

NEW FOREST LOG CABINS LTD

HEALTH AND SAFETY PROCEDURES



REFERENCE GUIDE

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Section 1 Introduction



1.1 INTRODUCTION

This guide has been provided as a point of reference for all operations pertaining to the Health and Safety requirements arising from our legal obligations and best practice.

STAFF AWARENESS

Management **must** ensure that all members of their team are fully aware and up to date on Health and Safety issues, it is therefore vital that this Reference Guide is referred to on a regular basis.

The Reference Guide will assist management and staff in fulfilling both their own, and New Forest Log Cabins obligations regarding the Health and Safety of our staff, customers, contractors and visitors.

AMENDMENT SERVICE

Management will provide revisions to the Reference Guide as and when necessary. These will be incorporated into the Reference Guide and staff briefed accordingly.

REVIEW

The Reference Guide will be reviewed regularly by Management and a Health and Safety Consultant to ensure that the information it contains is relevant, and up to date.



Section 2 Health and Safety Policy



NEW FOREST LOG CABINS LTD GENERAL STATEMENT OF INTENT

2.1 Statement of Intent

New Forest Log Cabins Ltd has a moral and legal responsibility to ensure, so far as is reasonably practicable, that it provides for the health, safety and welfare of its employees, customers, visitors and others who may be affected by the way in which we carry out our work.

The Managing Director attaches great importance to Health and Safety matters and endeavours to conduct our operations in such a way as to ensure we comply with current legislation and regulatory guidelines.

Objectives

The Managing Director is committed to achieving high standards of health and safety and have set the following objectives:

- To establish and maintain high standards for health and safety;
- To ensure that these standards are communicated to all employees;
- To identify risks and set in place programmes to remove or reduce these risks;
- To ensure that all employees are given the necessary information, instruction, training and supervision to enable them to work in a safe manner;
- To ensure the dissemination and discussion of relevant information on health and safety issues;
- > To monitor operation of the policy across the business activities.

General arrangements

Our general arrangements for managing health and safety are set out in the Health and Safety Reference Guide attached which lists responsibilities and detailed information on how we implement Health and safety across the company.

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2.2 Health and Safety Responsibilities

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following arrangements have been established.

MANAGING DIRECTOR

The Director is responsible for:

- Keeping the Company Health and Safety policy under review.
- Monitoring its implementation, and setting targets or objectives where appropriate.
- Ensuring that the effectiveness of the policy and associated health and safety documentation is regularly reviewed and revised as and when necessary.
- Ensuring compliance with relevant legislation approved codes of practise and other safety instructions.
- Ensuring appropriate procedures and arrangements are established and maintained, including for the reporting and investigation of significant incidents.
- Reviewing as necessary reports on accidents, incidents and near misses and to ensure, where necessary, that a full investigation is carried out and appropriate remedial action taken.
- The practical implementation of the Health and Safety policy, the Health and Safety at Work etc. Act 1974, and other relevant legislation.
- Ensuring that the operations under their control are, as far, as is reasonably practicable, conducted without detriment to the health and safety of employees or others that may be affected by their activities.

INDIVIDUAL RESPONSIBILITIES

All employees are required to:

- Co-operate in implementing the requirements of all health and safety legislation, related codes of practice and safety instructions.
- Refrain from doing anything, which constitutes a danger to themselves or others.
- Immediately bring to the attention of the Managing Director any situations or practises that are noted which might lead to injuries or ill health.

- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored.
- Be responsible for good housekeeping in the area in which they are working.

CONTRACTORS/ SUB-CONTRACTORS

All Contractors/Sub-Contractors working for New Forest Log Cabins Limited are required to comply with appropriate rules and regulations governing their own work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

CONSULTATION, TRAINING AND ADVICE

The Managing Director is committed to involving employees at all levels in the maintenance of health and safety standards and to provide them with adequate information, instruction and training. Further expert advice will be sought as and when necessary.

POLICY REVIEW

The effectiveness of this policy statement and other statements in use throughout the Company will be regularly reviewed and revised as and when necessary by the Managing Director with input from a safety consultant.



Section 3 Accident Reporting & First Aid



3.1 Accident Reporting and Investigation including RIDDOR

Policy Statement

The purpose of this Safe Working Practice is to define the requirements of accident reporting procedures <u>and</u> the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Policy

New Forest Log Cabins (NFLC) policy is to record <u>all</u> accidents in the accident record books. This will include any major accident, work related diseases and dangerous occurrences as required under RIDDOR 95 Regulations. <u>With all accidents if in doubt report them</u>. The enforcing authority will ignore those, which are not reportable. It is also the companies policy to investigate all such accidents in an effort to prevent reoccurrence.

Correspondence and Liability Insurance

No correspondence must be entered into with any enforcing authorities, injured parties or third parties. All such correspondence must be forwarded unanswered to the Director without delay.

Accident Book

The Accident Book must be used to record the details of all accidents however minor.

The Accident Book must be subject to regular inspection to establish any trends etc and to take, where appropriate, local corrective action(s).

Completed Accident form **MUST** be kept for a minimum period of three (3) years, as it may be required as evidence in Civil and Criminal claims.

RIDDOR

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) apply a single set of reporting requirements to accidents etc which arise out of, or in connection with, all work activities.

If there is doubt whether or not the accident is reportable, verification should be obtained from the enforcing authority (ICC/HSE/EHO).

Please refer to guidance notes at the rear of this procedure.

RIDDOR REPORTING-ICC CENTRE

ALL RIDDOR cases can be reported to a single point, the Incident Contact Centre (ICC) in Caerphilly.

It is possible to report incidents in a variety of ways:

-By telephone - 0845-3009923 -By fax, - 0845-3009924 -By Internet - www.hse.gov.uk

-By post - Incident Contact Centre.

Caerphilly Business Park,

Caerphilly CF 83 3GG

The ICC will ask for brief details about the incident/accident, to enable Form F2508 to be completed. A copy of the form will be sent to the person making the report on behalf of NFLC to check the accuracy and for record purposes.

Death or Major Injury - ACTION TO TAKE

If a Person is killed or suffers any major injuries arising out of or in connection with business activities, the person taking charge of the accident must notify the enforcing authority (i.e.ICC/HSE/EHO) without delay e.g. by telephone. The Managing Director MUST also be notified immediately.

Over Three Day Injury - ACTION TO TAKE

An "over-three-day injury" is considered as one which results in the member of staff being away from work or unable to do their normal duties at work for more than three days (excluding the day of the accident but including any days which would not have been working days) the accident must be reported.

This can either be by telephone to ICC or, an accident report Form F2508, completed by the Managing Director, and forwarded to the enforcing authority (i.e.ICC/HSE/EHO) within ten (10) days of the accident occurring.

Dangerous Occurrences – Action to Take

If an incident happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported <u>immediately</u> to the enforcing authority (i.e. ICC/HSE/EHO). The Managing Director **MUST** also be notified.

Disease - Action to Take

If a General Practitioner notifies NFLC that an employee is suffering from a reportable, work related disease the Managing Director must either telephone the ICC or send a completed report Form F2508 to the local enforcing authority (i.e. HSE/EHO). A case of disease must be reported only if a written diagnosis has been received from a doctor, e.g. on a medical certificate.

Damage Incident – Action to Take

All accidents resulting in damage to property, plant, machinery, equipment, fixtures or fittings must be reported immediately to the Managing Director.

