**UNIT GC3 – THE HEALTH AND
SAFETY PRACTICAL APPLICATION**

Candidate report template

Student number 00504168**nebosh**Location AZ COMPANY(BURNLEY) Date of review 05 ___/03 ___/2020 _**Introduction including overview of area inspected and activities taking place**

Health and safety inspection/ hazard identification was carried out at AZ Company, located at Heasandford Industrial Estate, Widow Hill Road Burnley, on the 5th of March, 2020. The site is a busy warehouse, where items and garments are distributed across the country, the site comprises of about three main warehouses but the inspection was done in one of the warehouses which comprises of four different departments thus; 1. QC department which checks the quality of the garments, they make more use of display screen equipment (DSE). 2. Returns department which process items and garments returned by the customers, some activities also take place here like receiving delivery which involves manual handling, processing the returned items which involves use of display screen equipment (DSE) and loading onto the pallet which also presents manual handling. 3. Inbounds department takes count of the new items and garments brought to the warehouse; they also make use of display screen equipment (DSE). 4. Goods In departments, loading and offloading take place here all day which requires manual handling and use of pallet truck, this place is where fork lift operation takes place day and night etc. the warehouse has more than 200 employees.

Executive Summary

There were several hazards identified during my inspection that leads to poor health and safety standard at workplace. However, it required urgent action due to several breaches of health and safety laws such as: **manual handling operations regulations 1992, (Display Screen Equipment) Regulations 1992 and Management of Health and Safety at Work Regulations 1999, Health and Safety at Work, etc. Act 1974 (HSWA), Regulation Reform (Fire safety Order) 2005, Workplace (Health, Safety and welfare) Regulations 1992, Health and Safety (Safety Signs and Signals) Regulations 1996, and Management of Health and Safety at Work Regulations 1999 (MHSWA).**

These breaches have legal implications, and the intention of the criminal legal system is to punish those who break the law. And the punishment has a deterrent effect on the organization involved; it could be unlimited fine and or six months prison at magistrate court or unlimited fine and or two years prison at crown court. The fine cannot be reclaimed from an insurance company and it is not an allowable business expenses, meaning it cannot be written off against tax. Also, HSE can issue the company Fee for intervention (FFI) meaning that you have to pay for time it takes them to identify what is wrong and to help you put things right which is currently £154 an hour. The organization is bound to suffer setback if legal action is issued against them.

However, management can avoid all these foreseeable consequences by taking action in mitigating some of the hazards highlighted in this report and it will also help to create a healthy and safe working environment.

Main findings of the inspection

During my inspection I found out several hazards that amount to poor standards of health and safety in a workplace and some of them that required urgent attention is outlined below:

1. Manual handling hazard

In the warehouse there were a lot of activities involved in bending and lifting loads at ground level, this will leads to injuries associated with manual handling(mentioned in observation list number 1) which is a breach of health and safety standard under **manual handling operations regulations 1992**. As an employer, you must protect your workers from the risk of injury from hazardous manual handling in the workplace. It is moral duty of the organisation to provide safe and healthy working environment to the workers.

2. Ergonomic

During the inspection I found out that some of their work involved in long hour standing and working with computer, this will lead to injuries associated with Display screen equipment (DSE) (mentioned in observation list number 2) which is a breach of health and safety **(Display Screen Equipment) Regulations 1992 and Management of Health and Safety at Work Regulations 1999**. As an employer, you must protect your workers from the health risks of working with display screen equipment (DSE). The organisation has a moral duty to provide a safe equipment and comfortable working environment to the workforce.

3. Personal protective Equipment (PPE)

I found out that some of the workers bought their safety boot which might not be effective to protect them and injuries may occur when heavy load drop on their feet. This is a breach of the **Health and Safety at Work, etc. Act 1974 (HSWA)**. It is not morally accepted for the workers to put on an uncomfortable safety shoe, it will potentially slow down their job performance.

4. Poor designated smoking area

It is not morally accepted that a worker who is not smoking will inhale nicotine and toxic substance from smokers while going to his workplace and can develop ill health (mentioned in observation list number 9). It will be a good practice to relocate the smoking bar far from the entrance.

5. Fire hazard

I found out that some of the fire exit doors are locked with padlock which will cause people to get trapped during fire emergency and lead injuries associated with fire (mentioned in observation list number 7). This is a breach of the **Regulation Reform (Fire safety Order) 2005**.

6. Welfare

At the canteen that located at down floor usually cold, the heating system is not working some workers is now avoiding to take their break their due to discomfort from cold environment. This is a breach of the **Workplace (Health, Safety and welfare) Regulations 1992**.

7. Use of Signs

There was no appropriate sign to direct pedestrians stay within designated areas in the warehouse which may lead pedestrians walking into restricted areas which is a breach of the **Health and Safety (Safety Signs and Signals) Regulations 1996**.

