

NAME	AMARJITH P
TOKEN NUMBER	TTC0820035

NOCN
(International Diploma)
Maintaining Systems For
Health, Safety, Welfare And
Environmental Protection

ASSIGNMENT



Contents

<i>NOCN.....</i>	1
<i>(International Diploma).....</i>	1
Assignment 1 – Visitors and Staff Induction Resource Pack.....	3
Assignment 2 - Health and Safety Audits and Inspection Checks.....	26
Assignment 2 – Task 1 – Protective Equipment - Brief.....	27
Assignment 2 – Task 1 – Protective Equipment – Resource Pack.....	28
Resource Pack.....	28
Assignment 2 – Task 2 – Protective Clothing - Brief.....	43
Assignment Brief.....	43
Assignment 2 – Task 2 –Protective Clothing – Resource Pack.....	45
Assignment 2 – Task 3 – First Aid - Brief.....	62
Assignment 2 – Task 3 – First Aid – Resource Pack.....	63
Assignment 2 – Task 4 – Welfare Facilities - Brief.....	75
Assignment Brief.....	75
Assignment 2 – Task 5 – Storage and Security - Brief.....	91
Assignment 2 – Task 5 – Storage and Security – Resource Pack.....	92
Assignment 2 – Task 6 – Accident and Incident - Brief.....	106
Assignment 2 – Task 6 – Accident and Incident – Resource Pack.....	108
Assignment 2 – Task 7 – Fire - Brief.....	129
Assignment Brief.....	129
Assignment 2 – Task 7 – Fire – Resource Pack.....	130
Fire Equipment Monthly Inspection – Images Resource.....	130
Assignment 3 - Skills Matrix Brief.....	151
Assignment 3 – Skills Matrix Resource Pack.....	153
Assignment 4 – Inspection and Reporting Brief.....	155
Assignment 4 – Inspection and Reporting Resource Pack.....	157

Assignment 1 - Visitors and Staff Induction Resource Pack

Staff Induction Plan

Staff Name: **Mr. TAMILSELVAN**

Start date: 29.01.2023

End Date: 31.01.2023

ACTIVITY	CONTACT, RESOURCES, DETAILS	WHE N	COMPL ETE D
WORKPLACE WELCOME & INTRODUCTION TO THE JOB	1. Welcome and Introduction to colleagues, 2. Tour of building including welfare arrangements 3. Details of how to carry out the job safely 4. HR contacts, emergency contacts and training requirements.	Day 1	29.01202 3 29.01202 3 29.01202 3 29.01202 3
EMERGENCY ARRANGEMENTS TRAINING	What to do and where to go in an emergency: <ul style="list-style-type: none"> • Fire - exits, assembly place, alarm points, etc. • First aid - what are the first aid provisions e.g. first aiders, location of first aid kits • Accident / incident reporting - how to report, where to send it to • Safety Signs at site & instructions 	Day 1	29.01202 3 29.01202 3 29.01202 3 29.01202 3
PERSONAL PROTECTIVE EQUIPMENT TRAINING (PPE)	<ul style="list-style-type: none"> • Access and provide, , • correct use and storage, • Reporting faults. 	Day 1	29.01202 3 29.01202 3 29.01202 3

WALKWAYS AND RESTRICTED AREAS	Training given on walkway marking and restricted areas: <ul style="list-style-type: none"> • Walkways • Restricted areas 	Day 1	29.012023 29.012023
MANUAL HANDLING	<ul style="list-style-type: none"> • Training • Lifting procedure • safe use of lifting aids 	Day 2	29.012023 29.012023 29.012023
HAZARDOUS SUBSTANCES	<ul style="list-style-type: none"> • Risk assessment • Safe handling and disposal 	Day 2	29.012023 29.012023
HAZARD AWARENESS / HOUSEKEEPING	<ul style="list-style-type: none"> • What to look for and who to report it to, a place for everything, everything in its place. 	Day 2	29.012023
EQUIPMENT, TOOLS AND MACHINERY (INCLUDING ELECTRICAL EQUIPMENT)	<ul style="list-style-type: none"> • Safe use, • emergency controls, • training requirements, • Any other health risks e.g. strain injury 	Day 3	30.012023 30.012023 30.012023 30.012023
LAW, POLICY, SAFE SYSTEMS OF WORK, RISK ASSESSMENT	<ul style="list-style-type: none"> • Employee's responsibilities, • policies and procedures, and • Awareness of relevant risk assessments. 	Day 3	30.012023 30.012023 30.012023
HEALTH, SAFETY	<ul style="list-style-type: none"> • Mandatory awareness training for employees on 	Day 3	30.01202

AND WELLBEI NG	Health Assistance and Support		3
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VISITOR INDUCTION PLAN

Visitor name: **Mr. TAMILSELVAN**

Visit date: **20.04.2023**

Trainer name: **AMARJITH P**

ACTIVITY	CONTACT, RESOURCES, DETAILS	WHE N	COMPLET ED
WORKPL ACE WELCO ME	1. Welcome and Introduction to colleagues, 2. Tour of building including welfare arrangements 3. Emergency contacts	On Day	30.01.2023 30.01.2023 30.01.2023

EMERGENCY ARRANGEMENTS TRAINING	<p>What to do and where to go in an emergency:</p> <ul style="list-style-type: none"> • Fire - exits, assembly place, alarm points, etc. • First aid - what are the first aid provisions e.g. first aiders, location of first aid kits • Accident / incident reporting - how to report, where to send it to • Safety signs & instructions at site 	On Day	30.01.202 3 30.01.202 3 30.01.202 3 30.01.202 3
PERSONAL PROTECTIVE EQUIPMENT TRAINING(PPE)	<ul style="list-style-type: none"> • Access and provide, • Correct use and storage, • Reporting faults. 	On Day	30.01.202 3 30.01.202 3 30.01.202 3
HAZARDS & HAZARDOUS SUBSTANCES	<ul style="list-style-type: none"> • Safe handling and disposal • Who to report on hazards/ poor housekeeping? 	On Day	30.01.202 3 30.01.202 3
WALKWAYS AND RESTRICTED AREAS	<p>Training given on walkway marking and restricted areas:</p> <ul style="list-style-type: none"> • Walkways • Restricted areas 	On Day	30.01.202 3 30.01.202 3
EQUIPMENT, TOOLS AND MACHINERY (INCLUDING	<p>Supervisor/colleague to show</p> <ul style="list-style-type: none"> • safe use of protective equipment: • emergency controls, • Any other health risks 	On Day	30.01.202 3

ELECTRICAL EQUIPMENT T)

30.01.2023

Signatur TAMILSELVAN
e:

Visitors Name: **Mr. TAMILSELVAN**

Trainer's name: **AMARJITH P**

Signature: AMARJITH P

Outline of a health and safety induction checklist

A checklist should ensure that both the new employee and their line manager know what has or has not been covered at any given time.

A copy should be kept up to date, so they can follow what is happening. It can also act as a reminder of anything that needs particular attention.

While a checklist is helpful, it is not an induction plan. It should be the responsibility of both management and the new starter/Visitor to ensure all items are properly covered.

This is a template for information only, you will need to develop a check list of your own.

Name of employee: Mr : AMARJITH P	Job title: MANAGER
Start date: 29/01/2023	Date induction completed: 29/01/2023



First day	Carried out by	Date	Notes
Health & safety Training delivered by	Training department	29/01/2023	To provide general awareness of Health and safety
Show new employee where PPE is stored	Safety Officer	29/01/2023	To learn the different types of PPE and its storage areas.
Deliver training on safe use and storage of all PPE	Safety Officer	29/01/2023	To know the safe use of PPE and storing.
Deliver training on protective equipment	Safety Officer	29/01/2023	To know about different types of PPE and its use with a practical demonstration
Delivery training on where first aid / accident and incident book is kept	Training Department/Shop floor in charge	29/01/2023	Awareness on maintaining the First aid/accident incident book and its importance.
Give information on named first aider and fire marshal	Safety officer	29/01/2023	Awareness on how to do First aid in an emergency Situation and to know the operation of fire extinguisher and fire escape route plan
Delivery training on welfare facilities	Training department	30/01/2023	Exposure given on welfare facilities
Deliver training on signing in process and safe access and egress procedures	Training department	30/01/2023	Awareness on Fire alarms and signage boards
Detailed training on health & safety in the organisation that has been completed.	Operation Manager/Shop floor in charge	31/01/2023	Awareness of operation procedure of all machines, equipment's and materials.

ALPHA BETA Staff health and safety induction checklist

Compliance to the criteria detailed in this checklist must be carried out by the Workshop Manager every week. Any non-compliances must be recorded and action within a given timescale by an identified member of staff.

Description of Inspection		Y	N	N/A
PE and PPE				
1	Had the health and safety induction been carried out prior to starting work?	Y		
2	Had all applicable training given for all PPE issued? <ul style="list-style-type: none"> • Overalls • Hard hats • Boots • Safety Glasses • Face Shields • Ear Defenders • Gloves 	Y Y Y Y Y Y	N	
3	Had all applicable protective equipment training given prior to starting work?	Y		
4	Had the walkway areas identified and training given on appropriate floor markings?	Y		
5	Had training given on all restricted areas?	Y		
6	Had Fire evacuation training been given?	Y		
7	Had first aid and emergency training been given?		N	

CORRECTIVE ACTION PLAN/S

Clearly list all non-compliances, responsible persons and appropriate timescales for completion.

Action item	Responsible person	To be completed by	Status
PPE usage and training on Safety Glasses	Mr.Kesavan - Safety officer	Immediate	Completed



First aid and emergency Training	Dr.Mahalakshmi - First aider	Immediate	Completed
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DETAILS OF AUDIT	
Name of Auditor:	AMARJITH P
Signature:	AMARJITH P
Date of Audit:	20-01-2023

ALPHA BETA Visitors health and safety induction checklist

Compliance to the criteria detailed in this checklist must be carried out by the Workshop Manager every week. Any non-compliances must be recorded and actioned within a given timescale by an identified member of staff.

Description of Inspection		Y	N	N/A
PE and PPE				
1	Had the health and safety induction been carried out prior to site visit?	Y		
2	Had all applicable training given for all PPE issued? <ul style="list-style-type: none"> • Overalls • Hard hats • Boots • Safety Glasses • Face Shields • Ear Defenders • Gloves 	Y Y Y Y Y Y	N	
3	Had all applicable protective equipment training given prior to site visit?	Y		
4	Had the walkway areas identified and training given on appropriate floor markings?	Y		
5	Had training given on all restricted areas?	Y		
6	Had Fire evacuation training been given?	Y		
7	Had first aid and emergency training been given?		N	

CORRECTIVE ACTION PLAN/S

Clearly list all non-compliances, responsible persons and appropriate timescales for completion.

Action item	Responsible person	To be completed by	Status
PPE usage and training on Safety Glasses	Mr.Kesavan - Safety Officer	Immediate	Completed



First aid and emergency training	Dr.Mahalakshmi - First Aider	Immediate	Completed
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DETAILS OF AUDIT	
Name of Auditor:	AMARJITH P
Signature:	AMARJITH P
Date of Audit:	30-01-2023



Health and Safety Maintenance Check Report - Staff and Visitors Inductions

CHECKS TO BE CARRIED OUT	STAFF AND VISITOR INDUCTIONS
METHODS USED TO CARRY OUT MAINTENANCE CHECKS.	
Explain the methods used to carry out the different checks made for:	
Staff induction:	
<ul style="list-style-type: none">• Visit of the building & introduction to colleagues• Teaching on right usage of PPE's - overalls, hard hats, boots, safety glasses, face shields, ear defenders, gloves• Training on safe use of protective equipment's - shields, guides prior to start of work• Tutoring given on fire expulsion procedures and fire equipment's• Review on organisations health and safety policies and procedures• Training on walkway markings and narrow areas• Teaching on first aid, availability of first aid box and preparedness on emergencies.	
Visitors induction:	
<ul style="list-style-type: none">❖ Visit of the building & introduction to colleagues❖ Teaching on right usage of PPE's - overalls, hard hats, boots, safety glasses, face shields, ear defenders, gloves❖ Training on safe use of protective equipment's - shields, guides prior to start of work❖ Training on walkway markings and restricted areas❖ Tutoring given on fire expulsion procedures and fire equipment's❖ Training on first aid, availability of first aid box and preparedness on emergencies	
Findings from maintenance checks.	
What were your initial findings?	
STAFF INDUCTION :	
<ul style="list-style-type: none">➢ Two staff health and safety initiation reports were taken as samples for	



audit

- Applicable training was given for all the PPE's issued - Overalls, Hard hats, boots, safety glasses, face shields, ear defenders, gloves, except in one case, PPE training on boots could not be evidenced since right size boots were not available
- There was clear proof that health & safety initiation carried out prior to starting of work.
- corroboration training given on walkway markings and restricted areas
- Evidenced training given on fire evacuation procedures and handling fire equipments
- No training confirmation on first aid and emergencies, except introducing to accident and emergency procedures and first aid box
- Evidence applicable organisations health and safety policies and procedures shared with staff, except in one case it was not done

VISITOR'S INDUCTION:

- Three visitor's health and safety induction reports were taken as samples for audit
- There were clear evidences that health & safety induction carried out prior to starting of work.
- Applicable training was given for all the PPE's issued - Overalls, Hard hats, boots, safety glasses, face shields, ear defenders, gloves, except in one case, PPE training on ear defenders could not be evidenced
- Evidenced training given on walkway markings and restricted areas
- Evidenced training given on fire evacuation procedures and handling fire equipments.
- No training evidenced on first aid and emergencies, except introducing to accident and emergency procedures and first aid box.