Contractors

The responsibility for reporting **RIDDOR** accidents/incidents involving Contractor's staff is normally the responsibility of the Contractor, as the Employer. However, an entry should be made in the NFLC Accident Record Book or the site book if NFLC are not the principle contractor.

If any doubt arises as to reporting responsibility under RIDOOR contact the Managing Director for advice and guidance.

NFLC may wish to investigate any accident that occurs on its Sites involving Contractor staff.



RIDDOR GUIDANCE NOTES

DEFINITIONS OF MAJOR INJURIES

Reportable major injuries are:

- any fracture other than to fingers, thumbs and toes;
- > any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours:
- any other injury:
 - (a) leading to hypothermia, heat-induced illness or unconsciousness or
 - (b) requiring resuscitation or
 - (c) requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substances or biological agent;
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- any other injury which results in the person being admitted into hospital for more than 24 hours;
- gas Accident/Incident, violence at work

A full list of Major Injuries is available from the ICC

RIDDOR GUIDANCE NOTES

REPORTABLE DANGEROUS OCCURRENCES

Reportable dangerous occurrences are:

Lifting machinery

> collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.

Pressure systems

explosions, collapse or bursting of any closed vessel or associated pipework.

Overhead electric lines

plant or equipment coming into contact with overhead power lines.

Electric short circuit

electrical short-circuit or overload causing fire or explosion.

Biological agents

accidental release of a biological agent likely to cause severe human illness.

Malfunction of radiation generators

failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.

Breathing apparatus

malfunction of breathing apparatus while in use or during testing immediately before use.

Collapse of scaffolding

collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.

A full list of reportable dangerous occurrences is available from the ICC

RIDDOR GUIDANCE NOTES

REPORTABLE DISEASES

Reportable diseases include:

- certain poisonings;
- > some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- ➤ lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;

other conditions such as occupational cancer, certain musculoskeltal disorders, decompression illness and hand-arm vibration syndrome.



3.2 First Aid

Policy Statement

The purpose of this Safe Working Practice is to define the requirements of the Health and Safety (First-Aid) Regulations 1981.

Policy

It is the policy of New Forest Log Cabins Ltd (NFLC) to comply with the Health and Safety (First-Aid) at Work Regulations 1981, relevant Codes of Practice and good working practices by training and appointing a suitable number of people (if required) and providing suitable and sufficient first aid facilities at all places of work.

First Aid Personnel

Where it is deemed necessary, a sufficient number of suitably trained and qualified first aid persons will be provided to take charge in the event of an accident or emergency.

The requirement for a trained first aider will be determined by Managing Director on the basis of all relevant factors and not solely on the numbers of persons at any one location.

The Managing Director should be consulted for advice and guidance on all first aid issues.

Responsibility

The Managing Director is responsible for assessing what is adequate and appropriate for each site where NFLC are the principle contractor, and then to provide adequate funding, equipment and facilities to enable first aid to be rendered. The assessment will also need to take account of distance to emergency medical facilities and type of tasks taking place.

Level of training

NFLC business activities vary considerably from site to site, therefore, the level of training for nominated staff (if deemed required) undertaking the role of First Aider, will be a "Full" course.

Refresher training

The Managing Director will ensure appropriate refresher training is undertaken every 3 years.

Training records

The Managing Director must ensure that a copy of the certificate, issued by the organisation is kept on file in the office.

First Aid Information

Notices will be displayed in prominent locations where they can be easily seen giving information on the location of the first aid kit and name of the first aider.

Records

All incidents, which result in first aid treatment being required, will be recorded in the Accident Book.

First Aid Boxes

First Aid Boxes must be located in a prominent and easily accessible position.

The minimum contents of a First Aid Box are listed below:

- First Aid Guidance card:
- 20 individually wrapped sterile adhesive dressings;
- Two sterile eye pads, with attachments;
- Six individually wrapped triangular bandages;
- Six medium sized, individually wrapped dressings;
- Two large sterile, individually wrapped unmediated wound dressings;
- Three extra large sterile, individually wrapped unmediated wound dressings.
- 4 pairs of Disposable gloves
- Two resuscitation aids (held with the trained First Aid person(s)).

Under no circumstances should any other items (e.g. pain killers) be stored in the First Aid Box or used for treating injuries.

The Managing Director must check, replenish and replace items which have passed the "use by dates".

Employee's Liability and Insurance

It must be emphasised that the legal implications for employees carrying out their role as a first aider are no different from the implications arising out of any work activity.

The main issue is to ensure that the actions and treatment given are in accordance with the training received.

All trained first aiders are covered by NFLC Employers Liability Insurance providing that first aid treatment is only undertaken on NFLC premises or sites.



Section 4 Safe Working Practice Guidance notes



4.1 Enforcement Agency visit

POLICY STATEMENT

The purpose of this policy statement is to define the action, which should be taken if a communication is received from the enforcing authority (i.e. the Health and Safety Executive (HSE), Local Authority's Environmental Health Officer (EHO) or the Fire Safety Officer) or the Office or Sites receives a visit. The scope of this policy statement affects all staff.

POLICY

It is NFLC Ltd policy to ensure that all communications received from HSE, EHO or Fire Safety Officer relating to matters of Health and Safety, are actioned immediately.

Failure to respond promptly may result in NFLC or an individual being prosecuted by the enforcing authority concerned.

Note: This policy statement covers both NFLC's office and sites. Therefore, the relevant Local Authority Registration and Inspection Officer and the relevant Contracts Compliance Officer may also need to be informed about serious accidents and incidents as detailed in the RIDDOR 95 regulations.

Visit by an Enforcement Officer

A Health and Safety Executive (HSE), Enforcement Health Officer (EHO) or Fire Safety Officer (FSO) may visit at any "reasonable" time, without notice.

During a normal visit the HSE/EHO/FSO will expect to look at the workplace, the work activities, the management of health and safety and to check that we are complying with Health and Safety law.

During visits the HSE/EHO/FSO may offer guidance or advice to help you.

What to do when the HSE, EHO or FSO calls

It is vitally important and a legal requirement to always co-operate with the HSE/EHO/FSO.

In preparation for a potential visit we need to ensure that all appropriate information is to hand and all legal notices are in place and not obscured.

The HSE/EHO/FSO will need to see some or all of the following documentation-so make sure it is all up to date.

Health and Safety Policy Statement Health and Safety responsibilities Risk assessments-Office and sites Fire risk assessments-Office and sites Workstation Assessments Accident record book
Training records
Service records
Portable Appliance Register
Employee Information Poster
Employee Liability Insurance Certificate.

Enforcing Health, Safety and Fire

On finding a breach of Health, Safety or Fire the Inspector will decide what action to take. The action will depend on the nature of the breach.

Minor breach of law

In most cases the breach of law will be relatively minor, and the Inspector will advise management what to do to comply with the law. The Inspector will normally write to confirm any advice and to distinguish legal requirements from best practice advice.

Improvement Notice

Where the breach of the law is more serious, the Inspector may issue an improvement notice. The notice will state what needs to be done, why, and when. The Inspector can take further legal action if the notice is not complied with within the specified period.

Prohibition Notice

Where an activity involves, or will involve a risk of serious personal injury, the Inspector may serve a prohibition notice prohibiting the activity immediately and not allowing it to be resumed until remedial action has been taken. The Inspector can take further legal action if the notice is not complied with within the specified period.