8. Stress

During my inspection I found out that many of the workers are under work pressure and trying to meet up with target assigned to them at a high speed which presents a high risk of injuries. They might cut off their finger with the safety knife which is a breach under the **Health and Safety at Work, Act. 1974 (HSWA)**.

9. Slip Hazard

Some section of the roof of the warehouse is leaking, water which presents a high risk of slip and fall. It is a breach of health and safety standard under **Health and Safety at Work, etc. Act 1974 (HSWA)**.

10. Trip Hazard

There was a poor housekeeping where pallet trucks and empty pallet left unattended in the warehouse which present high risk of trip and fall in the workplace. It is a breach of health and safety at workplace under the **Workplace (Health, Safety and welfare) Regulations 1992**.

Note; all the hazards highlighted above has a potential cost to the organisation if not controlled. This cost includes; Workers Sick pay, Compensation payable to the victim, Medical cost for the treatment, Fines in the criminal court and, Fee for intervention (FFI) because under Health and Safety and Nuclear (Fess) Regulations 2016, it allow the HSE to recover its cost for carrying out its regulatory functions from those found to be in material breach of health and safety law.

Conclusions

In conclusion, the issue of health and safety of workers should be a major priorities to the management due to the adverse effect that follow poor management of health and safety in workplace, under the **Health and Safety at Work, Act. 1974 (HSWA)**, it is the duty of the employer to provide safe working environment to their employees but as I highlighted in this report a lot of hazards were identified and management have to take necessary action in controlling these hazards because failure to do this could have both direct and indirect cost to the organisation, these costs includes; increase in insurance premium and indemnity payment, damage to public image and business reputation, civil claims, lost of production time etc. HSE can also issue the organisation improvement notice or prohibition notice as a result of breach of health and safety legislation.

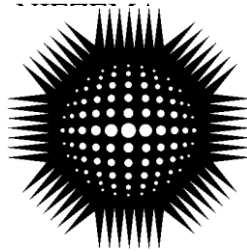
Management can simply control these hazards by implementing some of the recommendations in this report which I highlighted below; though it involves some amount of money but it is small when compared to the cost of breach of health and safety legislation, which can be unlimited fine or imprisonment. This will help the organisation avoid any costs that associated with workplace accident due to poor health and safety standard. Moreover, controlling of these hazards will provide a reasonable standard of care and reduce the injuries, pain to workers suffering from workplace accidents and ill-health.

Finally, It will be of a great benefit for the organization to adopt active monitoring in managing health and safety (i.e. checking to ensure that health and safety standard are correct in workplace before accident or ill-health are caused) than reactive monitoring (i.e. using accident, incident, ill-health as indicators of performance, to highlight area of concern). These will improve the organisation health and safety performance.

Recommendations – include as a table in the following format:

Recommendation	Likely resource implications	Priority	Target date
Installation of fire exit doors	Double fire emergency exit doors, to suit openings 700mm-2m wide. £199.99 each	high	4 weeks
Install all the fire extinguishers above the ground	Fire extinguisher brackets and fixings £200	high	48 hours
Standing seat should be provided to all the works that process returns	Meditelle Dental saddle stool £120 each x the number of the workers	high	4 weeks
Install or replace the heating system at the down canteen	Eko Warm – 1500w Electric heater. £300	medium	4 weeks
Install more washing hand taps and hand dryer and soap dispenser	Knee operated hand wash basin with tap. £200. Pro-Dri Extreme chrom high power automatic hand dryer. £150. Modular 400ml refillable liquid £20	high	8 weeks
Put safety signs in all pedestrians walkways	Pedestrians this way sign. £30	high	48 hours
Tables should be installed at each work station to avoid bending and lifting from ground level	Work tables £150 each	high	8 weeks
Relocation and construction of another smoking area	Relocation of the smoking bar. £200	medium	16 weeks
Suitable and comfortable safety boot should be provided	Adventure safety boot. £40. each	medium	48 weeks
Mirror to be installed to the blind spot	Round convex mirror with magnetic fixing. £110	medium	4 weeks

**GC3 – THE HEALTH AND
SAFETY PRACTICAL APPLICATION**



nebosh

**Candidate's observation
sheet**

Sheet number 1 of 5

Student name NNAEMEKA INNOCENT EZEMA

Student number 00504168

Place inspected AZ COMPANY (BURNLEY)