Explain the various methods that can encourage a culture of health, safety, welfare and consideration for the environment.



Methods for encouraging staff:

1.TALKING THROUGH HEALTH & SAFETY POLICY:

The Health & Safety Policy is the cornerstone of effective health and safety management, so it's important that employees are familiar with its contents. It should outline your approach to keeping employees safe, as well as the arrangements you have put in place to ensure risk is kept to a minimum.

It's a good idea to summaries the key points for employees in the form of a Health & Safety Handbook and provide this to employees during their induction. Your handbook should be the go-to health and safety document for employees, outlining all the necessary information they need to carry out their role safely and reduce risk to themselves and others.

2.EXPLAINING EMPLOYEE RESPONSIBILITIES:

Section 7 of the HSWA places a legal duty on employees to cooperate with management in all health and safety matters and to take reasonable care for their own health safety and welfare, as well as that of any other person who may be affected by their acts or omissions at work. Your Health & Safety Handbook should clearly explain what is expected of employees and help them to fulfil these duties.

3. GIVING EMPLOYEES A TOUR OF THE SITE:

It's important to show employees around the premises, as this will help them to become familiar with the site layout, the location of welfare facilities, and site rules, and is a simple way to get employees used to a new working environment.

4. HIGHLIGHTING THE SPECIFIC RISKS TO EMPLOYEES:

One of the best ways to raise awareness is to talk employees through the findings of your general risk assessment, drawing their attention to any hazardous situations revealed and the control measures in place to protect them.

5. PROVIDING JOB SPECIFIC TRAINING:

If there are specific risks involved in the employee's role, such as the need to work at height or operate machinery, you must make sure that they understand these risks, are properly trained, and have appropriate safety equipment. Job-specific training will ensure that employees follow a safe system of work while carrying out a particular task.

Conducting a task-specific risk assessment will help you to identify hazards and specific methods of doing the work, which must then be clearly explained to the employee and enforced through good management and proper supervision, especially in the first few months of their employment.

6. EXPLAINING ACCIDENT REPORTING AND RECORDING PROCEDURES:

New starters will need to know how to report accidents, near misses and dangerous occurrences and who they should report issues to, whether this be their immediate line manager or your responsible person. They may also need to know the location of your accident book depending on whether or not employees are expected to fill this in themselves. (Your accident book can be filled out by anyone, as long as the details are accurate, and it makes sense for someone with first-hand involvement with the incident to write the record).

The procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence should be clearly outlined in your Accident and Investigation Policy and communicated out to everybody, so it's a good idea to cover this during the induction stage. h your emergency arrangements.

7. WALKING THROUGH EMERGENCY ARRANGEMENTS:

Employees will need to be aware of arrangements for first aid and how to respond in the event of a fire. This will include pointing out the location of emergency exits and meeting points and explaining how to raise the alarm.

Methods for encouraging visitors:

1. TALKING THROUGH HEALTH & SAFETY POLICY:

The Health & Safety Policy is the cornerstone of effective health and safety management, so it's important that visitors are familiar with its contents. It should outline your approach to keeping visitors safe, as well as the arrangements you have put in place to ensure risk is kept to a minimum.

2. GIVING VISITORS A TOUR OF THE SITE:

It's important to show visitors around the premises, as this will help them to become familiar with the site layout, the location of welfare facilities, and site rules.

3. EXPLAINING ACCIDENT REPORTING AND RECORDING PROCEDURES:

Visitors will need to know how to report accidents, near misses and dangerous occurrences and who they should report issues to responsible person. They may also need to know the location of your accident book depending on whether or not employees are expected to fill this in themselves. (Your accident book can be filled out by anyone, as long as the details are accurate, and it makes sense for someone with first-hand involvement with the incident to write the record).

The procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence should be clearly outlined in your Accident and Investigation Policy and communicated out to everybody, so it's a good idea to cover this during the induction stage. Your emergency arrangements

4. WALKING THROUGH EMERGENCY ARRANGEMENTS:

Visitors will need to be aware of arrangements for first aid and how to respond in the event of a fire. This will include pointing out the location of emergency exits and meeting points and explaining how to raise the alarm.



Explain the various methods of ensuring that the workforce and visitors to the site or specific operational area are inducted and give reasons why this is important.

METHODS FOR STAFF:

1. Understanding the health and safety policy of the organisation:

The organisation must make sure during the induction the health and safety policy are clearly understood by the new employees, as the policy sets out organisations general approach and commitment together with the arrangements put in place for managing health and safety in business. It is a unique document that gives employee the required information of who does what, when and how.

2. The name of the company's health and safety adviser:

The employee should be inducted to the health and safety officer during induction, to understand the main aim of health and safety officer is to prevent accidents, injuries and work-related illnesses in the workplace and to create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by management and all employees in the organisation.

3. Accident reporting procedures:

A new employee at the work place should be familiar of recording and reporting the accidents in the workplace. The procedures that are to be adopted when any employee experiences an accident, near-miss or dangerous occurrence should be clearly outlined in your Accident and Investigation Policy and communicated



out to everybody.

4. Fire arrangements:

Employee should be made aware of the fire evacuation procedures and received training on handling fire extinguishers and equipments, fire exits, safe assembly points and fire alarms

5. First aid arrangements:

All new employees should have adequate knowledge on First aid like, what are the first aid provisions e.g. first aiders, location of first aid kits in the organisation premises.

6. Location of welfare facilities:

The employees during induction should become familiar with the facilities like location of toilets, canteen, and first aid.

7. Any prohibited areas:

Ensure inductees are made aware of restricted areas and the reasons for the control measures in place. For example: Walkways, Restricted areas through appropriate floor markings, etc.

8. Use of Personal Protective Equipment:

The new employee shall receive adequate training on how to access, what is the correct use and storage of PPE, and how to report malfunction of faulty PPE's.

9. Manual Handling:

The new employee shall receive adequate training on how to handle weights, understand the correct lifting procedure and safe use of lifting aids.

10. Hazards and Hazardous Substances:

The induction should cover safe handling of hazardous waste and effective disposal. Every new employee should know how to do the risk assessment of the hazards in the workplace before start of his work.

Reason why this is important:

1. A **safety induction** is conducted to welcome new employees to the company

and prepare them for their new role.

2. It ensures workers are fully informed about the organization and are aware of their work and responsibilities.
3. It serves as a starting point for an organisation to introduce a culture of safety in the workplace.
4. A health and safety induction program will improve the health safety and security practices by improving your employee retention rates and productivity.
5. It helps develop a harmonious workplace.
6. The **induction** process is a perfect opportunity to explain policies that apply to the workplace, ensuring that both managers and workers are clear on expectations, performance and behaviors.

Methods for Visitors:

1. Site layout:

The visitors should be made familiar with the site layout and functioning of different areas and safety concerns to be taken before entering into each areas.

2. Site welfare facilities:

The visitors during induction should be told of location of important welfare facilities in the site like toilets, canteen, and availability of first aid.

3. Site rules:

The visitors should be told of the rules to be followed at each premises, do's and don'ts at each particular areas, unauthorised entry restrictions, safety signages and their meanings.

4. Details of key personnel such as; supervisors, safety officers, first aiders, fire marshals:

The visitors should be introduced in personnel at the site to the supervisors at the work stations, first aiders, fire marshals and safety officers and receive adequate training or information on emergency preparedness from each of them.

5. Responsibilities and legal duties:

The visitors should abide by the rules and regulations set by the organisation, shall report any hazards noticed immediately to the safety officer, shall not divulge any legal requirements and should be responsible for his acts.

6. Co-ordination between contractors:

The visitors should coordinate with contractors in the workplace.

7. Fire safety:

Visitors should be made aware of the fire evacuation procedures and receive minimal training on handling fire extinguishers and equipments, fire exits, safe assembly points and fire alarms.

8. Emergency procedures and safe assembly points:

The visitors should know how to act in case of emergency and shall be made aware of the procedures and safe assembly points in case of emergency evacuation.

Reason why this is important:

- Visitors might only be on site for a short time. If a visitor is entering your site, they may need to know certain information to stay safe. For example, do they need to sign in? Are there any areas they need to stay away from? Who do they report to? What do they need to wear? Do they need any special equipment?
- If someone is unfamiliar with the site, they don't know what to watch out for. They are less likely to know where to go. Providing an induction gives the site manager an opportunity to give visitors the information they need to stay safe, but it also gives them a chance to assess the capabilities of a visitor. This will help them decide if they will need close supervision or escorting on the site and check if they have the right equipment or if they need to be provided with any i.e. safety helmet, hi-visibility jacket and suitable footwear.
- The purpose of a visitor's health and safety induction **is** to set standards, raise



awareness of hazards, explain how health and safety **is** managed and the part the employee/visitor plays, and make the organisations procedures clear. If there are risks involved in the visitor's activities or the employee's role, it is an opportunity to instill safe working practices.

Explain the various methods of ensuring that workers they are responsible for are competent for the relative tasks and give reasons why this is important.

Methods used to ensure workers competent for tasks:

a. Induction training for workers:

Health and safety induction training for workers must be carried out prior to starting any activity in the workplace. The topics that should be covered within an induction are:

1. Company health and safety policy
2. Specific workplace/site rules
3. Emergency procedures (including fire, spillage and accident reporting)
4. Relevant risk assessments and safe systems of work (including COSHH, manual handling)
5. Site map/plans (including noise exclusion zones)
6. Isolation and lock off - if applicable
7. Personal protective equipment
8. Inspection regime
9. Housekeeping

In addition to the induction training, the organisation must undertake a three-stage approach to managing health and safety training within the workplace. The stages are:

- b. Identify training needs
- c. Arrange/Organize the training
- d. Evaluate the effectiveness of the training

Stage 1 - Identifying training needs:

Identify the training needs of employees, the office manager and line manager should consider the following:

- The current role the employee is undertaking
- Changes to relevant legislation and industry standards



- A review of site-specific risk assessments
- A review of accidents, incidents and near miss
- A review of employee training records
- Forecasting - looking at future developments

Note: Once training has been identified, then it must be transferred onto a training needs matrix.

Stage 2 - Arranging/organizing the training:

Source a suitable trainer(s) to deliver the training and decide whether the format will be:

- A formal presentation with case studies/ Workshop-based training with practical demonstrations
- On the job training/ online [distance] mode learning

Stage 3 - Evaluating the effectiveness of the training:

Once the training has taken place, evaluate the effectiveness of the training by reviewing:

- Feedback on the content & delivery of the training (case studies, visual aids).
- To what extent was it well received by employees and covered the main objectives
- Evaluation the application of training in the workplace & improvements been made in the workplace since the training was delivered

Why it is important to check and ensure staff competence:

- The staff competency assess employees more objectively by leveraging job specific competency data
- Improves staff performance through more objective, fairer feedbacks
- Expands staff abilities through skill assessment and development plans
- Develop career-planning programs and provide staff with information that can help them self-direct their careers



- Analyze organizational risk and bench strength, and use findings to develop succession plans on staff competence.
- Improve sourcing and recruiting by defining which competencies are required for open positions.
- Make more objective hiring decisions by using behaviour-based skill descriptors to develop questions for interviewing.
- Develop competency-based position descriptions
- Attract new employees and increase retention rates by matching skills to assignments

Assignment 2 - Health and Safety Audits and Inspection Checks

The learner must choose and complete all activities from the audits/inspection and checks provided within Assignment 2.

- 2.1.1 - Protective Equipment
- 2.1.2 - Protective clothing
- 2.1.3 - First aid
- 2.1.4 - Welfare
- 2.1.5. - Storage and security
- 2.1.6 - Accidents and incidents
- 2.1.7 – Fire

The learners must review all the reading materials that are provided with each task and then **carry out** all activities requested within each task in full, ensuring that all the information on audits and Checklists are recorded accurately and in full on the templates provided. You **must** also complete each relevant H and S Maintenance Check Report for each of the activities and answer all the questions with basic information and where requested give further details to complete and achieve the assignment.

Assignment 2 - Task 1 - Protective Equipment - Brief

Assignment Brief

As Workshop Manager at UK based company Alpha Beta, you are required to ensure that the health and safety of your employees meets the requirements of UK Regulations. As part of this requirement it is important that appropriate protection equipment is fitted to all workshop machinery and is in operational condition.

You should carry out some research into the requirements of the Provision and use of Work Equipment Regulations (PUWER) and the roles and responsibilities of the employer so that you can safely and robustly complete the audit.

Provision and use of Work Equipment Regulations
<https://www.hse.gov.uk/pubns/priced/I22.pdf>

To ensure this regulation is being upheld you are required to carry out monthly site audits during which you take a tour around all work sites.

Today you are required to complete an audit of the Main Workshop Area. You have been supplied with a “pictorial tour” of the Main Workshop. Using the regulations and images provided you are required to complete the Audit Report based on your findings.

Your report should include all findings including examples of good and bad practices and references appropriate aspects of the Provision and use of Work Equipment Regulations. Should any non-compliances be identified or areas requiring action, these must be recorded in your report.



Assignment 2 - Task 1 - Protective Equipment - Resource Pack

Resource Pack

Alpha Beta Main Workshop Area









ALPHA BETA MONTHLY PROTECTION EQUIPEMNT AUDIT CHECKLIST

Compliance to the criteria detailed in this checklist must be carried out by the Workshop Manager every month. Any non-compliances must be recorded and actioned within a given timescale by an identified member of staff.