Reports on visits

All communications received from the HSE, EHO or FSO must be actioned immediately. Failure to respond promptly may result in NFLC or an individual being prosecuted by the Enforcing Authority concerned.

The Health and Safety Consultant will be available to provided advice and guidance, to those responsible for dealing with the matter.

4.2 Electrical-Fixed & Portable

Policy Statement

The purpose of this Safe Working Practice is to define the requirements of The Electricity at Work Regulations 1989 (EAW).

Policy

It is the policy of New Forest Log Cabins Ltd (NFLC) to comply with The Electricity at Work Regulations 1989, relevant Codes of Practice and good working practices by ensuring that all electrical equipment in use is appropriately selected for its intended use, that it is maintained, tested and repaired in line with current legislative requirements.

Portable Electrical Appliances

The following guidelines are to be applied for all potable electrical appliances in use across the company: -

- Industrial battery hand held tools (24volt) or 110v tools and equipment shall be provided and used wherever practicable. Environmental conditions to be taken into account when tools are selected.
- All cables and connections must be checked to ensure that they are sound.
- Waterproof fittings must be used for any external work.
- Trailing lead tripping hazards are to be avoided.
- Special care to be taken to ensure that portable electrical items do not overload or damage the customers power supply when on site. RCD devices shall be used wherever practicable.
- All portable electrical equipment and appliances shall be subject to regular test and inspection (including items used inside the caravans that are not fixed i.e. kettles toasters etc). The HSE guidelines recommend that tools used in the construction industry should be inspected monthly by a competent person and tested 3 monthly, this testing regime may need to be amended in light of local environmental conditions or undue heavy usage.
- Testing should always be carried out by a suitably qualified person.
- All unserviceable portable electrical equipment are to be tagged and removed from service immediately.
- Records are to be maintained.

Fixed Electrics

Office

The fixed electrics should be subjected to an appropriate test as recommended by the IEE regulations, currently as of 2005 at 5 yearly intervals.

Caravans

A caravans fixed electrics should be tested in line with the manufacturers recommendations, advice and guidance should be sought on the appropriate intervals for this.

Records

Records are to be established and maintained on electrical equipment by the Managing Director.



4.3 Fire Safety - Office and Sites

Policy Statement

The purpose of this Safe Working Practice is to provide guidance on fire safety within the office and whilst on sites.

Policy

It is the policy of New Forest Log Cabins Ltd (NFLC) to comply with Fire Precautions Workplace Regulations 1999, relevant Codes of Practice and good working practices and providing suitable and sufficient fire detection and emergency procedures should a fire occur at all places of work.

Fire risk assessment

The NFLC Managing Director will be responsible for ensuring that a fire risk assessment is undertaken on an annual basis for the office and prior to work commencing on sites.

- The office assessment should be subject to an annual review.
- The site based assessments will form part of the overall site risk assessment that shall be completed for every site. The local site safety fire instruction being enforced by the principle contractor shall be read, understood and acted on by NFLC.

Fire Procedures

The NFLC Managing Director will ensure that adequate and suitable fire procedures are established so that everybody knows what to do in the event of a fire/emergency and ensuring that the workplace can be safely evacuated.

These will include:

- Action to take upon discovering a fire;
- Action to take upon hearing the fire alarm;
- Location of the assembly point/designated place of safety.

Fire Instruction Notices

Appropriately printed notices will be displayed prominently on sites as required, giving clear written guidance of the action to be taken upon discovering a fire and on raising the alarm.

Training-Employees

All staff will receive instruction and training appropriate to their responsibilities in the event of an emergency. It should be based on written instruction.

Instruction and training generally should provide for the following:

- How to raise the alarm.
- Action to be taken upon discovering a fire;
- Action to be taken on hearing the alarm;
- Fire assembly point;
- Use of fire extinguishers-or not as the case may be;
- Knowing the limitations in respect of fire fighting;
- Refresher training at periods relevant to the subject being covered, attention should be paid to the fact that the staff in question may have limited skills in the English language.

Information-Visitors/Co-sited Workers

- All visitors will be required to be made aware of the fire safety procedure including assembly point.
- Where the site is not wholly managed by NFLC the other contractors should be liased with in order to have a cohesive strategy for not only fire and emergency but all safety related matters.

Fire extinguishers

- Fire extinguishers should either be wall mounted on brackets or floor mounted in a position where they can be easily reached.
- The points at which fire extinguishers are located must be clearly identifiable, preferably from a distance.
- All fire extinguishers must periodically tested and examined by a competent person-i.e. -every 12 months (including ones provided in the caravans.
- All extinguisher points must remain free of obstruction at all times.
- Only staff with proper training should be expected to use the fire fighting equipment.

Office/Caravan Smoke Alarms

- Should be tested on a weekly basis to ensure the batteries are still functional.
- Records to be kept of this.

Records

The following records will be maintained:

- Maintenance records for smoke alarms, fire extinguisher servicing and emergency lighting.
- > Training records.

4.4 Workstations

Policy Statement

The purpose of this Safe Working Practice is to provide guidance on Display Screen Equipment (DSE) use within the company.

Policy

It is the policy of New Forest Log Cabins Ltd (NFLC) to comply with The Health and Safety (Display Screen Equipment) Regulations 1992, relevant Codes of Practice and good working practices and providing suitable and sufficient assessments on the workstations, and training, should it be required.

Introduction

These Regulations apply to almost all work activities in which Visual Display Screen Equipment is used. "Display Screen Equipment" (DSE) is defined as meaning any alphanumeric or graphic display screen, regardless of the display process involved. There are a few minor exclusions from the Regulations (calculators, window typewriters) but anything generally recognisable as a DSE is within the scope of the Regulations.

The Regulations are intended to protect "the user", who is defined as being an employee or temporary member of staff who constantly uses display screen equipment as a significant part of their normal work.

The Regulations refer to "workstations", these are assemblies comprising of display screen equipment; any optional accessories to the equipment; any disk drive, telephone, modem, printer, work chair, work desk, work service, or other item peripheral to the display screen equipment and immediate work.

DSE Assessment

Anyone using display screen equipment provided for use as part of their job should have an assessment on that use carried out. Records to be kept of this.

Guidance

The following is a brief summary of the requirements of the legislation : -

- Adequate Lighting
- Distracting Noise Minimised
- Window Covering
- > Adequate Contrast, No Glare Or Distracting Reflections
- ➤ Leg Room And Clearances To Allow Postural Changes
- Software: Appropriate To Task, Adapted To User, Provides Feedback On
- System Status, No Undisclosed Monitoring
- Screen: Stable Image, Adjustable, Readable, Glare/Reflection Free

- ➤ Keyboard: Usable, Adjustable, Detachable, Legible
- Work Surface: Allow Flexible Arrangements, Spacious, Glare Free
- Work Chair: Adjustable regarding height and backrest to be adjustable in height and tilt, stable base.
- Footrest to be provided if required by the user.

Guidance on Seating And Posture For Typical Office Tasks

- Seat Back Adjustability.
- Good Lumbar Support.
- Seat Height Adjustability.
- Foot Support If Needed.
- Forearms Approximately Horizontal.
- No Excess Pressure On Underside Of Thighs And Backs Of Knees.
- Space For Postural Change, No Obstacles Under Desk.
- Minimal Extension, Flexion Or Deviation Of Wrists.
- Screen Height And Angle Should Allow Comfortable Head Position.
- Space In Front Of Keyboard To Support Hands/Wrists During Pauses In Keying.