Date of inspection 05 / 03 / 2020

Observations Hazards and consequences	Control measures Immediate and longer term actions	Timescale
<p>1. Manual handling I observed that the workers engaged in manual handling such as pallet building which involved constant bending and lifting torts loaded with cloths into the pallet.</p> <p>Consequences Do to constant bending and lifting loads for long hours (11hrs) the workers may develop back injury, muscle injuries and work-related upper limb disorder (WRULDs) etc.</p>	<p>Immediate action Manual handling training and more workers to do the job</p> <p>Longer action Construct tables that will be up to their waist level to avoid bending</p>	<p>1 month</p> <p>2 month</p>
<p>2. Ergonomic The workers that process returns stands for a long hours(11hr) carrying out their task and they also make use of computer, handheld scanner, mouse, key board and safety knife which involves repetitive movement of their hands and also long hours looking computer screen.</p> <p>Consequences (i) Work related upper limb disorder (WRULD) associated with repetitive use of keyboard and mouse. (ii) Temporary eye fatigue associated with the use of the computer screen (iii) Fatigue and stress associated with cutting parcels, cartons, folding and packaging cloths at high speed. (iv) pains on the feet do to long standing (iv) cut injury can also occur from the use of safety knife</p>	<p>Immediate actions (i)Provision of standing seat</p> <p>Longer action (i) Design Parcels that can be open without using a knife, all the order numbers should be scan rather than typing it manually and work station table should be designed to suit the user. (ii) Training and information for display screen equipment (DSE) users. (iii) Risk assessment to be conducted on each DSE users.</p>	<p>1 month</p> <p>4 months</p> <p>Monthly</p> <p>2 months</p>
<p>3. Trip Hazard I observed that some of the pallet trucks are left carelessly on the pedestrian's walkways which might cause trip and fall when they hit their feet on it unknowingly.</p>	<p>Immediate action Announcement that all the pallet trucks should be keep in a safe place after use</p>	<p>immediate</p>

<p>Consequences (i) wrist and Knee damage as a result of falling (ii) head injuries associated while falling and hit head on a static object. And they can also sustain broken bones.</p>	<p>Longer action Training, supervision and enforcement</p>	<p>Monthly</p>
<p>4.Unsutable PPE (safety boot) Many of the workers has sort to buy their own safety boot do to uncomfortable feelings received from the one company gave to them. They complained of the boot being too heavy on them and they feel too hot wearing it for long hours.</p> <p>Consequences Feet injuries (puncture) when they hit their feet or step on a sharp object or broken bone when heavy load drop on their feet. Since they are the one buying the safety boot, they may buy fake or even the one that will not protect their feet properly.</p>	<p>Immediate action Check all the safety boot and ensure it complied to standard</p> <p>Longer action Provide suitable safety boot according to their sizes and monitor how comfortable it fit them whilst using it.</p>	<p>42 hours</p> <p>2 months</p>
<p>5. Slip hazard While walking round the warehouse I discovered that part of the roof of the building at returns department is leaking and water is dropping from there to the floor which may cause slip and fall when a worker steps on it.</p> <p>Consequences The injuries associated with trip and falls such as: broken bones, sprained ankles or wrist and Knee damage.</p>	<p>Immediate action Clean the water and put warning signs</p> <p>Longer action Replace the leaking roof</p>	<p>Immediate</p> <p>1 months</p>
<p>6. Fire hazard (extinguisher) In the warehouse I found out that some of the fire extinguishers are placed on the floor with no inscription, particularly the one located at the canteen near the toilet.</p> <p>Consequences (i) it can cause trip and fall during fire emergency evacuation (ii) Someone may use water extinguisher to extinguish electrical fire because no written direction on class of fire it can be used for thereby leading to electric shock.</p>	<p>Immediate action Remove the fire extinguisher on the floor</p> <p>Longer action Mount the fire extinguisher above the ground level with inscription on top of it.</p>	<p>immediate</p> <p>48 hours</p>
<p>7. Locked fire exit doors I also observed during the inspection that some of the fire exit doors are locked with pad lock, particularly the one located at QC department and Returns department. This will cause delay access to the doors and difficulty to escape during fire emergency.</p>	<p>Immediate action Remove the pad lock and put temporary boat</p>	<p>Immediate</p>