Description of Inspection		Y	N	N/A
Drilling machines				
1	Were all guards in place?	Y		
2	Were Dead Stop devices fitted?	Y		
3	Was appropriate signage displayed?	Y		
4	Did you observe correct usage of protection equipment?			N/A
Lathes				
1	Were all guards in place?	Y		
2	Were Dead Stop devices fitted?	Y		
3	Was appropriate signage displayed?	Y		
4	Did you observe correct usage of protection equipment?	Y		
Milling machines				
1	Were all guards in place?	Y		
2	Was appropriate signage displayed?	Y		
3	Did you observe correct usage of protection equipment?			N/A
Machine saws				
1	Were all guards in place?	Y		
2	Was appropriate signage displayed?	Y		
3	Did you observe correct usage of protection equipment?			N/A
Guillotines				
1	Were all guards in place?	Y		
2	Was appropriate signage displayed?	Y		
3	Were floor markings provided?	Y		
4	Did you observe correct usage of protection equipment?			N/A

CORRECTIVE ACTION PLAN/S

Clearly list all non-compliances, responsible persons and appropriate timescales for completion.



Action item	Responsible person	To be completed by	Status
Display of appropriate signage i.e., usage of goggles is not evident on lathe machine.	Mr. Chandra Shopfloor In charge	Immediate	Completed

DETAILS OF AUDIT	
Name of Auditor:	AMARJITH P
Signature:	AMARJITH P
Date of Audit:	20-01-2023



Checks to be carried out	Staff and visitor inductions
Methods used to carry out maintenance checks.	
Explain the methods used to carry out the different checks made for:	
Staff induction: <ul style="list-style-type: none">• Visit of the building & introduction to colleagues• Teaching on right usage of PPE's – overalls, hard hats, boots, safety glasses, face shields, ear defenders, gloves• Training on safe use of protective equipment's – shields, guides prior to start of work• Tutoring given on fire expulsion procedures and fire equipment's• Review on organisations health and safety policies and procedures• Training on walkway markings and narrow areas• Teaching on first aid, availability of first aid box and preparedness on emergencies.	
Visitors' induction: <ul style="list-style-type: none">❖ Visit of the building & introduction to colleagues❖ Teaching on right usage of PPE's – overalls, hard hats, boots, safety glasses, face shields, ear defenders, gloves❖ Training on safe use of protective equipment's – shields, guides prior to start of work❖ Training on walkway markings and restricted areas❖ Tutoring given on fire expulsion procedures and fire equipment's❖ Training on first aid, availability of first aid box and preparedness on emergencies	
Findings from maintenance checks.	
What were your initial findings? <ol style="list-style-type: none">1. Installation of safety guards on the machines were evident.2. Emergency stops were available on the machines.3. Display of appropriate signages on the machines were evident.4. The right PPEs was used correctly by the operator	



working on the lathe machine.

5. Appropriate floor markings were evident near the machine.
6. Fire extinguishers, Site safety notice board & first aid box, emergency eye wash was in the workshop.
7. Evidenced visual signals located on the machines.
- 5.** Display of appropriate signages on the lathe machines were not evident.

Explain the various methods that can encourage a culture of health, safety, welfare and consideration for the environment.

Methods for encouraging staff:

1.TALKING THROUGH HEALTH & SAFETY POLICY:

The Health & Safety Policy is the cornerstone of effective health and safety. management, so it's important that employees are familiar with its contents. It should outline your approach to keeping employees safe, as well as the arrangements you have put in place to ensure risk is kept to a minimum. It's a good idea to summaries the key points for employees in the form of a Health & Safety Handbook and provide this to employees during their induction. Your handbook should be the go-to health and safety document for employees, outlining all the necessary information they need to carry out their role safely and reduce risk. to themselves and others.

2.EXPLAINING EMPLOYEE RESPONSIBILITIES:

Section 7 of the HSWA places a legal duty on employees to cooperate with management in all health and safety matters and to take reasonable care for them own health safety and welfare, as well as that of any other person who may be. affected by their acts or omissions at work. Your Health & Safety Handbook should clearly explain what is expected of employees and help them to fulfil these duties.

3. GIVING EMPLOYEES A TOUR OF THE SITE:

It's important to show employees around the premises, as this will help them to become familiar with the site layout, the location of welfare facilities, and site rules, and is a simple way to get employees used to a new working environment.

4. HIGHLIGHTING THE SPECIFIC RISKS TO EMPLOYEES:

One of the best ways to raise awareness is to talk employees through the findings of your general risk assessment, drawing their attention to any hazardous situations revealed and the control measures in place to protect them.

5. PROVIDING JOB SPECIFIC TRAINING:

If there are specific risks involved in the employee's role, such as the need to work at height or operate machinery, you must make sure that they understand these risks, are properly trained, and have appropriate safety equipment. Job-specific training will ensure that employees follow a safe system of work while carrying out a particular task.

Conducting a task-specific risk assessment will help you to identify hazards and specific methods of doing the work, which must then be clearly explained to the employee and enforced through good management and proper supervision, especially in the first few months of their employment.

6. EXPLAINING ACCIDENT REPORTING AND RECORDING PROCEDURES:

New starters will need to know how to report accidents, near misses and dangerous occurrences and who they should report issues to, whether this be their immediate line manager or your responsible person. They may also need to know the location of your accident book depending on whether or not employees are expected to fill this in themselves. (Your accident book can be filled out by anyone, as long as the details are accurate, and it makes sense for someone with first-

hand involvement
with the incident to write the record).

The procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence should be.

clearly outlined in your Accident and Investigation Policy and communicated out to everybody, so it's a good idea to cover this during the induction stage. h your emergency arrangements.

7. WALKING THROUGH EMERGENCY ARRANGEMENTS:

Employees will need to be aware of arrangements for first aid and how to respond in the event of a fire. This will include pointing out the location of emergency exits and meeting points and explaining how to raise the alarm.

Methods for encouraging visitors:

1. TALKING THROUGH HEALTH & SAFETY POLICY:

The Health & Safety Policy is the cornerstone of effective health and safety management, so it's important that visitors are familiar with its contents. It should outline your approach to keeping visitors safe, as well as the arrangements you have put in place to ensure risk is kept to a minimum.

2. GIVING VISITORS A TOUR OF THE SITE:

It's important to show visitors around the premises, as this will help them to become familiar with the site layout, the location of welfare facilities, and site rules.

3. EXPLAINING ACCIDENT REPORTING AND RECORDING PROCEDURES:

Visitors will need to know how to report accidents, near misses and dangerous occurrences and who they should report issues to responsible person. They may also need to know the location of your accident book depending on whether or not employees are expected to fill this in themselves. (Your accident book can be filled out by anyone, as long as the details are accurate, and it makes



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Visitors will need to be aware of arrangements for first aid and how to respond in the event of a fire. This will include pointing out the location of emergency exits and meeting points and explaining how to raise the alarm.

Explain the various methods of ensuring that the workforce and visitors to the site or specific operational area are inducted and give reasons why this is important.

Methods for Staff:

1. Understanding the health and safety policy of the organisation:

The organisation must make sure during the induction the health and safety policy are clearly understood by the new employees, as the policy sets out organisations general approach and commitment together with the arrangements put in place for managing health and safety in business. It is a unique document that gives employee the required information of who does what, when and how.

2. The name of the company's health and safety adviser:

The employee should be inducted to the health and safety officer during induction, to understand the main aim of health and safety officer is to prevent accidents, injuries and work-related illnesses in the workplace and to create and implement health and safety policies in accordance with the latest



legislation and to ensure that these policies are implemented by management and all employees. in the organisation.

3. Accident reporting procedures:

A new employee at the workplace should be familiar of recording and reporting the accidents in the workplace. The procedures that are to be adopted when any employee experiences an accident, near-miss or dangerous occurrence should be clearly outlined in your Accident and Investigation Policy and communicated out to everybody.

4. Fire arrangements:

Employee should be made aware of the fire evacuation procedures and received training on handling fire extinguishers and equipments, fire exits, safe assembly points and fire alarms

5. First aid arrangements:

All new employees should have adequate knowledge on First aid like, what are the first aid provisions e.g., first aiders, location of first aid kits in the organisation premises.

6. Location of welfare facilities:

The employees during induction should become familiar with the facilities like location of toilets, canteen, and first aid.

7. Any prohibited areas:

Ensure inductees are made aware of restricted areas and the reasons for the control measures in place. For example: Walkways, Restricted areas through appropriate floor markings, etc.

Reason why this is important:

1. A **safety induction** is conducted to welcome new employees to the company and prepare them for their new role.
2. It ensures workers are fully informed about the organization and are aware of their work and responsibilities.
3. It serves as a starting point for an organisation to introduce a culture of safety in the workplace.



4. A health and safety induction program will improve the health safety and security practices by improving your employee retention rates and productivity.
5. It helps develop a harmonious workplace.
6. The **induction** process is a perfect opportunity to explain policies that apply to the workplace, ensuring that both managers and workers are clear on expectations, performance and behaviors.

Methods for Visitors:

1. Site layout:

The visitors should be made familiar with the site layout and functioning of different areas and safety concerns to be taken before entering into each areas.

2. Site welfare facilities:

The visitors during induction should be told of location of important welfare facilities in the site like toilets, canteen, and availability of first aid.

3. Site rules:

The visitors should be told of the rules to be followed at each premises, do's and don'ts at each particular areas, unauthorised entry restrictions, safety signages and their meanings.

4. Details of key personnel such as supervisors, safety officers, first aiders, fire marshals:

The visitors should be introduced in personnel at the site to the supervisors at the work stations, first aiders, fire marshals and safety officers and receive adequate training or information on emergency preparedness from each of them.

5. Responsibilities and legal duties:

The visitors should abide by the rules and regulations set by the organisation, shall report any hazards noticed immediately to the



safety officer, shall not divulge any legal requirements and should be responsible for his acts.

6. Co-ordination between contractors:

The visitors should coordinate with contractors in the workplace.

7. Fire safety:

Visitors should be made aware of the fire evacuation procedures and receive minimal training on handling fire extinguishers and equipments, fire exits, safe assembly points and fire alarms.

8. Emergency procedures and safe assembly points:

The visitors should know how to act in case of emergency and shall be made aware of the procedures and safe assembly points in case of emergency evacuation.

Reason why this is important:

- Visitors might only be on site for a short time. If a visitor is entering your site, they may need to know certain information to stay safe. For example, do they need to sign in? Are there any areas they need to stay away from? Who do they report to? What do they need to wear? Do they need any special equipment?
- If someone is unfamiliar with the site, they don't know what to watch out for. They are less likely to know where to go. Providing an induction gives the site manager an opportunity to give visitors the information they need to stay safe, but it also gives them a chance to assess the capabilities of a visitor. This will help them decide if they will need close supervision or escorting on the site and check if they have the right equipment or if they need to be provided with any i.e. safety helmet, hi-visibility jacket and suitable footwear.
- The purpose of a visitor's health and safety induction **is** to set



standards, raise awareness of hazards, explain how health and safety **is** managed and the part the employee/visitor plays, and make the organisations procedures clear. If there are risks involved in the visitor's activities or the employee's role, it is an opportunity to instill safe working practices.

Explain the various methods of ensuring that workers they are responsible for are competent for the relative tasks and give reasons why this is important.

Methods used to ensure workers competent for tasks:

a. Induction training for workers:

Health and safety induction training for workers must be carried out prior to starting any activity in the workplace. The topics that should be covered within an induction are:

1. Company health and safety policy
2. Specific workplace/site rules
3. Emergency procedures (including fire, spillage and accident reporting)
4. Relevant risk assessments and safe systems of work (including COSHH, manual handling)
5. Site map/plans (including noise exclusion zones)
6. Isolation and lock off – if applicable
7. Personal protective equipment
8. Inspection regime
9. Housekeeping

In addition to the induction training, the organisation must undertake a three-stage approach to managing health and safety training within the workplace. The stages are:

- b. Identify training needs
- c. Arrange/Organize the training
- d. Evaluate the effectiveness of the training

Stage 1 - Identifying training needs:

Identify the training needs of employees, the office manager and line



manager
should consider the following:

- The current role the employee is undertaking
- Changes to relevant legislation and industry standards
- A review of site-specific risk assessments
- A review of accidents, incidents and near miss
- A review of employee training records
- Forecasting - looking at future developments

Note: Once training has been identified, then it must be transferred onto a training needs matrix.

Stage 2 - Arranging/organizing the training:

Source a suitable trainer(s) to deliver the training and decide whether the format will be:

- A formal presentation with case studies/ Workshop-based training with practical demonstrations
- On the job training/ online [distance] mode learning

Stage 3 - Evaluating the effectiveness of the training:

Once the training has taken place, evaluate the effectiveness of the training by reviewing:

- Feedback on the content & delivery of the training (case studies, visual aids).
- To what extent was it well received by employees and covered the main objectives
- Evaluation the application of training in the workplace & improvements been made in the workplace since the training was delivered

Why it is important to check and ensure staff competence:

- The staff competency assess employees more objectively by leveraging job specific competency data
- Improves staff performance through more objective, fairer feedbacks



- Expands staff abilities through skill assessment and development plans
- Develop career-planning programs and provide staff with information that can help them self-direct their careers
- Analyze organizational risk and bench strength, and use findings to develop succession plans on staff competence
- Improve sourcing and recruiting by defining which competencies are required for open positions
- Make more objective hiring decisions by using behaviour-based skill descriptors to develop questions for interviewing
- Develop competency-based position descriptions
- Attract new employees and increase retention rates by matching skills to assignments

Assignment 2 - Task 2 - Protective Clothing - Brief

Assignment Brief

As Workshop Manager at UK based company Alpha Beta, you are required to ensure that the health and safety of your employees meets the requirements of UK Regulations. As part of this requirement it is important that appropriate protection equipment is fitted to all workshop machinery and is in operational condition.