Eye sight tests

NFLC is required to provide users who so request it, with an appropriate eye or eye sight test. This test should be provided as soon as practicable after the request. The cost of the eye sight test will be reimbursed in full by NFLC.

Corrective glasses

Where the eye sight test identifies the users need for corrective glasses, specifically for use with display screen equipment, the costs for the provision of a basic pair of glasses will be reimbursed in full by NFLC.

Records

Records are to be established and maintained on DSE Assessments by the Managing Director.

4.5 Statutory Health and Safety Notices

Policy Statement

The purpose of this Safe Working Practice is to provide guidance on both Statutory and Company Health and Safety notices that must be displayed.

Office

The following Statutory and Company notices should be prominently displayed on the Health and Safety notice board.

- Health and Safety Statement of Intent.
- Health and Safety Law Poster.
- Valid Certificate of Employers Liability Insurance
- > Fire Instructions.
- First Aid Provisions.

Sites

The following Statutory and Company notices should be prominently displayed on sites: -

- Health and Safety Statement of Intent
- Valid Certificate of Employers Liability Insurance
- Fire Instructions
- First Aid Provisions
- Names of trained First aiders (if required).
- Required Safety signage relevant to the site i.e. danger construction site or signs indicating the type of Personal Protective Equipment (PPE) to be worn on site.

On sites where NFLC is not the principle contractor all employees must be aware of and adhere to site safety signs and notices.

Keeping the information up to date

The Managing Director is responsible for safety signs and notices on sites.

General

The information contained on, and the location of these notices, must be brought to the attention of all members of staff and where appropriate, visitors/contractors.

4.6 Manual Handling

Policy Statement

The purpose of this Safe Working Practice is to provide guidance on manual handling operations within the business.

Policy

It is the policy of New Forest Log Cabins Ltd (NFLC) to comply with The Manual Handling Operations Regulations 1992, relevant Codes of Practice and good working practices by assessing any manual handling operations and providing practical safe solutions.

Guidance on Manual Handling

More than a quarter of all accidents reported to the Health and Safety Executive (HSE) each year are associated with manual handling (the transporting or supporting of loads by hand or body force).

Fatal manual handling accidents are rare but accidents resulting in major injury such as a broken arm are more common, accounting for 6% of all major reported injuries. The vast majority of reported manual handling accidents result in over-three-day injury, most commonly a sprain or strain, often affecting the back. In 1990 there were approximately 54,000 injuries relating to handling, lifting and carrying reported to the HSE resulting in an estimated loss to industry of 2 million working days.

Costs To The Employer

- Loss of output.
- Disruption to normal work.
- Sickness payments.
- Compensation claims leading to increased insurance premiums.
- Possible fine for breach of legislation.
- Poor reputation in the industry.
- Loss of orders.
- Worker dissatisfaction leading to overall reduction in efficiency.
- Increased absenteeism.

Costs To The Employee

- Loss of earnings.
- Pain and suffering.
- Possible permanent incapacity.
- > Restrictions in future employment.

Injuries

Manual handling hazards are not confined to heavy industry, they can be found in offices, shops, laboratories, in fact, almost anywhere. Back problems are probably of most concern as they can result in long-term suffering and incapacity. They can be put into three broad categories.

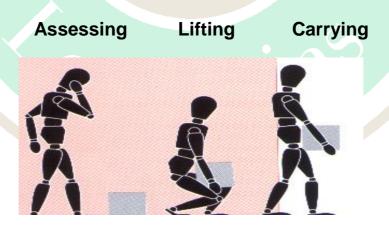
- Normal wear and tear.
- > Sudden acute injury, mainly to soft tissue, caused by incorrect lifting of heavy objects or by a blow or fall.
- > Damage caused by repetitive movements, poor posture, poor ergonomics (known as Work Related Upper Limb Disorder) can result in gradual damage to the back.

Other injuries, such as fractures, crush injuries, bruising and lacerations to various parts of the body can also be encountered. It is generally internal forms of injuries that are more serious and include muscle and ligament tears, hernias (ruptures), prolapsed intervertebral discs and damage to knee, ankle, shoulder and elbow joints.

Many manual handling injuries are cumulative rather than the result of a single event and can be exaggerated because of existing wear and tear. In some cases a full recovery is not made with the possibility of permanent physical impairment or disability.

Moving and Lifting Techniques

Moving and lifting techniques will help prevent injuries from occurring. The techniques require a person about to pick up, pull or push an object divide the task into three elements:



Assessing

When assessing a load you should ask yourself:

- Where is the load going to be placed?
- > Can the object be moved without assistance?
- Can mechanical aids be used to assist?
- ➤ Is the load stable and secure and are there any sharp edges, splinters, slippery edges etc?
- Are there any obstacles in the way?
- > Is protective clothing necessary?
- What handling and lifting techniques should be employed?



Lifting

When lifting the load you adopt the following technique.

- Examine the load and decide if it poses a risk of injury.
- Position the feet about one foot apart, one foot slightly in front of the other, and as close to the load as possible.
- Get a firm grip and keep the arms within the boundary formed by the legs.

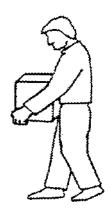


- gradually lift by straightening the legs. Keep the back straight.
- Keep the arms as close to the body as possible to minimise strain on the back, chest and shoulders.
- The body, if used correctly, acts as a counterbalance. Adjusting the position of the body to balance the load reduces the effort required by the muscles.
- Carry out the lifting movement as smoothly as possible.



Carrying

- If the load prevents clear vision ahead then check that the route is clear before proceeding.
- When turning, move your feet to turn the whole body, not just the waist.
- To lower the load the legs should be bent and the back kept straight.
- Store heavy objects at waist height. Lighter objects can be stored at other levels.



Team Lifting



Team lifting can involve hazards if not done properly. Each member should be of a **similar height and build** and the lift should be carried out under the direction of one person who gives the commands. The commands should be given clearly and carried out promptly. If one member is experiencing difficulty with the lift they should give adequate warning and not just let go.

Records

Records are to be established and maintained on Manual Handling Assessments by the Managing Director.



4.7 Personal Protective Equipment

Policy Statement

The purpose of this Safe Working Practice is to provide guidance on the selection and use of Personal Protective Equipment (PPE) within the business.

Policy

It is the policy of New Forest Log Cabins Ltd (NFLC) to comply with The Personal Protective Equipment at Work Regulations 1992, relevant Codes of Practice and good working practices by assessing the requirement to provide PPE and providing practical safe PPE as required. On sites where NFLC are not the principle contractor the sites rules and regulations regarding PPE must be followed by all staff.

Guidance on PPE

PPE as a Last Resort

The Management of Health and Safety at Work Regulations 1999 require employers to identify and assess the risks to health and safety present in the workplace. There is a hierarchy of control measures and PPE should always be considered as the "last resort" to protect against risks to health and safety. This approach is taken as PPE only protects the user where as controlling the risks at source can protect everyone in the workplace.

There are other regulations such as The Control of Substances Hazardous to Health 2002 and the Noise at Work Regulations 1989 that make reference to the issue of PPE as a last resort as well as other control measures. When selecting PPE under these and other regulations the advice given under the PPE Regulations may still be applicable as the general requirements of selection, maintenance and training for the users will apply.