<p>Consequences (i) Inhalation of contaminated smoke associated with burning materials which can lead to asphyxiation and death. (ii) serious burns to the skin and damage to the properties</p>	<p>Longer action Design a self close doors that can only be open from inside</p>	<p>1 months</p>
<p>8. Fire alarm test Fire alarm test is not performed in the warehouse to help workers familiarise the sound to avoid confusion during real fire incident. Consequences Workers may not understand when the fire alarm and trapped in the fire and get burnt</p>	<p>Immediate action Announce to the workers that fire alarm will be tested</p> <p>Longer action Carryout fire alarm test every month.</p>	<p>1 day</p> <p>1 month</p>
<p>9.Poor designated smoking area As you coming from the gate the first thing you will see is the smoking area located very close to entry and exit door for the workers this is very uncomfortable for those workers who do not smoke, they end up becoming passive smokers. Consequences Non smokers who breathe in second-hand smoke take in nicotine and other toxic substances which can affect heart and blood vessels increasing the risk of heart attack and stroke in non smokers. This has also been linked to mental health disorder.</p>	<p>Immediate action Suspend smoking from that area and put no smoking sign.</p> <p>Longer action Construct another smoking area located away from entry and exit door.</p>	<p>Immediate</p> <p>4 months</p>
<p>10. collision One of the doors that use for goods supply is shearing the same rout leading to the toilet, which can lead to person coming out from the toilet colliding with the loads or person pushing the load. Consequences Head injuries, broken bone or injuries associated with fall</p>	<p>Immediate action Put person that will be directing pedestrian</p> <p>Longer action construct another walk way for the pedestrian</p>	<p>Immediate</p> <p>4 months</p>
<p>11. lack of washing hands facilities The male toilet has only one hand dryer and two water tap, which is not enough compared to the numbers of male workers there. Consequences Queuing up to wash and dry hand and some people that are not patient enough to wait will leave without washing their hands leading to poor hygiene and possibly spread infection.</p>	<p>Immediate action Provide hand sanitizer gel for people to use if they can't wait</p> <p>Longer action Install more water taps and hand dryer</p>	<p>1 day</p> <p>2 months</p>
<p>12. blind spot The toilet door that is leading to both</p>	<p>Immediate action Put warning sign telling them to slow</p>	<p>24 hours</p>

male and female toilet has a blind spot where people moving in opposite direction can collide with each other. Consequences It can lead to physical injuries and injuries associated with fall.	down when they get close to the door Longer action Install mirror at the blind spot	1 month
13. suspected alcohol abuse Some of the workers carry some drinks suspected to be alcohol in the water bottle and consume it while working Consequences Poor work quality that is working without checking damaged cloths and also work without following safe system of work.	Immediate action Stop workers from bringing in anything that is not water in the workplace and it must be in a clear and transparent bottle. Longer action Monitoring and regular supervision	1 day 1 month
14. Stress There is an excessive demand of speed of work and deadlines for the workers. They are expected to scan a particular number of cloths over a stipulated time to meet up their target. Consequences They will place speed above safety this may lead to unsafe act and cause injury like cut from the use of safety knife, fast heartbeat, high blood pressure, anxiety, and inability to concentrate.	Immediate action Allocate reasonable and practicable target to be meet in every hour. Longer action Redesign work pattern that is suitable to the workers	1 week 3 months
15. language barrier I found out that most of the workers don't speak English and workers who are not fluent in the primary language used in the workplace may have difficulty expressing their needs or responding to requests from colleague. Consequences (i) unable to report any hazards (ii) may misinterpret or misunderstand any safety information	Immediate action Use pictures and images to describe how to report any hazard Longer action Provide basic English language classes, that will teach them work words, phrases, warnings, and other critical communication elements that are necessary for them to reach their potentials.	1 month 4 months
16. First Aid facility Most of the workers don't know where the first aid facility can be located. Consequences Unable to report minor inquiries	Immediate action Show them the first aid facility and tell them the important of the facility Longer action Conduct monthly training on how to report injuries and if possible use pictures and images describe it to avoid language barriers	1 week 1 month
17. Poor HSE Signs In the warehouse there is no adequate sign, especially on the pedestrian walkways. Consequences (i) Take short cut (i) Might walk into restricted area	Immediate action Put signs on all the walkways and restricted zones. Longer action Training, information and supervision Immediate action Instruct the driver on the need to always	48 hours Monthly Immediate

<p>18. Fork lift hazard I observed that the fork lift driver dose to fasten his seat belt whilst driving.</p>	use seat belt.	
<p>Consequences Might be trapped and crushed when the fork lift overturn</p>	<p>Longer action Training, information, instruction and supervision</p>	1 month and monthly
<p>19. Work Environmental In the warehouse the canteen that is near to the toilet usually cold because the heating system is not working.</p>	<p>Immediate action direct the workers to be using up canteen</p>	Immediate
<p>Consequences Uncomfortable to take rests and break</p>	<p>Longer action repair or replace the heating system</p>	1 month
<p>20. Poorly secured load A lot of poorly secured loads are moving around the warehouse.</p>	<p>Immediate action Ensure that all loads are guarded properly before moving it.</p>	Immediate
<p>Consequences struck by load</p>	<p>Longer action Training, instruction and supervision</p>	48 house and monthly
<p>21. Fire warden and first aider The company have trained many of their workers on emergency first aid and fire warden for emergency incident.</p>	<p>Good practice to be maintained and refresher training to be conducted in due time.</p>	
<p>22. lighting There was adequate lighting in the warehouse.</p>	<p>Good practice to be maintained and constant monitoring of lux level</p>	