You should carry out some research into the requirements of the Provision and use of Work Equipment Regulations (PUWER) and the roles and responsibilities of the employer so that you can safely and robustly complete the audit.

Provision and use of Work Equipment Regulations
<https://www.hse.gov.uk/pubns/priced/I22.pdf>

To ensure this regulation is being upheld you are required to carry out monthly site audits during which you take a tour around all work sites.

Today you are required to complete an audit of the Main Workshop Area. You have been supplied with a "pictorial tour" of the Main Workshop. Using the regulations and images provided you are required to complete the Audit Report based on your findings.

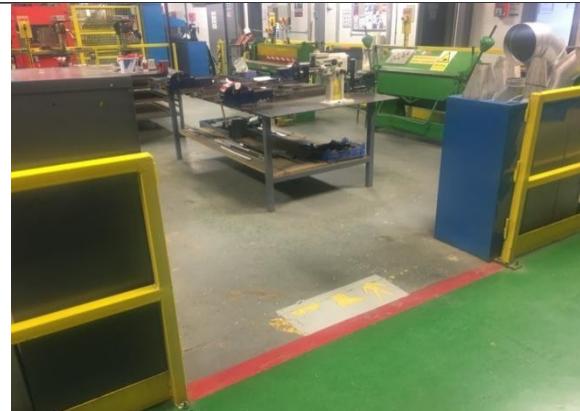
Your report should include all findings including examples of good and bad practices and references appropriate aspects of the Provision and use of Work Equipment Regulations. Should any non-compliances be identified or areas requiring action, these must be recorded in your report.

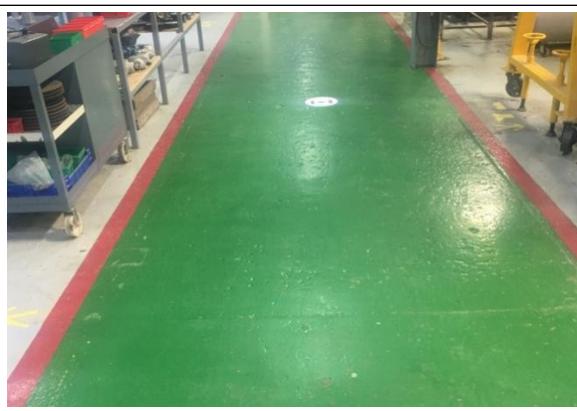


Assignment 2 - Task 2 - Protective Clothing - Resource Pack

Resource Pack

Alpha Beta Main Workshop Area











ALPHA BETA MONTHLY PROTECTION EQUIPEMNT AUDIT CHECKLIST

Compliance to the criteria detailed in this checklist must be carried out by the Workshop Manager every month. Any non-compliances must be recorded and actioned within a given timescale by an identified member of staff.

Description of Inspection		Y	N	N/A
Drilling machines				
1	Were all guards in place?	Y		
2	Were Dead Stop devices fitted?	Y		
3	Was appropriate signage displayed?	Y		
4	Did you observe correct usage of protection equipment?			N/A
Lathes				
1	Were all guards in place?	Y		
2	Were Dead Stop devices fitted?	Y		
3	Was appropriate signage displayed?	Y		
4	Did you observe correct usage of protection equipment?	Y		
Milling machines				
1	Were all guards in place?	Y		
2	Was appropriate signage displayed?	Y		
3	Did you observe correct usage of protection equipment?			N/A
Machine saws				
1	Were all guards in place?	Y		
2	Was appropriate signage displayed?	Y		
3	Did you observe correct usage of protection equipment?			N/A
Guillotines				
1	Were all guards in place?	Y		
2	Was appropriate signage displayed?	Y		
3	Were floor markings provided?	Y		



4	Did you observe correct usage of protection equipment?			N/A
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CORRECTIVE ACTION PLAN/S

Clearly list all non-compliances, responsible persons and appropriate timescales for completion.

Action item	Responsible person	To be completed by	Status
Display of appropriate signage i.e., usage of goggles is not evident on lathe machine.	Mr. Chandra Shopfloor In charge	Immediate	Completed

DETAILS OF AUDIT

Name of Auditor:	AMARJITH P
Signature:	AMARJITH P
Date of Audit:	30-01-2023



Checks to be carried out	Staff and visitor inductions
Methods used to carry out maintenance checks.	
Explain the methods used to carry out the different checks made for:	
Staff induction:	
<ul style="list-style-type: none">• Visit of the building & introduction to colleagues• Teaching on right usage of PPE's – overalls, hard hats, boots, safety glasses, face shields, ear defenders, gloves• Training on safe use of protective equipment's – shields, guides prior to start of work• Tutoring given on fire expulsion procedures and fire equipment's• Review on organisations health and safety policies and procedures• Training on walkway markings and narrow areas• Teaching on first aid, availability of first aid box and preparedness on emergencies.	
Visitors induction:	
<ul style="list-style-type: none">❖ Visit of the building & introduction to colleagues❖ Teaching on right usage of PPE's – overalls, hard hats, boots, safety glasses, face shields, ear defenders, gloves❖ Training on safe use of protective equipment's – shields, guides prior to start of work❖ Training on walkway markings and restricted areas❖ Tutoring given on fire expulsion procedures and fire equipment's❖ Training on first aid, availability of first aid box and preparedness on emergencies	
Findings from maintenance checks.	
What were your initial findings?	
<ol style="list-style-type: none">1. Installation of safety guards on the machines were evident.2. Emergency stops were available on the machines.3. Display of appropriate signages on the machines were	



evident.

4. The right PPEs was used correctly by the operator working on the lathe machine.
5. Appropriate floor markings were evident near the machine.
6. Fire extinguishers, Site safety notice board & first aid box, emergency eye wash was in the workshop.
7. Evidenced visual signals located on the machines.
8. Display of appropriate signages on the lathe machines were not evident.

Explain the various methods that can encourage a culture of health, safety, welfare and consideration for the environment.

Methods for encouraging staff:

1.TALKING THROUGH HEALTH & SAFETY POLICY:

The Health & Safety Policy is the cornerstone of effective health and safety management, so it's important that employees are familiar with its contents. It should outline your approach to keeping employees safe, as well as the arrangements you have put in place to ensure risk is kept to a minimum. It's a good idea to summaries the key points for employees in the form of a Health & Safety Handbook and provide this to employees during their induction. Your handbook should be the go-to health and safety document for employees, outlining all the necessary information they need to carry out their role safely and reduce risk to themselves and others.

2.EXPLAINING EMPLOYEE RESPONSIBILITIES:

Section 7 of the HSWA places a legal duty on employees to cooperate with management in all health and safety matters and to take reasonable care for their own health safety and welfare, as well as that of any other person who may be affected by their acts or omissions at work. Your Health & Safety Handbook should clearly explain what is expected of employees and help them to fulfil



these duties.

3. GIVING EMPLOYEES A TOUR OF THE SITE:

It's important to show employees around the premises, as this will help them to become familiar with the site layout, the location of welfare facilities, and site rules, and is a simple way to get employees used to a new working environment.

4. HIGHLIGHTING THE SPECIFIC RISKS TO EMPLOYEES:

One of the best ways to raise awareness is to talk employees through the findings of your general risk assessment, drawing their attention to any hazardous situations revealed and the control measures in place to protect them.

5. PROVIDING JOB SPECIFIC TRAINING:

If there are specific risks involved in the employee's role, such as the need to work at height or operate machinery, you must make sure that they understand these risks, are properly trained, and have appropriate safety equipment. Job-specific training will ensure that employees follow a safe system of work while carrying out a particular task. Conducting a task-specific risk assessment will help you to identify hazards and specific methods of doing the work, which must then be clearly explained to the employee and enforced through good management and proper supervision, especially in the first few months of their employment.

6. EXPLAINING ACCIDENT REPORTING AND RECORDING PROCEDURES:

New starters will need to know how to report accidents, near misses and dangerous occurrences and who they should report issues to, whether this be their immediate line manager or your responsible person. They may also need to know the location of your accident book depending on whether or not employees are expected

to fill this in themselves. (Your accident book can be filled out by anyone, as long as the details are accurate, and it makes sense for someone with first-hand involvement with the incident to write the record).

The procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence should be clearly outlined in your Accident and Investigation Policy and communicated out to everybody, so it's a good idea to cover this during the induction stage. h your emergency arrangements.

7. WALKING THROUGH EMERGENCY ARRANGEMENTS:

Employees will need to be aware of arrangements for first aid and how to respond in the event of a fire. This will include pointing out the location of emergency exits and meeting points and explaining how to raise the alarm.

Methods for encouraging visitors:

1. TALKING THROUGH HEALTH & SAFETY POLICY:

The Health & Safety Policy is the cornerstone of effective health and safety management, so it's important that visitors are familiar with its contents. It should outline your approach to keeping visitors safe, as well as the arrangements you have put in place to ensure risk is kept to a minimum.

2. GIVING VISITORS A TOUR OF THE SITE:

It's important to show visitors around the premises, as this will help them to become familiar with the site layout, the location of welfare facilities, and site rules.

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Explain the various methods of ensuring that the workforce and visitors to the site or specific operational area are inducted and give reasons why this is important.

Methods for Staff:

1. Understanding the health and safety policy of the organisation:

The organisation must make sure during the induction the health and safety policy are clearly understood by the new employees, as the policy sets out organisations general approach and commitment together with the arrangements put in place for managing health and safety in business. It is a unique document that gives employee the required information of who does what, when and how.

2. The name of the company's health and safety adviser:

The employee should be inducted to the health and safety officer during induction, to understand the main aim of health and safety officer is to prevent

accidents, injuries and work-related illnesses in the workplace and to create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by management and all employees in the organisation.

3. Accident reporting procedures:

A new employee at the work place should be familiar of recording and reporting the accidents in the workplace. The procedures that are to be adopted when any employee experiences an accident, near-miss or dangerous occurrence should be clearly outlined in your Accident and Investigation Policy and communicated out to everybody.

4. Fire arrangements:

Employee should be made aware of the fire evacuation procedures and received training on handling fire extinguishers and equipments, fire exits, safe assembly points and fire alarms

5. First aid arrangements:

All new employees should have adequate knowledge on First aid like, what are the first aid provisions e.g. first aiders, location of first aid kits in the organisation premises.

6. Location of welfare facilities:

The employees during induction should become familiar with the facilities like location of toilets, canteen, and first aid.

7. Any prohibited areas:

Ensure inductees are made aware of restricted areas and the reasons for the control measures in place. For example: Walkways, Restricted areas through appropriate floor markings, etc.

8. Use of Personal Protective Equipment:

The new employee shall receive adequate training on how to access, what is the correct use and storage of PPE, and how to report malfunction of faulty PPE's.

9. Manual Handling:

The new employee shall receive adequate training on how to handle weights, understand the correct lifting procedure and safe use



of lifting aids.

10. Hazards and Hazardous Substances:

The induction should cover safe handling of hazardous waste and effective disposal. Every new employee should know how to do the risk assessment of the hazards in the workplace before start of his work.

Reason why this is important:

1. A **safety induction** is conducted to welcome new employees to the company and prepare them for their new role.
2. It ensures workers are fully informed about the organization and are aware of their work and responsibilities.
3. It serves as a starting point for an organisation to introduce a culture of safety in the workplace.
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Methods for Visitors:

1. Site layout:

The visitors should be made familiar with the site layout and functioning of different areas and safety concerns to be taken before entering into each areas.

2. Site welfare facilities:

The visitors during induction should be told of location of important welfare



facilities in the site like toilets, canteen, and availability of first aid.

3. Site rules:

The visitors should be told of the rules to be followed at each premises, do's and don'ts at each particular areas, unauthorised entry restrictions, safety signages and their meanings.

4. Details of key personnel such as; supervisors, safety officers, first aiders, fire marshals:

The visitors should be introduced in personnel at the site to the supervisors at the work stations, first aiders, fire marshals and safety officers and receive adequate training or information on emergency preparedness from each of them.

5. Responsibilities and legal duties:

The visitors should abide by the rules and regulations set by the organisation, shall report any hazards noticed immediately to the safety officer, shall not divulge any legal requirements and should be responsible for his acts.

6. Co-ordination between contractors:

The visitors should coordinate with contractors in the workplace.

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Visitors should be made aware of the fire evacuation procedures and receive minimal training on handling fire extinguishers and equipments, fire exits, safe assembly points and fire alarms.

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The visitors should know how to act in case of emergency and shall be made aware of the procedures and safe assembly points in case of emergency evacuation.

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- Visitors might only be on site for a short time. If a visitor is entering your site, they may need to know certain information to stay safe. For example, do they need to sign in? Are there any areas they need to stay away from? Who do they report to? What do they need to wear? Do they need any special equipment?
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- The purpose of a visitor's health and safety induction **is** to set standards, raise awareness of hazards, explain how health and safety **is** managed and the part the employee/visitor plays, and make the organisations procedures clear. If there are risks involved in the visitor's activities or the employee's role, it is an opportunity to instill safe working practices.

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In addition to the induction training, the organisation must undertake a three-stage approach to managing health and safety training within the workplace. The stages are:

- b. Identify training needs
- c. Arrange/Organize the training
- d. Evaluate the effectiveness of the training

Stage 1 - Identifying training needs:

Identify the training needs of employees, the office manager and line manager

should consider the following:

- The current role the employee is undertaking
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- A review of site-specific risk assessments
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- A review of employee training records
- Forecasting - looking at future developments

Note: Once training has been identified, then it must be transferred onto a training needs matrix.