Detailed below are examples of PPE and situations it is suggested they be worn in : -

Eye Protection



Eye protection equipment is provided and must be worn for all operations where a hazard to the eyes exists. If you have any doubt concerning this equipment you should speak to the Managing Director.

Events which may require eye protection include:

- Striking masonry nails.
- Using a hand held cartridge tool.
- > Driving in pins, bolts etc.
- ➤ Breaking, cutting etc. various materials such as glass, concrete, stone, hard plastics etc.

- Cutting wire or strapping when it is under tension.
- Cleaning by high pressure water jet.
- Drilling through masonry or wood.
- When using abrasive wheels.
- > When using power cutting equipment.
- When working above head height.

Head Protection



Since March 1990 the Construction (Head Protection)
Regulations 1989 have required the provision and use of head protection on construction sites.

The regulations apply to most construction activities. In the case of cable television installation and repair this means the laying of

cable from the cabinet to the customer's premises - including any associated excavation and reinstatement where a risk has been identified.

Events which may require the wearing of Head Protection include: -

- Moving and erecting ladders.
- Climbing, working on or footing ladders.
- Working in lofts.
- When somebody is working above you on ladders, scaffolding or roofs.
- When working above head height.
- When working in confined / restricted headroom areas.

Ear Protection



Ear defenders are to be worn at all times when operating noisy power tools e.g. above 85 dB (A), or when working in customer's business premises where the noise level is high and hearing protection signs are shown.

The following are examples of the noise levels likely to be experienced using some types of power tool.

\triangleright	Rotary Drills	94dB(A)
	Light/Medium Breakers	100dB(A)
\triangleright	Rotary Hammer Drills	103dB(A)
	Percussion Drills	107dB(A)
	Abrasive Saws/Angle Grinders	107dB(A)

Safety Boots



To be worn when carrying out all site based operations.

Gloves



Gloves protect your hands from cuts and abrasions, extremes of temperature, skin irritation and dermatitis and contact with contaminated and corrosive substances. Make sure you have them with you and that they are clean and in good condition.

Dust Masks



Dust masks must be worn in to protect against nuisance dust. E.g. when drilling or working in dusty environments, or when working in lofts.

Records

Records are to be established and maintained on the assessment and issue of PPE to all staff by the Managing Director.

4.8 Visitors

Policy Statement

The purpose of this Safe Working Practice is to provide guidance for visitors to NFLC sites of operations.

Visitor Health and Safety Information Guide

The NFLC Operations Manager will ensure that a copy of the "Visitor Health and Safety Information" guide is displayed in the office and on sites in a prominent position.

Management of visitors

The NFLC Operations Manager will ensure that: -

- > All visitors are required to contact the site office prior to visiting sites.
- All visitors are issued with appropriate PPE as required and that they wear it as directed.
- All visitors are informed of any additional risks to their health and safety.
- All visitors are advised to remain with their host at all times.
- All visitors to ensure that they inform someone on site that they are leaving.



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4.9 Working at height

Policy Statement

The purpose of this Safe Working Practice is to provide guidance on the selection and use of Personal Protective Equipment (PPE) within the business.

Policy

It is the policy of New Forest Log Cabins Ltd (NFLC) to comply with The Working at Heights Regulations 2005, relevant Codes of Practice and good working practices by assessing the risks involved in working at heights and providing practical safe practical solutions as required.

Guidance on Working at Heights

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

Duty holders' responsibilities

The Regulations require duty holders to ensure:

- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.

Planning

You must:

- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- > plan for emergencies and rescue:
- take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations and follow the hierarchy of controls shown below when devising control measures. : -

Duty holders must:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Staff training

- You must ensure that everyone involved in the work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.
- Where other precautions do not entirely eliminate the risk of a fall occurring, you must (as far as it is reasonably practicable to do so) train those who will be working at height how to avoid falling, and how to avoid or minimise injury to themselves should they fall.

The place where work is done

You must ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment).

Equipment, temporary structures, and safety features

- If you rely on the exception above you must provide equipment for preventing (as far as is reasonably practicable) a fall occurring.
- If the precautions taken do not entirely eliminate the risk of a fall occurring, you must do all that is reasonably practicable to minimise the distance and effect of a fall
- When selecting equipment for work at height you must:
 - use the most suitable equipment;
 - give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses);
 - take account of the working conditions and risks to the safety of all those at the place where the work equipment is to be used.

➤ Ensure that equipment supplied by another business i.e. mobile work platforms or scaffolding etc is accompanied by the appropriate safety certificates and inspected as per the relevant regulations.

Fragile surfaces

- You must ensure that no one working under your control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely.
- If anyone does work on or near a fragile surface you must: -
 - ensure that suitable platforms, coverings, guard rails, and the like are provided (and used) to minimise the risk.
 - do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.
- If anyone working under your control may go onto or near a fragile surface, you must do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

Falling objects

- Where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling.
- If it not reasonably practicable, you must ensure that no one is injured by anything falling.
- You must ensure that nothing is: -
 - thrown or tipped from height if it is likely to injure anyone;
 - stored in such a way that its movement is likely to injure anyone.
- If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, you must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it.

Ladders

There are three main classifications of ladders as shown in the table below.

CLASS	DESCRIPTION	LABEL	LOADING	LOADING
Class 1	Heavy Duty	Blue	27.5 Stones	175 Kilos
EN 131	Light Trade	Yellow	23.5 Stones	150 Kilos
Class 3	DIY/Domestic	Red	19.5 Stones	125 Kilos

Inspection Of Ladders

Prior to lifting, erecting and climbing, staff must check the condition of the ladder to ensure safety. The following checks MUST be carried out: -

- Check that the stiles are straight and undamaged. The ladder should not be twisted in any way.
- Check that each rung is secure.

- Check the non-slip feet and top stops are in place and in good condition.
- Check that the rungs are not worn smooth and are free from mud, grease etc.
- Check the whole ladder for signs or corrosion or oxidisation.
- Check all fittings are secure.



The Operations Manager is to ensure that ladders are to checked on a regular basis (six monthly) by a qualified person and given an identification mark when within a specified inspection period.

Checks Prior To Erecting

- At all times, before erecting a ladder, ensure that there is no danger of it fouling, snagging or becoming entangled with any overhead cables.
- The structure against which the ladder will rest must be strong enough to take the strain and provide 'grip' to hold the top of the ladder.
- Cone off the area if conditions require it i.e. pedestrian traffic.
- Prior to erecting, ensure that there is a firm, reasonably level footing for the bottom of the ladder.
- Do not place the ladder where there is danger from moving vehicles.
- Only use ladders supplied by the company.

Erecting A Ladder

Lay the ladder flat on the ground with the ladder foot butted against the firm footing.



he top of the ladder above head height then walk forward

Lift the top of the ladder above head height then walk forward, gripping the rungs, to raise the ladder upright.

Set the ladder in position in accordance with the 1 out).



