the operation of which, will bring the work equipment to a safe condition in a safe manner;
- Will ensure that, where appropriate, work equipment is provided with one or more readily accessible emergency stop controls, unless it is not necessary by reason on the nature of the hazards and the time taken for the work equipment to come to a complete stop;
- Will ensure that all controls for work equipment are clearly visible and identifiable, including by appropriate marking where necessary;
- Will, except where necessary, ensure that no control for work equipment is in a position where any person operating the control is exposed to risk, and that safe systems of work and/or audible, visible or other suitable warning is given whenever work equipment is about to start;
- Will ensure that, where appropriate, work equipment is provided with suitable means to isolate it from all its sources of energy. Appropriate measures also ensure that re-connection of any energy does not expose any person using the work equipment to danger;
- Will ensure that work equipment is stabilised by clamping or otherwise where necessary for purposes of health and safety;
- Will ensure that suitable and sufficient lighting, which takes account of the operations to be carried out, is provided at any place where a person uses work equipment;
- Will take appropriate measures to ensure that work equipment is constructed or adapted that, so far as is reasonably practicable, maintenance operations which involve a risk to health and safety can be carried out while the work equipment is shut down, or in other cases without exposing a person to danger; and
- Will ensure that work equipment is marked in a clearly visible manner with any marking, and incorporates any warnings or warning devices, appropriate for reasons of health and safety.

Specifically for mobile work equipment, employers:

- Will ensure that no employee is carried by mobile work equipment unless it is suitable for carrying persons and it incorporates features for reducing risks to as low as reasonably practicable;
- Will ensure the risk of roll over is minimised and, where there is a risk of overturning, ensure any person being carried are protected, for example, by providing a roll over protective structure and enforcing the use of seatbelts;
- Will ensure self-propelled equipment has facilities for preventing it being started by an unauthorised person, can be controlled safely with braking and stopping devices, adequate driver vision and where necessary adequate lighting; and
- Will ensure adequate guards are attached to drive shafts that power accessories for mobile work equipment.

Further Regulations exist specific to power presses.

Employees:

- Must follow safe systems of work and any other instructions, or training provided to them;
- Must report as soon as is possible any damaged equipment, and take it out of use until it is repaired or replaced; and
- Must not misuse any work equipment.

#### Reference(s)

Provision and Use of Work Equipment Regulations 1998

#### Resource(s)

L22: Safe Use of Work Equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and Guidance

L112: Safe Use of Power Presses. Provision and Use of Work Equipment Regulations 1998 as Applied to Power Presses. Approved Code of Practice and Guidance

L114: Safe Use of Woodworking Machinery. Provision and Use of Work Equipment Regulations 1998 as Applied to Woodworking Machinery. Approved Code of Practice and Guidance.

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.23 Working Time**

The Working Time Regulations 1998 implement the European Working Time Directive into British law. Enforcement of the legislation is split between the Arbitration, Conciliation and Advisory Service (ACAS) and the Health and Safety Executive (HSE). ACAS usually advise on time off, rest break entitlements, paid annual leave entitlements, whereas the HSE advise on maximum weekly working time limit, night working limits, and health assessments for night workers.

To ensure the health, safety and welfare of their employees the employer has a responsibility to ensure that the following points are complied with.

Maximum Weekly Working Time limits

- An adult workers working time, including overtime, shall not exceed an average of 48 hours for each 7 days. A young workers working time must not exceed 8 hours a day and 40 hours in a 7 day period (normally Monday to Sunday). A young worker is a 16 or 17 year old;

- If an adult worker may be required to work in excess of 48 hours per week at any time, draw up and ask them to sign an individual opt out agreement. Young workers cannot sign individual agreements; and
- Records of actual hours worked must be kept by the employer for 2 years.

#### Night Working Limits

- A night workers normal hours of work in any reference period shall not exceed an average of 8 hours for each 24 hours; and
- Young workers cannot work between 10pm and 6am.

#### Health Assessments

- An employer shall not assign night work to an adult worker unless the worker will have the opportunity of a free health assessment before taking up the assignment. The Regulations do not stipulate who is permitted to carry out the health assessment.

#### Daily Rest

- An adult worker is entitled to a rest period of not less than 11 consecutive hours in each 24 hour period; and
- A young worker is entitled to 12 consecutive hours rest in each 24 hour period.

#### Weekly Rest

- An adult worker is entitled to an uninterrupted rest period of not less than 24 hours in each 7 day period; and
- A young worker is entitled to not less than 48 hours uninterrupted rest in each 7 day period.

#### Rest Breaks

- Where an adult worker's daily working time is more than six hours, he is entitled to a rest break of 20 minutes; and
- Where a young worker's daily working time is more than 4 1/2 hours, he is entitled to a rest break of 30 minutes.

#### Annual Leave

- The statutory holiday entitlement is 5.6 weeks (28 days if you work a five day week, pro-rata for those working part-time); and
- The holiday entitlement is inclusive of bank holidays.

Employers should have a disciplinary/grievance procedure in place. Whereby any employee who has any queries, or concerns should seek redress through the procedure prior to going to an Employment Tribunal.