Stage 2 - Arranging/organizing the training:

Source a suitable trainer(s) to deliver the training and decide whether the format will be:

- A formal presentation with case studies/ Workshop-based training with practical demonstrations
- On the job training/ online [distance] mode learning

Stage 3 - Evaluating the effectiveness of the training:

Once the training has taken place, evaluate the effectiveness of the training by reviewing:

- Feedback on the content & delivery of the training (case studies, visual aids).
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- Improves staff performance through more objective, fairer feedbacks
- Expands staff abilities through skill assessment and development plans
- Develop career-planning programs and provide staff with information that can help them self-direct their careers
- Analyze organizational risk and bench strength, and use findings to develop succession plans on staff competence
- Improve sourcing and recruiting by defining which competencies are required for open positions



- Make more objective hiring decisions by using behaviour-based skill descriptors to develop questions for interviewing
- Develop competency-based position descriptions
- Attract new employees and increase retention rates by matching skills to assignments

Assignment 2 - Task 3 - First Aid - Brief

Assignment Brief

As Facilities Manager at UK based company Alpha Beta, you are required to ensure that the health and welfare of your employees is maintained in line with UK "First Aid" Regulations.

As part of this regulation companies must carry out periodic inspections to the First Aid Stations located on site to ensure that they are in good condition and contain the required medical aids.

At Alpha Beta there is 1 x Gaulke First Aid Kit located on the wall of the Main Reception. *See Fig 1.*

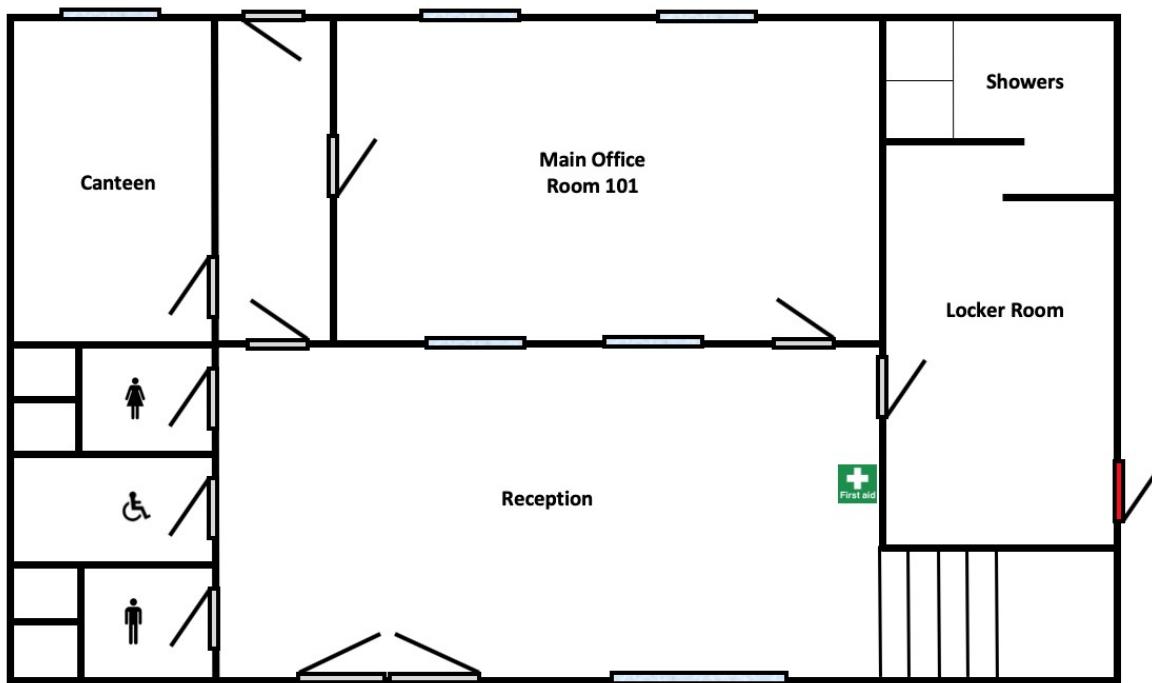


Fig 1

We have provided you with a link to the UK Health and Safety (First Aid) Regulations which you are required to research.

<https://www.hse.gov.uk/pubns/priced/l74.pdf>

You are required to carry out this inspection and complete the Inventory Check Sheet along with any recommendations in order for you to ensure that Alpha Beta meets the regulatory requirements.

You have been supplied with images of the content of the First Aid Box. Using the images complete the Inventory Checklist supplied.

Assignment 2 - Task 3 - First Aid - Resource Pack

2.1.3b First Aid - Inventory Checklist

Item	Description	Quantity	2018	2019	2020	2021	2022	2023	2024	2025
1	Signage	2	✓	✓	✓	✓	✓			
2	Wash proof Plasters (Various Sizes)	60	✓	✓	✓	✓	✓			
3	Eye Pad Dressing	6	✓	✓	✓	✓	✓			
4	Non-Woven Triangular Bandages (90 x 90 x 127cm)	8	✓	✓	✓	✓	✓			
5	Blue Powder Free Nitrile Gloves	3	✓	✓	✓	✓	✓			
6	Safety Pins	6	✓	✓	✓	✓	✓			
7	Medium HSE Sterile Dressings (12 x 12cm)	12	✓	✓	✓	✓	✓			
8	Large HSE Sterile Dressings (18 x 18cm)	4	✓	✓	✓	✓	✗			
9	Alcohol Free Cleansing Wipes	20	✓	✓	✓	✓	✓			
10	Eye Wash Stations Bottles	2	✓	✓	✓	✓	✓			
				Ⓐ	Ⓛ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	

Date	Comments	Actions
17/04/2018	All content present	N/A
23/06/2019	Missing Plasters	New Wash proof Plasters added
29/01/2023	1. Missing Large HSE Sterile Dressings (18 x 18cm)	1. 4 - New HSE sterile dressings



	2. Shortage of two numbers of Eye pad dressing	added 2. 2 - New eye pad dressings added
--	--	--



Resource Pack

First Aid Box - Main Reception





2.1.3d H and S Maintenance checks report First aid

Checks to be carried out	Accident and Incident
---------------------------------	------------------------------

Methods used to carry out maintenance checks.

Explain the methods used to carry out each of the checks made



for both Accident and Incident:

Following are the methods deployed at Alpha – Beta to carry out checks on accident/ incident in line with government regulations:

- Accident and incident reporting index:
 - o Alpha Beta had implemented a document to record all accidents and incidents for a given period along with the applied actions, name of the responsible persons and status.
- Accident and incident report:
 - o Alpha – Beta had implemented a document to generate a detailed accident/ incident report by the safety officer within 8 hours of the occurrence of the accident/ incident.
- Audits:
 - o Alpha – Beta had deployed periodic audits every 6 months to ensure compliance with respect to accident, incident and near miss reporting procedures
- RIDDOR:
 - o Through the above procedures Alpha – Beta had the practice of reporting the accidents/ incidents to the concerned authorities, thereby taking their advice to reduce/ eliminate workplace related accidents/ incidents.

Findings from maintenance checks.

What were your initial findings?

Accident:

1. All the accidents were recorded for the given time period.
2. The reporting index was found complete
3. Evidenced the appropriate actions taken for the accidents – banged head, cut finger, trapped finger, back sprain, knocked by heavy load
4. Evidenced the persons responsible for implementing the corrective actions
5. Evidenced the completion of the course of actions taken to overcome/
minimise accidents
6. There was no outstanding actions pending for the said period

Incident:

1. All the incidents were recorded for the given time period.
2. The reporting index was found complete
3. Evidenced the appropriate actions taken for the incidents – slip, oil leak, trip
4. Evidenced the persons responsible for implementing the corrective actions
5. Evidenced the completion of the course of actions taken to overcome/ minimise incidents
6. There were no outstanding actions pending for the said period
7. Evidenced the sample incident report reference no. 10004 completed by the safety officer within 8 hours of the incident
8. The date of incident was wrongly recorded as 3rd April instead of 14th April 2022
9. The location of the incident, description of the incident, injury and treatment details was clear in the incident report
10. The type of first aid administered by the first aider on the premises was recorded
11. Based on the nature of the incident, it was clear from the report the casualty did not require any further treatment and no RIDDOR report was generated
12. All the boxes were found complete in the accident/ incident report and there were no outstanding actions pending.

Do the provision Comply with: -

Recognised industry codes of practices:

Comply:

The Alpha – Beta company had implemented the law that requires employers and other people in control of work premises to report and keep records

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

REGULATIONS 2013 [RIDDOR]

Not all accidents need to be reported, a RIDDOR report is required only when:

- The accident is work-related; and
- It results in an injury of a type which is reportable

When deciding if the accident that led to the death or injury is work-related, the

key issues to consider are whether the accident was related to:

- The way the work was organized, carried out or supervised
- Any machinery, plant, substances or equipment used for work
- The condition of the site or premises where the accident happened

If none of these factors are relevant to the incident, it is likely that a report will not be required.

Does not Comply:

NIL

Organisational procedures:

Comply:

- The organizational procedures related to accidents, incidents and near misses were recorded accurately and in line with the government regulations RIDDOR at the Alpha Beta Company.
- Following are the reference documents put into practice by the Alpha Beta company
 - Accident and incident reporting index – for recording all accidents/ incidents for a given time period along with applied actions, names of responsible persons and status.
 - Accident and incident report – completed by the safety officer within 8 hours of the accident/ incident
 - As part of the regulation, Alpha- Beta carried out periodic audits of the accident, incident and near miss reporting procedures every six months.

Does not Comply:

- The date of incident was wrongly recorded as 4th April instead of 14th April 2020 in the accident/ incident report no. 10004



- Additional actions could have been taken for back sprain, cut finger, trapped finger, slip.
- Interim measures were not evident as soon as the incident occurred.

Recommendations:

Describe in detail any recommendations for any areas that Do not comply:

Accident:

TRAPPED FINGER: Appropriate signages need to be displayed for the canteen employees operating in the vicinity and train them on safe usage of guards.

CUT FINGER: Appropriate signages need to be displayed for the workers operating in the vicinity and educate them on the safety & PPE's.

Incident:

BACK SPRAIN – An operational control procedure detailing on how to handle heavy loads should be developed incorporating the safe postures of lifting/handling loads and should be displayed at all the prominent places.

SLIP: As soon as it is noticed any oil leaks in the premises, the area need to be blocked by boards such as 'wet floor' and divert the passers-by till it is cleared off.

Additional recommendations:

Describe in detail any suggested recommendations to improve Health and safety:

Accident:

Know the Hazards in the workplace:



• Identify the workplace hazards that could cause harm. Carry out the risk assessment to reduce or eliminate hazards and implement them. Report unsafe areas or practices. Each workplace should have a nominated person for conducting risk assessment.

Create a Safe Work Area:

• Keep an orderly workplace. Poor housekeeping can cause serious health and safety hazards. The layout of the workplace should have adequate exit routes and be free of obstacles. Conduct safety meetings and cultivate a safety standard. Take breaks and move around, small breaks can make a big difference in combating the dangers. Pay attention to workstation ergonomics.

Use Safe Lifting Techniques:

Training in body mechanics can reduce strain injuries and keep employees safe during lifting and moving

Incident

Personal Protective Equipment:

The proper use of Personal Protective Equipment (PPE) can dramatically reduce the risk of injury. Examples of PPE include gear such as earplugs, hard hats, safety goggles, gloves, air-purifying respirators and safety shoes.

Regular Communication:

Notify supervisors about safety hazards in the morning meetings. Speak up and be involved in safety planning.

Education and Training :

Ensure everyone has the proper safety training relating to the hazards of the job. All employees should have basic health and safety training as part of their induction and then ongoing refresher programmed.

Please Explain how you can identify future opportunities that



will improve health, safety and welfare of people on site or for any specific operations in relation to Accident and Incident reporting and recording provision:

Accident:

1. Reporting an accident at work to appropriate authorities
2. Recording accidents at the workplace
3. Health and safety at work through consultation & participation of workers
4. Sick pay/ Insurance to the worker

Incident:

1. Collect existing information about workplace hazards
2. Inspect the workplace for safety hazards
3. Identify health hazards
4. Conduct incident investigations
5. Identify hazards associated with emergency and non-routine situations
6. Characterize the nature of identified hazards, identify interim control measures, and prioritize the hazards for control

Describe methods you can use to recommend the above improvements to health, safety and welfare systems:

Accident:

1. The employer must report work-related accidents to the Health & Safety executive. They must report - death, major injuries, a broken arm, dangerous incidents like the collapse of scaffolding, people overcome by gas, any other injury that stops an employee from doing their normal work for more than three days.
2. Any injury at work - including minor injuries - should be recorded accident book.
It's mainly for the benefit of employees, as it provides a useful record of what happened in case you need time off work or need to claim compensation later on. But recording accidents also helps your employer to see what's



going wrong
and take action to stop accidents in future.

3. The employer has to carry out a risk assessment and do what's needed to take care of the health and safety of employees and visitors seeking workers' views, and considering them, before making a decision. This includes deciding how many first aiders are needed and what kind of first aid equipment and facilities should be provided.

4. If you've been injured in an accident at work and you can make a claim for compensation as per the company norms. All employees must be insured by the employer to cover a successful claim at work.

Incident:

1. Collect, organize, and review information with workers/ employers to determine what types of hazards may be present and which workers may be exposed or potentially exposed.