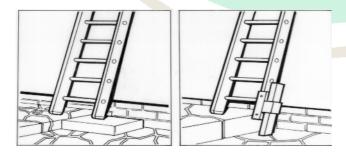
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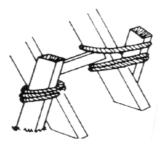
- A small light ladder can be reared against a wall or pole straight from the shoulder.
- 2. Ladders should extend 1 metre above the highest rung on which the user has to stand.
- 3. When required for roof access, ladders must extend above the edge of the roof by at least 1 metre.
- 4. Extension ladders up to 5 metres in length should overlap by at least 2 rungs (more than 2 if possible).
- 5. Use a ladder stay or similar device to avoid placing the ladder against a fragile surface.

Securing Ladders

- Every year many people are killed or injured through the improper use of ladders.
- More than half of these accidents occur through ladders being insecurely fixed or placed.
- Additional accidents occur while carrying loads, over reaching and over balancing.
- If your ladder is less than 3 metres long it does not require to be stabilised but must be used properly and with care.
- Ensure that the ladder is correctly erected and not over extended. Extending ladders should have an overlap of at least 2 rungs (more than 2 if possible).
- If possible place the ladder on a level surface. Where this is not possible, use a ladder leveller or a packing piece.



- Secure the ladder against slipping by tying it to the building at the top or at the sides or at the bottom.
- When possible, a second man can be used to 'foot' the ladder.





- If your ladder is longer than 3 metres it must either be tied at the top or footed at the bottom by a second man.
- A person standing at the foot of the ladder to prevent slipping is effective only with ladders up to about 5 metres long.
- > He/she must not step off until the person on the ladder has descended as far as possible or has climbed onto the supporting structure.







Ladders over 5 metres MUST be tied at the top.

Climbing / Working From Ladders

Always adhere to the 3 points of contact rule when climbing or working from a ladder. Climb by gripping the rungs rather than the stiles.

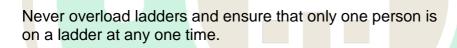




Do not throw tools or materials to anyone working on a ladder. Raise them by means of a handline.

Ensure that tools or materials being used aloft do not fall on persons passing below.

When working up a ladder do not lean to the side so far that the outside shoulder is more than 12 inches beyond the side rail.





Stepladders

- > Stepladders must be spread to their fullest extent and properly levelled for stability.
- Stepladders must only be used on firm, level ground.
- Stepladders should be placed at right angles to work whenever possible.
- As with ladders, keep your feet 2 or 3 treads from the top. You should never work from the top step.
- Always maintain a 3 point of contact.
- > Do not use stagings between stepladders.
- Never use stepladders on top of furniture.
- > Do not close stepladders and use as a normal ladder. They are not designed for this purpose.
- If stepladders have to be used in a doorway, wedge the door open to prevent it from striking the stepladders and make the steps visible to anyone wishing to enter the doorway.

Records

Records are to be established and maintained on the assessment of working at heights by the Managing Director.

Records are to be maintained of all ladder inspections.



4.10 Contractors

Policy Statement

This document details NFLC safe working practice for ensuring the effective control of Contractors and sub contractors.

General

The aim of this procedure is to ensure that Contractors are made fully aware of all aspects of Health and Safety when working on NFLC property.

NFLC Responsibilities

NFLC has a duty under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 to take reasonable, practicable steps to ensure the safety of persons on NFLC property while Contractors are carrying out work. This includes not only NFLC employees and Contractors, but also any resident, visitor or member of the public.

NFLC recognises that it can be jointly responsible for work undertaken by Contractors whilst on NFLC property or sites where NFLC are working, so it is important that there is adequate liaison and control over the Contractor's activities. This includes ensuring that Contractors are suitably qualified and competent to carry out the work required.

Contractor responsibilities

- Contractors have a duty to ensure the health, safety and welfare of their own employees and others that may be affected, wherever they may work.
- Contractors must provide and maintain a safe place of work and safe systems of work, whilst working on NFLC property.
- Whether the work is of short or long duration, complicated or straightforward, proper planning of the works is crucial. A close relationship should be maintained, if the work is of a long duration, so that both parties are constantly aware of each other's requirements in the safe operation of the working area.

Vetting Contractors

The Managing Director will ensure that only Contractors who have been vetted are to be employed to undertake the provision of services.

Contractors are only approved by NFLC, on the condition that they provide the relevant Health and Safety information detailed below.

All Contractors providing services to NFLC will be evaluated and only those Contractors who are deemed competent will be allowed to work on NFLC property.

The pre-qualification checks for being contracted to carry out work will be based on NFLC requesting and evaluating the following information from the Contractor:

- Health and Safety policy statement
- Arrangements for managing Health and Safety
- > Health and Safety procedures
- > Risk assessments
- Method statements
- Valid copy of Public Liability Insurance certificate.

Copies of the above mentioned Health and Safety documentation must be held on file.

Sub-Contractors

- Contractors are required to ensure that any Sub Contractor working for them are informed of, and abide by, NFLC Health and Safety standards prior to commencement of any works.
- Any work assigned by the Contractor to Sub Contractors must be approved by NFLC.

Commencement of site works

No Contractor will be permitted to commence work without giving NFLC at least 48 hours notice except in an emergency, ongoing routine maintenance or unless otherwise agreed with the Managing Director.

Work undertaken by contractors

The Manager or Authorised Person should undertake regular checks on the work of Contractors, unless their work area is fully and physically separated from the NFLC managed controlled areas. (Fenced off areas etc)

Breach of NFLC Health and Safety rules

Where NFLC site rules are breached or the works are liable to affect the Health and Safety of the Contractor, NFLC staff or members of the public, the work must be stopped until it can be completed in a safe manner.

Working on site

All approved Contractors must report first to the staff on site. During the works the Contractor will ensure that : -

- Tools and other work related equipment (ladders etc) owned by NFLC are NOT used.
- Noise and dust generated by the works is effectively controlled at all times.
- Contractor vehicles are only parked in designated areas.
- ➤ The unloading of materials from vehicles is only undertaken in designated areas, agreed with NFLC.

4.11 Risk Assessments-Office & Sites

Policy Statement

The purpose of this Safe Working Practice is to provide guidance on assessing the risks that might arise out of NFLC's undertakings and providing practical realistic and achievable solutions in resolving them.

Policy

It is the policy of New Forest Log Cabins Ltd (NFLC) to comply with The Management of Health and Safety at Work Regulations 1999, relevant Codes of Practice and good working practices by assessing all the risks arising from or out of its undertakings and putting realistic achievable solutions into practice to reduce or eliminate those risks so far as is reasonably practicable.

Risk Assessments

Site based risk assessments

Sites being operated by NFLC require risk assessments carried out on them as follows:

- on accepting the contract to erect the structure but prior to the site becoming operational (a basic hazard spotting exercise).
- Immediately after the site becomes operational using the generic risk assessment and making it site specific.
- The risk assessment will be updated as required as the site work progresses.
- A fire risk assessment will form part of the site risk assessment.
- On sites where NFLC are not the principle contractor the risk assessment must be given to the principle contractor and <u>all</u> assessments in force must be understood and adhered to.

Records

Record of all risk assessments are to be held centrally by the Managing Director, copies of site based assessments are to be briefed out to staff and held on the respective sites.

4.12 Monitoring Health and Safety

Policy Statement

The purpose of this Safe Working Practice is to ensure that the standards set for health and safety are monitored to ensure that they are maintained.

Policy

It is the policy of New Forest Log Cabins Ltd (NFLC) to comply with The Management of Health and Safety at Work Regulations 1999, relevant Codes of Practice and good working practices by ensuring that provision is made for health and safety to be monitored across the companies undertakings.