#### Employees:

- Must follow all policies and procedures in place;
- Must apply for any leave as per the procedure in place at your work, and be aware that any leave booked that is outside the scope of the procedure could be rejected by your employer; and
- Must give sufficient notice in writing of any request for working changes, for example, consideration for flexible working.

#### Reference(s)

Working Time Regulations 1998



## Resource(s)

HSG256: Managing shift work. Health and safety guidance

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk) and [www.acas.org.uk](http://www.acas.org.uk)

### **3.24 Workplace (Health, Safety and Welfare)**

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to almost all workplaces (except those involving construction work on construction sites, those in or on a ship, or those below ground level at a mine, which have their own specific Regulations). The Regulations include common parts of shared buildings such as industrial estates where there are shared office facilities.

Employers and people other than employers have a duty under these Regulations, if they have control, to any extent, of a workplace, for example, owners of premises, landlords or managing agents of business premises. People other than employees have limited duties to matters which are within their control.

The employer (and people other than employers where relevant) have a responsibility to keep the workplace in a suitable manner for the health, safety and welfare of employees.

#### Employers:

- Will encourage collaboration with employees to help maintain health and safety in a practical way;
- Will ensure buildings and structures are capable of supporting all foreseeable loads, including environmental loads such as wind and snow. This includes modifications, extensions or conversions;
- Will maintain workplace equipment, devices and systems so that they remain in an efficient state, in efficient working order and in a good state of repair, e.g. emergency lighting, fencing, anchorage points for safety harnesses, devices to limit the opening of windows;
- Will ensure there is effective and suitable ventilation at the workplace. This can be via fresh or purified air;
- Will ensure that there is a reasonable workplace temperature inside the building. This should be at least 16C, or 13C if working in a physically demanding job. This is the case unless there is a requirement for lower working temperatures, such as working in a cold store;
- Will ensure that every workplace has suitable and sufficient lighting. Where possible this is with natural lighting. Suitable and sufficient emergency lighting will be provided particularly where those at work are specifically exposed to danger in the event of failure of artificial lighting;
- Will ensure that the workplace is designed and built with materials that are able to be cleaned, and the workplace will be kept clean, so far as is reasonably practicable;
- Will ensure that there are suitable and sufficient waste receptacles, and any waste is appropriately disposed of;
- Will ensure that where persons work, the room shall have sufficient floor area, height and unoccupied space for allowing freedom of movement;
- Will ensure that workstations are laid out to ensure appropriate room for working. Suitable seating will be provided at the workplace where the task requires it and possible to do so;
- Will ensure that all floors, traffic routes are of suitable construction such that the floor or surface of the traffic route is suitable for the purpose for which it is used. So far as is reasonably practicable floors and traffic routes will be kept free from



obstruction and any particular/substance which may cause a person to slip, trip or fall;

- Will ensure where there are tanks, pits, or structures that pose a risk from falling into a dangerous substance (e.g. grain silo), they are securely covered or fenced;
- Will ensure that windows/translucent/transparent doors, gates and walls are protected against breakage, and to ensure it is apparent. Where glass has the potential to break, it must break safely;
- Will ensure that any windows, skylights, and ventilators that can be opened, closed or adjusted will not cause risk to health and safety. Such windows, skylights should be able to be cleaned in a safe manner. Such as by use of a pole cleaner, or a window that turns 180 degrees to enable the outside to be cleaned from the inside;
- Will ensure that vehicles and pedestrians and their traffic routes are safely managed;
- Will ensure that doors and gates are suitably constructed and fitted with any necessary safety devices;
- Will ensure that escalators and moving walkways function safely, are fitted with necessary safety devices, and have at least one, easily identifiable, easily reachable emergency stop;
- Will ensure that there are suitable and sufficient sanitary conveniences provided;
- Will ensure that there are, where required by the nature of the work, for health reasons, readily accessible washing facilities;
- Will ensure there is an adequate supply of wholesome drinking water provided for all persons in the workplace;
- Will ensure the provision of suitable and sufficient clothing accommodation for personal protective equipment or for personal clothing and articles whereby there is a requirement for changing. The clothing accommodation will be provided in a suitable location;
- Will ensure that where required there will be suitable and sufficient area to change such clothing; and
- Will ensure that suitable and sufficient rest facilities, including a clean area to eat meals, are provided as required in readily accessible places.

#### Employees:

- Must follow the instructions provided by their employer regarding their health, safety and welfare;
- Must not misuse or interfere with any equipment or items that have been provided for their health and safety by their employer; and
- Must report to their employer any damage, deterioration of defects in relation to workplace health, safety and welfare.