2. Hazards can be introduced over time as workstations and processes change, equipment or tools become worn, maintenance is neglected, or housekeeping practices decline. Periodic inspection of the workplace for hazards can help identify shortcomings so that they can be addressed before an incident occurs.

3. Identifying workers' exposure to health hazards is typically more complex than identifying physical safety hazards. For example, gases and vapors may be invisible, often have no odor, and may not have an immediately noticeable harmful health effect. Health hazards include chemical hazards (solvents,

adhesives, paints, toxic dusts, etc.), physical hazards (noise, radiation, heat, etc.), biological hazards (infectious diseases), and ergonomic risk factors (heavy lifting, repetitive motions, vibration). Reviewing workers' medical records (appropriately redacted to ensure patient/worker privacy) can be useful in identifying health hazards associated with workplace exposures.

4. Workplace incidents -including injuries, illnesses, close calls/near misses, and

reports of other concerns- provide a clear indication of where hazards exist. By

thoroughly investigating incidents and reports, you will identify hazards that are

likely to cause future harm. The purpose of an investigation must always be to

identify the root causes (and there is often more than one) of the incident or

concern, in order to prevent future occurrences.

5. Plans and procedures need to be developed for responding appropriately and

safely to hazards associated with foreseeable emergency scenarios in non

routine tasks, including maintenance and start-up/ shutdown activities.

6. Assess and understand the hazards identified and the types of incidents that

could result from worker exposure to those hazards. This information can be

used to develop interim controls and to prioritize hazards for permanent control.

Assignment 2 - Task 4 - Welfare Facilities - Brief

Assignment Brief

As Facilities Manager at UK based company Alpha Beta, you are required to ensure that the health and welfare of your employees is maintained in line with UK Regulations. This is particularly important in all social areas to ensure that hygiene standards are monitored and maintained. The company currently employs approximately 20 members of staff at their Main Offices. An independent cleaning company is employed to carry out daily and weekly cleaning activities to ensure that the facilities meet the requirements of the following UK Regulations.

Welfare at Work <https://www.hse.gov.uk/pubns/indg293.pdf>

Welfare Facilities <https://www.hse.gov.uk/pubns/site4.pdf>

You are required to research the information contained in these regulations and once converse carry out an inspection of the lower floor of the Main Offices shown below in Fig 1

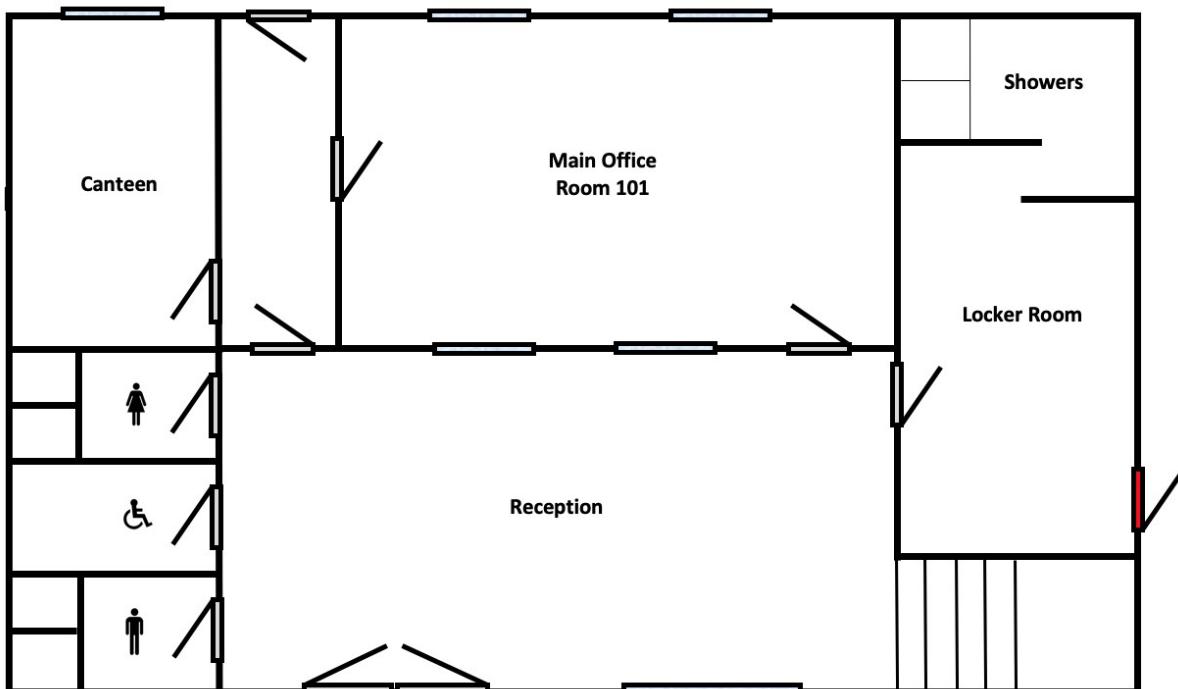


Fig 1

You have been supplied with a "pictorial tour" of the Canteen, Locker room, Showers and Toilet facilities. Using the regulations and images provided you are required to develop a report detailing your findings and observations in the template provided. Your report should include all findings including examples of good and bad practices. Should any non-compliances be identified or areas requiring action, these must be recorded in your report.



Assignment 2 - Task 4 - Welfare Facilities - Resource Pack

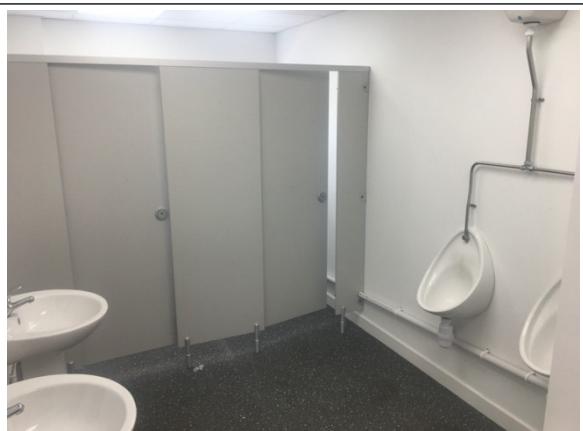
Resource Pack

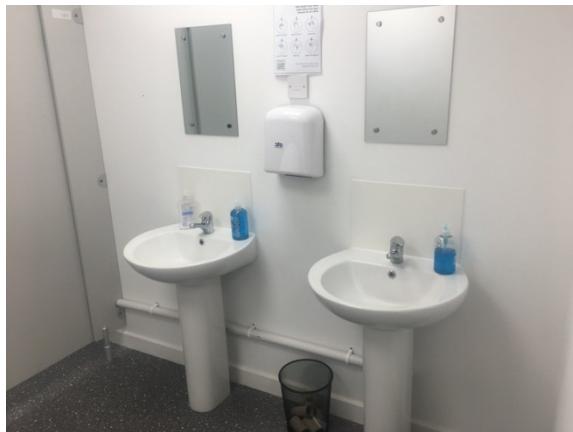
Canteen





Toilets (Men's)



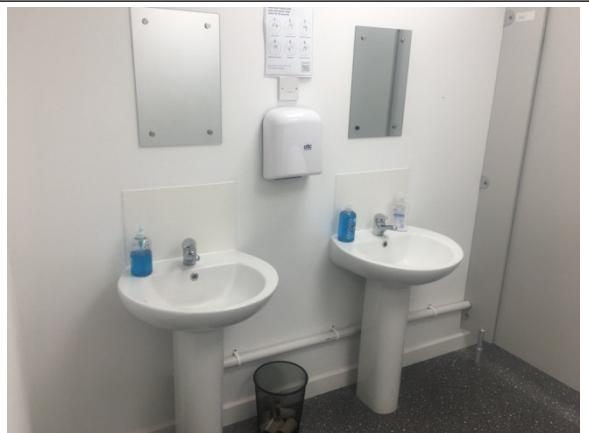


$\alpha\beta$

These washrooms are inspected by our staff and you should find them in perfect condition. If, however, you find that something is not up to standard, please report this to our manager or any member of staff, and we will respond appropriately.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00	/	/	/				
09:00	✓	(Q)	W/	D/			
10:00	✓	W/	D/	D/			
11:00	✓	(Q)	D/	D/			
12:00	✓	(Q)	D/	D/			
13:00	✓	Sh	D/				
14:00	✓	Sh	D/				
15:00	✓	Sh	Sh				
16:00	QW	Sh	Sh/				
17:00	QW	Sh	Sh/				
18:00	QW	Sh	Sh/				
19:00	/	/					
20:00	/	/					
Manager Sign Off	(Q)	(Q)	(Q)				

Toilets (Women's)





$\alpha\beta$

These washrooms are inspected by our staff and you should find them in perfect condition. If, however, you find that something is not up to standard, please report this to our manager or any member of staff, and we will respond appropriately.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00							
09:00	-	Q	OK	OK			
10:00	-	Q	OK	OK			
11:00	-	Q	OK	OK			
12:00	-	Q	OK	OK			
13:00	-	SA	OK				
14:00	Q	SA	OK				
15:00	Q	SA	-				
16:00	Q	-	OK				
17:00	QW						
18:00	QW						
19:00	/						
20:00	/						
Manager Sign Off	Q	Q	Q	Q			

Toilets (Disabled)





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Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00	/	/	/	/			
09:00	✓	(Q)	✓/✓	✓/✓			
10:00	✓	(Q)	✓/✓	✓/✓			
11:00	✓	(Q)	✓/✓	✓/✓			
12:00	✓	(Q)	✓/✓	✓/✓			
13:00	✓	SH	✓/✓	✓/✓			
14:00	✓	SH	✓/✓	✓/✓			
15:00	✓	SH	SH	SH			
16:00	✓	SH	SH	SH			
17:00	✓	SH	SH	SH			
18:00	✓	SH	SH	SH			
19:00	/	/					
20:00	/	/					
Manager Sign Off	(Q)	(Q)	(Q)				



Locker Room & Showers





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Alpha Beta Main Office Building – Welfare Facilities Checklist

Manager Name		S. HARIHARAN NAIR	Date of inspection		22/04/2022
Canteen	Description	Yes	N/A	Actions required	
	Was the area kept in a safe condition?	✗		Appropriate signages are not displayed. Fire exit, Location of Fire extinguisher	
	Was the area clean and tidy?	✓			
	Were domestic cleaning materials available?	✓			
	Were there sufficient eating utensils available?	✓			
	Was a microwave in operational condition?	✓			
	Was a kettle in operational condition?	✓			
	Was there a refrigeration appliance available?	✓			
	Were there sufficient seats available?	✓			
	Were all work surfaces clean?	✓			

Toilets (Men)	Was the area clean and tidy?	✓		
	Was there appropriate signage	✓		
	Were there sufficient urinals provided?	✓		
	Were there sufficient toilets provided?	✓		
	Were there sufficient hand basins provided?	✓		



	Were there hand drying facilities available?	✓		
	Was a waste receptacle available?	✓		
	Was there evidence of regular checks being facilitated?	✓		
Toilets (Women)	Was the area clean and tidy?	✓		
	Was there appropriate signage	✗		Appropriate signages in the toilets were missing
	Were there sufficient toilets provided?	✓		
	Were there sufficient hand basins provided?	✓		
	Were there hand drying facilities available?	✓		
	Was a waste receptacle available?	✓		
	Was there evidence of regular checks being facilitated?	✗		Checks were not carried out on regular basis in the daily check list

Toilets (Disability)	Was the area clean and tidy?	✓		
	Was there appropriate signage	✓		
	Were there sufficient toilets provided?	✓		
	Were there sufficient hand basins provided?	✓		
	Were there hand drying facilities available?	✓		
	Was a waste receptacle available?	✓		
	Were appropriate disability aids provided?	✓		
	Was there an operational alarm system in place?	✓		
	Was there evidence of regular checks being	✓		



	facilitated?			
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Locker Room and Showers	Was the area clean and tidy?	✓		
	Were there sufficient lockers available?	✓		
	Did the lockers have security devices fitted?	✓		
	Were clothing drying facilities available?	✓		
	Were sufficient washing facilities available?	✓		
	Were there hand drying facilities available?	✓		
	Were sufficient showers available?	✓		

H and S Maintenance checks report – Welfare Facilities

Checks to be carried out	Welfare facilities checks:
Methods used to carry out maintenance checks.	
Explain the methods used to carry out each of the different checks made:	
<ul style="list-style-type: none">❖ Whether appropriate signages are displayed at the designated places.❖ Ensure availability of clean and working toilets, urinals based on the number of employees & type of employees.❖ Ensure availability of sufficient sinks/ washbasins with hot and cold running water large enough to wash face, hands and forearms❖ Ensure availability of soaps, towels, toilet paper, receptacle, hand driers, disability aids in the designated places❖ Ensure availability of warm, well ventilated with lighting facilities rest area to sit, make hot drinks and eat food with sufficient seats and well-equipped cafeteria.❖ Ensure availability of lockers with security devices for storing clothing, washing and drying facilities, showers and change rooms with lockable doors.❖ Ensure availability of designated people employed to carry out daily and weekly	



cleaning activities to ensure that the facilities meet the requirements

Findings from maintenance checks.

What were your initial findings for each of the individual checks?