Monitoring of Health and Safety

Site Visits

All proposed sites should have their documentation scrutinised for the H&S information and then a proportion visited to check the accuracy of the information and whether the document captures enough of the correct information.

All active sites should be visited by the Managing Director at intervals to ensure that the companies health and safety procedures and policies are being put into practise.

A hazard spotting sheet is to be used to record the findings. Things to be looked at should include:

- Wearing of PPE.
- Access and egress to site.
- > Tools condition and use.
- Scaffolding/plant (if used).
- Safety equipment on site (fire extinguishers etc).

Any problems or discrepancies to be noted on the hazard spotting sheet and rectified by management.

4.13 Control of Substances Hazardous to Health (COSHH)

Policy Statement

The purpose of this Safe Working Practice is to provide guidance on the Control of Substances Hazardous to Health (COSHH) within the office and whilst on sites.

Policy

It is the policy of New Forest Log Cabins Ltd (NFLC) to comply with The Control of Substances Hazardous to Health Regulations 2002, relevant Codes of Practice and good working practices and providing suitable and sufficient assessments and control measures to the risks arising from their use.

COSHH Assessments

The NFLC Managing Director will be responsible for ensuring that COSHH assessments are carried out on all hazardous substances and that any and all actions needed to control risks are implemented across the business. They will then ensure that all employees using hazardous substances have sight of the relevant COSHH assessment and that they adhere to it.

The following should be used as a guide for control measures regarding hazardous substances: -

- Only substances that are on a vetted preferred substance list are to be used by staff.
- New substances cannot be added to the list without going through the procurement process to ensure the substance is safe to use.
- All hazardous substances are to have a COSHH risk assessment, a SIN sheet and a manufacturers safety data sheet allocated to them.
- A hazardous substances register is to be maintained of all substances in use.
- COSHH risk assessments are to be reviewed as for any risk assessment.
- Selection and control measures for hazardous substances are to be formulated using the measures as laid down by Regulations 6 and 7 of the Control of Substances Hazardous to Health Regulations 2002 (see below *).
- Appropriate PPE found to be required as a result of a COSHH assessment needs to be suitable and sufficient and to have undergone an assessment process to have determined that.

*Hierarchy to be Followed When Formulating Control Measures for Hazardous Substances Assessment and Introduction

Elimination or substitution of the hazardous substance for one less or non hazardous.

- ➤ The design and use of appropriate work processes, systems and engineering controls and the provision and use of suitable work equipment and materials.
- > The control of exposure at source including adequate ventilation systems and appropriate organisational measures.
- Where control of exposure cannot be controlled by any other means the provision of suitable and sufficient personal protective equipment in addition to the measures above.

Records

Record of all COSHH risk assessments are to be held centrally by Managing Director, copies of relevant assessments are to be briefed out to staff and held on the respective sites.



4.14 Work Equipment

Policy Statement

The purpose of this Safe Working Practice is to provide guidance on work equipment use within the business.

Policy

It is the policy of New Forest Log Cabins Ltd (NFLC) to comply with The Provision and Use of Work Equipment Regulations 1998, relevant Codes of Practice and good working practices by assessing any work equipment used and providing practical safe solutions.

As an employer the company must ensure that all work equipment used by its employees is:-

- Suitable for the task they it is provided for.
- Checked at regular intervals and maintained in a safe working condition.
- Replaced as and when it is found to be faulty.

The company must also ensure that its employees are:-

- Competent to operate the work equipment or adequately supervised while doing so.
- Provided with the correct level of information, Instruction and Training for the work equipment they are using.
- Provided with and use any PPE issued for use with the work equipment.

Employees

Employees have a duty to carry out the following in relation to work equipment: -

- Using tools and equipment in a safe and responsible manner only for the purpose for which they are designed.
- Ensuring tools and equipment are not allowed to become a hazard to others.
- Storing tools and equipment correctly and safely.

Guidance on Work Equipment

What is Work Equipment

'Work equipment' is almost any equipment used by a worker at work including:-

- Machines such as circular saws, drilling machines, photocopiers, mowing machines, tractors, dumper trucks and power presses.
- Computers and all associated printers scanners etc.
- ➤ Hand tools such as screwdrivers, knives, handsaws and meat cleavers.
- Lifting equipment such as lift trucks, elevating work platforms, vehicle hoists, lifting slings and bath lifts.

Other equipment such as ladders and water pressure cleaners.

What Can we do to Reduce the Risks

Use the right equipment for the job

Many accidents happen because people have not chosen the right equipment for the work to be done. Controlling the risk often means planning ahead and ensuring that suitable equipment or machinery is available.

Make sure power tools and machinery is safe

You should check the power tools and machinery are suitable for the work - think about how and where it will be used. All new equipment should be:

- CE marked:
- Safe never rely exclusively on the CE mark to guarantee machinery is safe. It is only a claim by the manufacturer that the equipment is safe. You must make your own safety checks.
- Provided with instructions.

If you think that machinery you have bought is not safe DO NOT USE IT. Contact the manufacturer to discuss your concerns and if they are not helpful, contact your local HSE office for advice.

Remember, it is your resp<mark>onsibility as an employer to ensure</mark> you do not expose others to risk.

Make sure machinery and equipment are maintained in a safe condition

To control the risk you should carry out regular maintenance and preventive checks, and inspections where there is a significant risk.

Some types of equipment are also required by law to be thoroughly examined by a competent person.

- Inspections should be carried out by a competent person at regular intervals to make sure the equipment is safe to operate.
- The intervals between inspection will depend on the type of equipment, how often it is used and environmental conditions.
- Inspections should always be carried out before the equipment is used for the first time or after major repairs.
- Keep a record of inspections made as this can provide useful information for maintenance workers planning maintenance activities.

Instruct and train employees

Make sure employees have the knowledge they need to use and maintain equipment safely: -

- ➤ Give them the information they need, eg manufacturer's instructions, operating manuals, training courses and check they understand them.
- Instruct them on how to avoid risks, eg check that the drive is not engaged before starting the engine/machine and do not use on sloping ground.

- An inexperienced employee may need some instructions on how to use hand tools safely.
- As well as instruction, appropriate training will often be necessary, particularly if control of the risk depends on how an employee uses the work equipment.
- Only competent workers should operate work equipment.
- ➤ Never assume an employee can use work equipment safely, especially if they have just started work, even if they have used similar equipment elsewhere.
- Training may be needed for existing staff as well as inexperienced staff or new starters (do not forget temporary staff), particularly if they have to use powered machinery. The greater the danger, the better the training needs to be.
- For some high-risk work such as driving fork-lift trucks, using a chainsaw, using abrasive wheels and operating a crane, training is usually carried out by specialist instructors.
- Remember, younger people can be quite skilful when moving and handling powered equipment, but they may lack experience and judgement and require additional supervision.
- The level of supervision needed will depend on how mature they are and whether they can work safely without putting themselves or others at risk.

Records

Records are to be kept of PAT's testing and any other services and inspections carried out on items of work equipment.

Training Records

Records should be kept of all training undertaken on work equipment.