#### Reference(s)

Workplace (Health, Safety and Welfare) Regulations 1992

#### Resource(s)

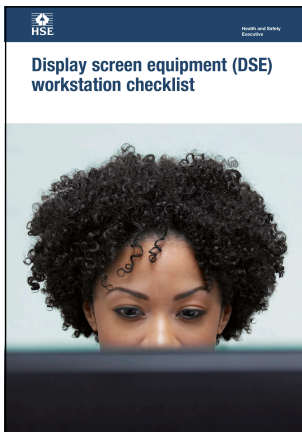
L24: Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice and Guidance

Further information and guidance is available at [www.hse.gov.uk](http://www.hse.gov.uk)

#### **Appendices:**

1. Display Screen Equipment Assessment

# Display screen equipment (DSE) workstation checklist



This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

<b>Workstation location and number (if applicable):</b>	.....
<b>User:</b>	.....
<b>Checklist completed by:</b>	.....
<b>Assessment checked by:</b>	.....
<b>Any further action needed:</b>	<b>Yes/No</b>
<b>Follow-up action completed on:</b>	.....

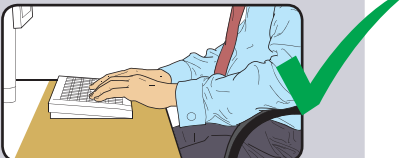



The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

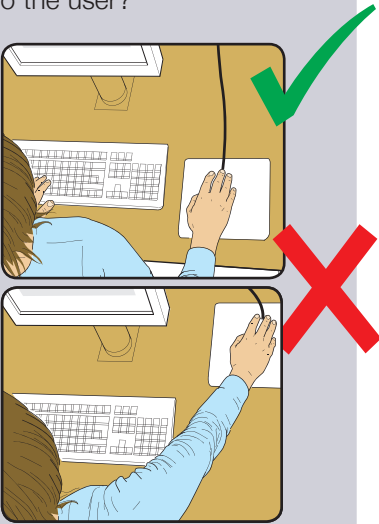
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

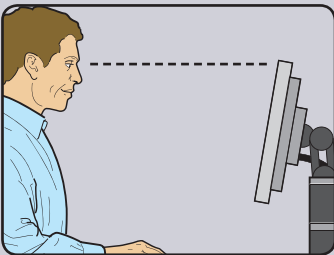
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:


- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.


Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.


Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>1 Keyboards</b>				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in	
Is it possible to find a comfortable keying position?    			Try pushing the display screen further back to create more room for the keyboard, hands and wrists.  Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> <li>■ hands bent up at the wrist;</li> <li>■ hitting the keys too hard;</li> <li>■ overstretching the fingers.</li> </ul>	
Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.  Use a keyboard with a matt finish to reduce glare and/or reflection.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>2 Mouse, trackball etc</b>				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
<p>Is the device positioned close to the user?</p> 			<p>Most devices are best placed as close as possible, eg right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> <li>■ prevent arm overreaching;</li> <li>■ encourage users not to leave their hand on the device when it is not being used;</li> <li>■ encourage a relaxed arm and straight wrist.</li> </ul>	
Is there support for the device user's wrist and forearm?			<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
Does the device work smoothly at a speed that suits the user?			<p>See if cleaning is required (eg of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>3 Display screens</b>				
<p>Are the characters clear and readable?</p> <div style="border: 1px solid black; border-radius: 10px; background-color: #ADD8E6; padding: 10px; margin: 10px 0; text-align: center;"> <p>Health and safety</p> </div> <div style="border: 1px solid black; border-radius: 10px; background-color: #FF0080; padding: 10px; margin: 10px 0; text-align: center;"> <p>Health and safety</p> </div>			<p>Make sure the screen is clean and cleaning materials are available.</p> <p>Check that the text and background colours work well together.</p>	
<p>Is the text size comfortable to read?</p>			<p>Software settings may need adjusting to change text size.</p>	
<p>Is the image stable, ie free of flicker and jitter?</p>			<p>Try using different screen colours to reduce flicker, eg darker background and lighter text.</p> <p>If there are still problems, get the set-up checked, eg by the equipment supplier.</p>	
<p>Is the screen's specification suitable for its intended use?</p>			<p>For example, intensive graphic work or work requiring fine attention to small details may require large display screens.</p>	
<p>Are the brightness and/or contrast adjustable?</p>			<p>Separate adjustment controls are not essential, provided the user can read the screen easily at all times.</p>	
<p>Does the screen swivel and tilt?</p> 			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> <li>■ swivel/tilt is absent or unsatisfactory;</li> <li>■ work is intensive; and/or</li> <li>■ the user has problems getting the screen to a comfortable position.</li> </ul>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
<h4>4 Software</h4>				
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>5 Furniture</b>				
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p> 			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>			<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"> <li>■ seat back height and tilt adjustment?</li> <li>■ seat height adjustment?</li> <li>■ castors or glides?</li> </ul>			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
<p>Is the small of the back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the DSE?</p>			<p>Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>If not, a footrest may be needed.</p>	



Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>6 Environment</b>				
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			<p>Users should be able to control light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	
Are levels of noise comfortable?			<p>Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.</p>	

## 7 Final questions to users...

- Has the checklist covered all the problems they may have working with their DSE?
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

**Write down the details of any problems here:**

## Further information

*Working with display screen equipment (DSE): A brief guide* Leaflet INDG36(rev4)  
HSE books 2013 [www.hse.gov.uk/pubns/indg36.htm](http://www.hse.gov.uk/pubns/indg36.htm)

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