- ❖ Appropriate signages were not displayed at the designated places.
Ex: Fire exit,
Location of Fire extinguisher, Do's & Don'ts in flush areas [Women's]
- ❖ Clean working toilets, urinals based on the number of employees & type of employees were available.
- ❖ Sufficient sinks/ washbasins with hot and cold running water large enough to wash face, hands and forearms were available
- ❖ Evidenced receptacle, hand driers, disability aids in the designated places
- ❖ Evidenced well ventilated with lighting facilities rest area to sit, make hot drinks and eat food with sufficient seats and well-equipped cafeteria.
- ❖ Evidenced availability of lockers with security devices for storing clothing, washing and drying facilities, showers and change rooms.
- ❖ Evidenced availability of designated people employed to carry out daily cleaning activities to ensure that the facilities meet the requirements
- ❖ Daily checks were not carried out on at Women toilet on regular basis.

Do the provision Comply with: -

Recognised industry codes of practices:

Based on the summaries of the requirements of the workplace [health, safety & welfare] regulations 1992

Comply:

1. Adequate toilet & washing facilities
2. Arrangements for meal breaks



3. Facilities for changing and clothing

Does not Comply:

1. Effective system to maintain the facilities clean & good condition

Organisational procedures:

Comply:

1. Clean working toilets, urinals based on the number of employees & type of employees were available.
2. Sufficient sinks/ washbasins with hot and cold running water large enough to wash face, hands and forearms were available
3. Evidenced receptacle, hand driers, disability aids in the designated places
4. Evidenced well ventilated with lighting facilities rest area to sit, make hot drinks and eat food with sufficient seats and well-equipped cafeteria.
5. Evidenced availability of lockers with security devices for storing clothing, washing and drying facilities, showers and change rooms.
6. Evidenced availability of designated people employed to carry out daily cleaning activities to ensure that the facilities meet the requirements

Does not Comply:

1. Appropriate signages were not displayed at the designated places. Ex: Fire exit, Location of Fire extinguisher, Do's & Don'ts in flush areas [Women's]
2. Daily checks were not carried out on at Women toilet on regular basis.

Recommendations:

Describe in detail any recommendations for any areas that DO NOT comply:



1. Appropriate missing signages to be identified and to be made available at the designated places.
2. Daily checks at the identified intervals to be carried out.
3. Sufficient designated workers to monitor the above activities and comply always need to be ensured.

Additional recommendations:

Describe in detail any suggested recommendations to improve Health and safety:

CREATE A PLAN FOR IMPROVING HEALTH AND SAFETY:

As an employer, you must identify hazards in your workplace and take steps to eliminate or minimize them. Develop a safety plan. Tell your employees what you will do to ensure their safety and what you expect from them. Make sure your employees have access to a first aid kit.

INSPECT YOUR WORKPLACE:

Regularly check all equipment and tools to ensure that they are well maintained and safe to use. Also check storage areas and review safe work procedures.

TRAIN YOUR EMPLOYEES:

Proper training is necessary for all employees, especially if there is a risk for potential injury associated with a job. Provide written instructions and safe work procedures so they can check for themselves if they are unsure of a task or have forgotten part of their training.

KEEP AN OPEN DIALOGUE:

Meet regularly with your staff and discuss health and safety issues. Encourage them to share their ideas and thoughts on how to improve safety in the workplace.

INVESTIGATE ACCIDENTS

Even if an incident does not result in a serious injury, conduct an



incident investigation to help determine why an incident happened so you can take steps to ensure that it will not recur.

MAINTAIN RECORDS:

Keep records of all first aid treatment, inspections, incident investigations, and training activities. This information can help you identify trends in unsafe conditions or work procedures.

Please Explain how you can identify future opportunities that will improve health, safety and welfare of people on site or for any specific operations in relation to each of the welfare checks made:

1. Provide internet facilities
2. Introduce games & reward employees
3. Provide advice on education
4. Provide flexible work options
5. Organize yoga classes
6. Free health check-up camps for employees
7. Medical Insurance for employees

Describe methods you can use to recommend the above improvements to health, safety and welfare systems:

1. Support employee communications with digital offerings. Many things we interact with are tailored to our needs and accessible online. Create central intranet landing point.
2. Encourage employee engagement and benefit want to get involved. Make it easy to understand, make it fun.
3. Make sure your employees have all the information they need on health, nutrition and their financial wellness. Keep it simple, but informative, practical and geared towards the actual needs and circumstances of your employees.
4. Offer flexible working options that consider your employees' needs – this can dramatically reduce stress levels and make your employees feel a lot



more comfortable between their work and private life,

5. Give access to corporate health screenings and online health risk assessments – most of us are concerned about our health, at least to some degree.

6. Provide private medical insurance options – knowing that they do have additional medical cover should they need it will help ease your employees' financial worries and reduce stress levels.

Assignment 2 - Task 5 - Storage and Security - Brief

Assignment Brief

As Workshop Manager at UK based company Alpha Beta, the responsibility of ensuring that the storage and security of tools, equipment and materials falls under your responsibility.

Therefore, to ensure that there are no infringements in compliance with the Provision and Use of Work Equipment Regulations (PUWER) you are required to complete a Monthly Audit of all the tools, equipment and materials.

You must first carry out some research into the requirements of the PUWER regulations to ensure that Alpha Beta are compliant.

Provision and use of Work Equipment Regulations
<https://www.hse.gov.uk/pubns/priced/I22.pdf>

To ensure that you cover all the necessary criteria you have been provided with a Storage and Security Audit Checklist. You are required to complete the checklist based on the observations taken during the Audit.

You have been supplied with a "pictorial tour" of the Main Workshop. Using the regulations and images provided you are required to complete the Audit Report based on your findings. Your report should include all findings including examples of good and bad practices. Should any non-compliances be identified or areas requiring action, these must be recorded in your report.

Assignment 2 - Task 5 - Storage and Security - Resource Pack

Main Workshop General Storage Areas







Chemical Storage Facilities





Tool Storage





Pipe and Tray Storage





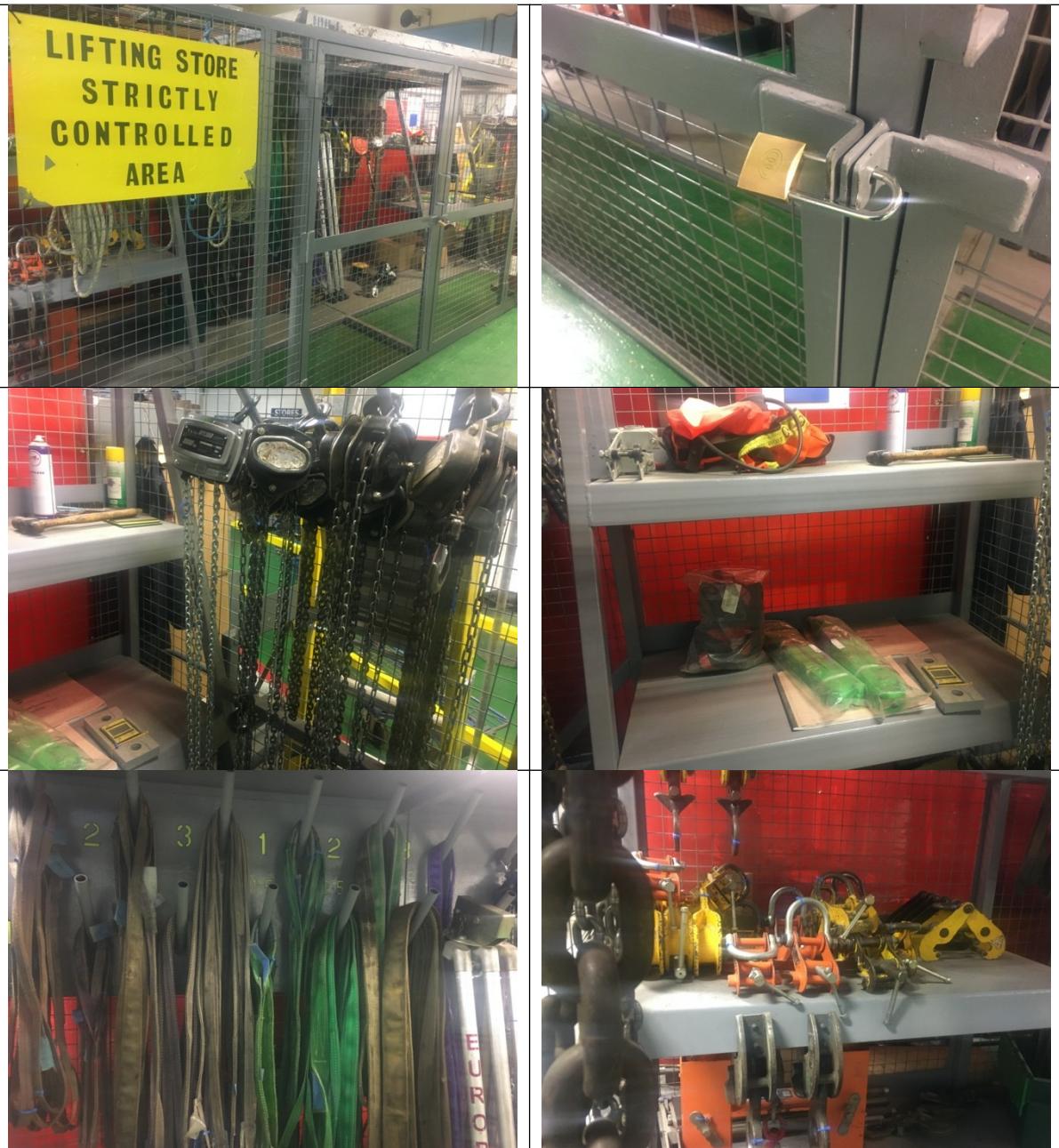
Oil Storage



Gas Cylinder Storage



Lifting Equipment Storage





2.1.5c Audit Checklist - Storage & Security

ALPHA BETA MONTHLY STORAGE FACILITIES AND SECURITY AUDIT CHECKLIST

Compliance to the criteria detailed in this checklist must be carried out by the Workshop Manager every month. Any non-compliances must be recorded and actioned within a given timescale by an identified member of staff.

Description of Inspection	Y	N	N/A
General Storage Areas			
Were the storage area is clearly marked?		N	
Were sufficient storage area available?	Y		
Did the storage areas have security devices fitted?		N	
Were the areas kept in a safe and clean condition?	Y		
Chemical Storage			
Did the chemical storage area have appropriate signage?	Y		
Where chemicals stored correctly?	Y		
Where the appropriate Safety Data Sheets available?	Y		
Where chemicals clearly identifiable?	Y		
Was the area kept in a safe and clean condition?	Y		
Was a spill kit provided?	Y		
Was the spill kit clearly identified?	Y		
Were appropriate materials and equipment provided in the spill kit?	Y		
Oil Storage			
Were the storage areas clearly Identified?	Y		
Was sufficient space assigned to the storage area to hold the oil equipment safely?	Y		
Where oils clearly identifiable?	Y		
Where the oil drums stored appropriately?	Y		
Was the area kept in a safe and clean condition?	Y		
Was an oil waste drum?	Y		
Was the oil waste drum clearly Identifiable?		N	
Cylinder Storage			
Were the storage areas clearly Identified?		N	
Was sufficient space assigned to the storage area to hold the gas cylinders safely?	Y		
Where the gas cylinders stored appropriately?	Y		
Was the gas cylinders compound securely locked?	Y		
Were manual handling devices available?	Y		
Was the area kept in a safe and clean condition?	Y		
Tools and Equipment			



	Were tools and equipment stored correctly?	Y		
	Were tools and equipment kept in good condition?	Y		
Pipe Work Storage				
	Were pipe-racks in a safe condition?	Y		
	Were pipes stored correctly?	Y		
	Were pipes clearly marked up?	Y		
	Were pipes of differing materials separated?	Y		
	Were pipes accessible?	Y		
	Was the area kept in a safe and clean condition?	Y		
Lifting Equipment Storage				
	Was the Lifting Store clearly identifiable?	Y		
	Was the Lifting Store securely locked?	Y		
	Was the equipment stored in a safe condition?	Y		
	Was the equipment found to be in a good condition?	Y		

CORRECTIVE ACTION PLAN/S

Clearly list all non-compliances, responsible persons, and appropriate timescales for completion.

Action item	Responsible person	To be completed by	Status
In the general storage area, some locations are not marked.	Mrs. ANVI - Stores Officer	Immediately	Completed
The oil waste drum is not clearly identified.	Mr. ANKITH In-charge - Hazardous waste storage area	Immediately	Completed
The pipes stored in some locations. are not clearly marked.	Mr. Pranay Stores Officer	Immediately	Completed
The cylinder storage at some areas are not clearly Identified.	Ms. HARSHA Safety Officer	Immediately	Completed



DETAILS OF AUDIT

Name of Auditor:	AMARJITH P
Signature:	AMARJITH P
Date of Audit:	31-01-2023

Checks to be carried out	Storage and security
Methods used to carry out maintenance checks.	
Explain the methods used to carry out the different checks made for both storage and security:	
<ul style="list-style-type: none">➢ Ensure a proper layout is available for storing material, equipment's, tools and flammable materials.➢ Ensure specific & sufficient location as per the layout to store each item and easily accessible➢ Ensure appropriate signages are displayed and storage locations are labelled & Clearly marked➢ Work areas, walkways are clear and marked with paint, & storage areas are kept in safe & clean condition.➢ Material handling safety notices are displayed at designated places.➢ Highly flammable materials are stored separately with well-ventilated area.➢ All the racks, cabinets, have proper labelling's of the items located	



in them.