ANNEX A





Name:						
Dept:						
Job Title:						
Location:						
Workstation Location:						
This Assessment is being	g conducted under the ter	rms of the Health & Saf	ety at Work Act 1974, the			
Management of Health	& Safety at Work Regula	ations 1999, the Health	& Safety (Display Screen			
Equipment) Regulations	2002 and the Workplace (Health, Safety and Welf	fare) Regulations 1992.			
These Regulations place	responsibilities upon both	n the employer and emp	loyees for the maintenance			
and continual improvem	ent of Health and Safety	at work. Therefore, ple	ase consider this exercise			
as yours.						
If you have any concern	s which are not covered du	uring the assessment pro	cedure, please make a note			
to raise them with the As	ssesso <mark>r or your</mark> Manager as	s soon as possible.				
Work through the check	list, ticking either YES, No	O or NA column against	each item.			
ON COMPLETION OF	THE ASSESSMENT P	LEASE MAKE SURE	YOU SIGN THE BACK			
<u>PAGE</u>						
Main use of workstation	on					
Computer Work	Paper Work	Phone	Mailing			
	4					
Average time spend on a display screen per week						
Less than 5 Hours	5 – 10 Hours	10 – 20 Hours	20+ Hours			
Equipment at workstations - (tick relevant equipment located at your workstation)						
Display Screen	Keyboard	Wrist support	Mouse			
Mouse Mat	Pillow Mouse Mat	Lamp	Telephone			
Footrest						
	Document Holder	Chair	Telephone Headset			

Other Items		I		
DISPLAY SCREEN	Yes	No	N/A	NOTES
IS THE TEXT SIZE COMFORTABLE TO READ?				
IS THE IMAGE STABLE & FREE FROM FLICKERING?				
ARE THERE CONTROLS FOR BRIGHTNESS & CONTRAST?				
DOES THE SCREEN TILT AND SWIVEL?				
IS THE SCREEN FREE FROM GLARE & REFLECTIONS?				
IS SCREEN CLEANING MATERIAL AVAILABLE?				
KEYBOARD	Yes	No	N/A	NOTES
IS THE KEYBOARD SEPARATE FROM THE SCREEN?				
DOES THE KEYBOARD TILT?		4		
IS THERE ENOUGH SPACE IN FRONT TO REST HANDS & WRISTS?				
ARE THE CHARACTERS ON THE KEYS EASILY READABLE?			\mathcal{J}	
DOES THE KEYBOARD REMAIN STILL ON THE WORK SURFACE WHEN IN USE?				
IS THERE SUPPORT (GEL MAT) FOR THE USERS WRIST AND FOREARMS?				
MOUSE	Yes	No	N/A	NOTES
IS THE DEVICE SUITABE FOR THE TASKS IT IS USED FOR?				
IS THERE SUPPORT (GEL MAT) FOR THE DEVICE USER'S WRIST AND FOREARM?				
WORK SURFACE OR DESK	Yes	No	N/A	NOTES
IS ANY DOCUMENT HOLDER STABLE AND ADJUSTABLE?	•			
IS WORK POSITIONED TO LESSEN HEAD/EYE MOVEMENTS?				
ARE CABLES TIDY, AND PREVENTED FROM TRAILING?	17			
WHEN IN A SITTING POSITION, ARE YOUR LEGS CLEAR OF THE UNDERSIDE OF YOUR DESK?				

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S THE CHAIR STABLE? S THE SEAT HEIGHT ADJUSTABLE, BOTH FOR HEIGHT AND TILT? S THE CHAIR PROPERLY ADJUSTED? CAN YOU PLACE YOUR FEET FLAT ON THE FLOOR? S THE WORKSURFACE LARGE ENOUGH FOR ALL NECESSARY QUIPMENT? SAN YOU COMFORTABLY REACH ALL EQUIPMENT AND PAPERS YOU NEED TO USE? ENVIRONMENT S THERE ENOUGH ROOM TO CHANGE POSITION AND VARY (AVEMENT? S THE LIGHTING ADEQUATE? S YOUR WORKSTATION FREE FROM GLARE OR REFLECTION? OO WINDOWS HAVE ADJUSTABLE BLINDS OR OTHER COVERINGS? ARE ALL WINDOW BLINDS IN WORKING ORDER? S THE WORKING AREA FREE FROM EXCESSIVE NOISE OF QUIPMENT? S THE OFFICE TEMPERATURE/VENTILATION COMFORTABLE? THE OFFICE TEMPERATURE VENTILATION COMFORTABLE? YES NO N/A NOTES YES NO N/A NOTES YES NO N/A NOTES HAS THAINING BEEN PROVIDED IN THE HEALTH & SAFETY ASPECTS OF USING A WORKSTATION? AS THE NEED FOR TASK ROTATION BEEN EXPLAINED?					
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HAS TRAINING BEEN PROVIDED IN THE HEALTH & SAFETY ASPECTS OF USING A WORKSTATION? HAS THE POLICY ON EYE EXAMINATIONS AND CORRECTIVE LENSES BEEN EXPLAINED TO YOU? HAS THE NEED FOR TASK ROTATION BEEN EXPLAINED?					
OF USING A WORKSTATION? HAS THE POLICY ON EYE EXAMINATIONS AND CORRECTIVE LENSES BEEN EXPLAINED TO YOU? HAS THE NEED FOR TASK ROTATION BEEN EXPLAINED?	OTHER ITEMS	Yes	No	N/A	NOTES
BEEN EXPLAINED TO YOU ? HAS THE NEED FOR TASK ROTATION BEEN EXPLAINED?	HAS TRAINING BEEN PROVIDED IN THE HEALTH & SAFETY ASPECTS OF USING A WORKSTATION?				
	HAS THE POLICY ON EYE EXAMINATIONS AND CORRECTIVE LENSES BEEN EXPLAINED TO YOU?				
HEALTH AND SAFETY ADVICE GIVEN TO THE USER	HAS THE NEED FOR TASK ROTATION BEEN EXPLAINED?		۸		
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ACTION PLAN-COMPLETED BY ASSESSOR: Assessor's Signature User's Signature Date Date

Health and Safety Reference Guide

NFLC H&S Reference Guide REV/001/2006



HAZARDOUS SUBSTANCE INFORMATION NOTE

Activity				
Hazards	Highly flammable	Irritating to the Eyes and Skin	High concentrations of vapour	Harmful if swallowed
Precautions required while using the substance	5(
Storage & Transport				
Spillage and Waste Disposal				
First Aid	EYES: SKIN: SWALLOWING: INHALATION:	g Cal	011	

NFLC H&S Reference Guide REV/001/2006



Register of Substances

As required by the 'Control of Substances Hazardous to Health Regulations' and the 'Management of Health & Safety at Work Regulations'.

Name of Assessor/s	Tel Ext
Department	

Substance	MSDS	Assessment	Date Assessed	Date Due
Name	Obtained	Reference		Reassessment
		Number		
	4 1			
			•	
		•		



Accident Reporting Form

1. Location Date and Time of Accident Room or Place of Accident 2. Details of Person(s) Involved NameJob Title NameJob Title Name Job Title 3. Cause of Incident (Give details of any work or process being performed at the time the incident occurred) 4. Witnesses (Please give the names, addresses and occupations of any witnesses to the incident) 5. (Person Reporting the Incident) Name..... Signature Date Occupation..... 6, (Near reported to) Name...... Date

Position....

7, Action taken to prev	vent further oc	currence		
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		Dat	e	
8, Responsible person				
Name				
Signature				
Position				