- All closed cabinets, storage areas have proper security devices fitted
- Special handling instructions are displayed for handling highly flammable materials.
- Gases are stored in pressure safe containers with appropriate labels, kept in a separate well-ventilated area
- Flammable liquids are stored in approved containers and specially constructed rooms that can contain fire.
- Cleaning materials are kept in containers with properly labelled.
- Oils are stored safely, & Secondary containers are provided at oil storage locations
- Hazardous waste oil drums are provided
- Manual handling devices for oil drums, gas cylinders are available
- Material safety data sheet is available at workplace where chemicals are used.
- Chemical are stored correctly, storage areas are locked and labelled with appropriate signage
- Ensure spill kits with appropriate materials are available in the designated place
- Lifting equipment's are stored in safe location protected from unauthorized access, weather
- Site safety notice boards are displayed at prominent places, with all safety instructions, guidelines for employees in the workplace
- Appropriate fire extinguishers are in the designated places
- Availability of competent person to execute the required task

Findings from maintenance checks.

What were your initial findings?

General storage areas:

- Evidenced sufficient storage space and storage areas were kept in safe & clean condition
- Evidenced some storage areas are not clearly marked and security devices not fitted



Chemical storage:

- Evidenced chemicals are stored correctly with appropriate labelling's.
- Safety data sheets were available, and chemicals were clearly identifiable
- Spill kit was available with appropriate materials and equipment's.

Oil storage:

- Storage areas clearly identified & sufficient space assigned to hold oil equipment safely
- Oil drums were stored appropriately, with clear identification
- Lifting equipment's for moving oil containers available
- In the waste oil storage area, drum provided for collecting waste oil was not clearly identified.

Cylinder storage:

- Appropriate identifications were missing in the cylinder storage areas specific to type of gas storage & no identification writ filled and empty cylinders.
- Gas cylinders were stored safely and appropriately
- Manual handling devices were available
- Area was kept in safe and clean condition with appropriate signages

Tools & Equipment:

- Tools and equipment's were stored correctly and kept in good condition

Pipe work storage:

- Pipes were stored correctly, and pipe racks were in safe condition
- Pipes of differing materials separated and easily accessible through color coding's,
- The area was kept in safe and clean condition

Do the provision Comply with: -

Recognised industry codes of practices:

Comply:



Information and instructions:

- Written instructions include the information provided by manufacturers or suppliers of work equipment such as instruction sheets or manuals, instruction placards, warning labels and training manuals.

Regulation 24 Warnings

- Every employer shall ensure that work equipment incorporates any warnings or warning devices which are appropriate for reasons of health and safety.

Regulation 23 - Markings:

- Every employer shall ensure that work equipment is marked in a clearly visible manner with any marking appropriate for reasons of health and Safety.

Does not Comply:

NIL

Organisational procedures:

Comply:

General storage areas:

- Evidenced sufficient storage space and storage areas were kept in safe & clean condition

Chemical storage:

- Evidenced chemicals are stored correctly with appropriate labelling's.
- Safety data sheets were available, and chemicals were clearly identifiable
- Spill kit was available with appropriate materials and equipment's.

Oil storage:

- Storage areas clearly identified & sufficient space assigned to hold oil equipment safely
- Oil drums were stored appropriately, with clear identification
- Lifting equipment's for moving oil containers available

Cylinder storage:

105 cylinders were stored safely and appropriately

- Manual handling devices were available
- Area was kept is safe and clean condition with appropriate signages

Assignment 2 - Task 6 - Accident and Incident - Brief

Assignment Brief

All UK companies are required to ensure that the reporting of accident, incidents and near misses are recorded accurately and in line with government regulations.

As part of this regulation companies must carry out periodic audits of the accident, incident and near miss reporting procedures. In the case of Alpha Beta, the company policy states that this audit must be conducted every 6 months.

Alpha Beta have developed 2 documents to record these events:

Accident and Incident Reporting Index - This document records all accidents and incidents for a given period along with the applied actions, name of responsible persons and status. This report must accurately record all details.

ACCIDENT/INCIDENT REPORT INDEX								αβ
Incident Report No	Date of Accident/Incident	Location	Nature of Accident/Incident	Actions Taken	Person Responsible for actions	Actions completed?	Comments	
10001	04/01/2020	Main Workshop	Back sprain	Training	Bill Brown	12/01/2020	Manual handling discussed at morning meetings	
10002	11/01/2020	Offices	Cut finger	Gloves to be worn	John Day	03/02/2020	New warning signs erected	
10003	25/03/2020	Landing Area	Knocked by heavy load	Signage erected	John Day	12/04/2020	New warning signs erected	
10004	14/04/2020	Main Workshop	Slip	Oil leak cleared	Bill Brown	15/04/2020	Discussed at morning meeting	
10005	18/04/2020	Stores	Banged Head	Floor markings	John Day	02/05/2020	New restricted area discussed at	



Accident and Incident Report - This report must be completed by the Safety Officer within 8 hours of the accident/incident.

αβ

INCIDENT/NEAR MISS REPORT

No 10004

Section 1: Company / Organisations Details			
Name of company / organisation:	Alpha Beta		
Address of Company / organisation:	1 High Street, London, UK		
Name of Supervisor:	Jack Smith	Job title:	Supervisor
Name of Incident reporter:	Bill Brown	Job title:	Safety Officer
Contact number:	07088 911911	Email Address:	b.brown@alphabete.com

As Facilities Manager you are required to obtain an up to date copy of the Accident and Incident Index and one of the Accident/Incident Reports. The details on these documents (**2.1.6 -2a and 2b**) must be audited to ensure that these procedures are in line with the Government Reporting Accidents and Incidents at Work Regulations.

We have provided you with a link to the UK Reporting Accidents and Incidents at Work Regulations which you are required to research prior to carrying out the Audit.

<https://www.hse.gov.uk/pubns/indg453.pdf>

You are also provided with an Accident and Incident Reporting Audit Checklist which you must complete clearly and accurately identifying any non-compliances to the regulations and detailing any emerging actions, once you have completed your checks you must then complete the H and S Maintenance check report for accidents and incidents.

You also need to develop and create your own version of an accident and near miss system that will enable you to prevent recurrences.

Assignment 2 - Task 6 - Accident and Incident - Resource Pack



Incident Report No	Date of Accident/Incident	Location	Nature of Accident/Incident	Actions Taken	Person Responsible for actions	Actions completed?	Comments
10001	04/01/2020	Main Workshop	Back sprain	Training	Bill Brown	12/01/2020	Manual handling discussed at morning meetings
10002	11/01/2020	Offices	Cut finger	Gloves to be worn	John Day	03/02/2020	New warning signs erected
10003	25/03/2020	Landing Area	Knocked by heavy load	Signage erected	John Day	12/04/2020	New warning signs erected
10004	14/04/2020	Main Workshop	Slip	Oil leak cleared	Bill Brown	15/04/2020	Discussed at morning meeting
10005	18/04/2020	Stores	Banged Head	Floor markings changed	John Day	02/05/2020	New restricted area discussed at morning meetings
10006	11/06/2020	Canteen	Trapped finger	Guards fitted	John Day	09/07/2020	New guards fitted
10007	23/06/2020	Car Park	Oil leak	Oil leak cleared	John Day	N/A	N/A
10008	27/06/2020	Main Workshop	Trip	Training	Bill Brown	28/06/2020	Manual handling discussed at morning

							meetings
10009							
10010							

INCIDENT/NEAR MISS REPORT

No 10004

Section 1: Company / Organisations Details			
Nate of company / organisation:	Alpha Beta		
Address of Company / organisation:	1 High Street, London, UK		
Name of Supervisor:	Jack Smith	Job title:	Supervisor
Name of Incident reporter:	Bill Brown	Job title:	Safety Officer
Contact number:	07088 911911	Email Address:	b.brown@alphabete.com



Section 2: Affected by the Incident

Full name:	Alan White	Head of department notified?	Yes
Contact number:	07088 778899	Email address of Head of department:	g.green@alphabeta.com

Section3: Incident Details

Date of Incident:	4 th April 2020	Time of Incident:	11.55am
Location of Incident:	Alpha Beta Main Workshop		

Describe the Incident: (e.g. What happened: why do you think it happened? Was any equipment involved? Were other people involved?)

Whilst working in the workshop area Alan White slipped on a small collection of hydraulic oil that had collected on the floor close to one of the large industrial lathes. During the sleep Alan reached out to grab hold of the workbench to arrest his fall. This prevented him from serious injury.

Full name and address(es) of Incident witness(es):

Name:	Jack Smith	Name:	N/A
Address:	13 Main Street, London, United Kingdom	Address:	N/A

Section 4: injury and Treatment Details

Description of injuries sustained:	Alan suffered a slight sprain to his left ankle which was checked out by the First Aider (Harry Jones)
------------------------------------	--

Was any first aid administered on premises?	Yes	If yes - What treatment did they receive and who administered, it?	The injury was checked at the scene and found to be superficial. No long-term effects were encountered.
Did the casualty have to go to hospital immediately?	No	If yes - What treatment did they receive?	N/A
Did the casualty have to go to their GP or hospital as a follow up?	NO	If applicable, how long did the causality have to spend in hospital?	N/A
Does the Incident need reporting under RIDDOR	No	Any further action required?	N/A

Section 5: Sign-Off

Name of causality:	Alan White	Name of person completing the Incident form:	Bill Brown
Job title:	Machinist	Job title:	Safety Officer

Signature:



Signature:



2.1.6d Accident and Incident Audit Reporting - Checklist V2





ALPHA BETA ACCIDENT AND INCIDENT AUDIT CHECKLIST

Compliance to the criteria detailed in this checklist must be carried out by the Workshop Manager every 6 months. Any non-compliances must be recorded and actioned within a given timescale by an identified member of staff.

Description of Inspection		Y	N	N/A
Reporting				
1	Where all accidents and incidents recorded in this period?		N	
2	Was the reporting index complete?	Y		
3	Were there any outstanding actions in this period	Y		
4	Were the actions appropriate?	Y		
5	Were the actions applied?	Y		
Sampled Report No	10004	Date of Sampled Report	16/04/20 22	
1	Was the Incident Report available for audit?	Y		
2	Did the information on the Report Index accurately reflect details on the Accident/Incident Report?		N	
3	Were all boxes completed on the Accident/Incident Report?	Y		
4	Was the description on the Accident/Incident Report clear?	Y		
5	Was first aid administered?	Y		
6	Did the casualty require further treatment?		N	
7	Was a RIDDOR Report generated?		N	
8	Were there any outstanding actions?		N	

CORRECTIVE ACTION PLAN/S

Clearly list all non-compliances, responsible persons, and appropriate timescales for completion.

Actions	Responsible Person	To be completed by
Date of Incident is recorded as Four the April 2020 in the report, whereas incident has occurred on 14 th April 2020	Mr. Bill Brown Safety Officer	Immediately

DETAILS OF AUDIT

Name of Auditor:	AMARJITH P
------------------	-------------------



Signature:	AMARJITH P
Date of Audit:	31-01-2023



2.1.6e H and S Maintenance checks report Accident and Incident V2

Checks to be carried out	Accident and Incident
Methods used to carry out maintenance checks.	
Explain the methods used to carry out each of the checks made for both Accident and Incident:	
Following are the methods deployed at Alpha – Beta to carry out checks on accident/ incident in line with government regulations:	
<ul style="list-style-type: none">• Accident and incident reporting index:<ul style="list-style-type: none">◦ Alpha Beta had implemented a document to record all accidents and incidents for a given period along with the applied actions, name of the responsible persons and status.• Accident and incident report:<ul style="list-style-type: none">◦ Alpha – Beta had implemented a document to generate a detailed accident/ incident report by the safety officer within 8 hours of the occurrence of the accident/ incident.• Audits:<ul style="list-style-type: none">◦ Alpha – Beta had deployed periodic audits every 6 months to ensure compliance with respect to accident, incident and near miss reporting procedures• RIDDOR:<ul style="list-style-type: none">◦ Through the above procedures Alpha – Beta had the practice of reporting the accidents/ incidents to the concerned authorities, thereby taking their advice to reduce/ eliminate workplace related accidents/ incidents.	
Findings from maintenance checks.	
What were your initial findings?	
Accident:	
<ol style="list-style-type: none">1. All the accidents were recorded for the given time period.2. The reporting index was found complete3. Evidenced the appropriate actions taken for the accidents – banged head, cut	

finger, trapped finger, back sprain, knocked by heavy load.

4. Evidenced the persons responsible for implementing the corrective actions

5. Evidenced the completion of the course of actions taken to overcome/
minimize accidents.

6. There was no outstanding actions pending for the said period

Incident:

1. All the incidents were recorded for the given time period.

2. The reporting index was found complete

3. Evidenced the appropriate actions taken for the incidents - slip, oil leak, trip

4. Evidenced the persons responsible for implementing the corrective actions

5. Evidenced the completion of the course of actions taken to overcome/ minimise
incidents

6. There were no outstanding actions pending for the said period

7. Evidenced the sample incident report reference no. 10004 completed by the

safety officer within 8 hours of the incident

8. The date of incident was wrongly recorded as four ^{the} April instead of 14th April 2020

9. The location of the incident, description of the incident, injury and treatment

details were clear in the incident report

10. The type of first aid administered by the first aider on the premises was recorded

11. Based on the nature of the incident, it was clear from the report the casualty

did not require any further treatment and no RIDDOR report was generated

12. All the boxes were found complete in the accident/ incident report and there

were no outstanding actions pending.

Do the provision Comply with: -

Recognised industry codes of practices:

Comply:

The Alpha – Beta company had implemented the law that requires employers and

other people in control of work premises to report and keep records.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES
REGULATIONS 2013 [RIDDOR]

Not all accidents need to be reported, a RIDDOR report is required only when:

- The accident is work-related and
- It results in an injury of a type which is reportable

When deciding if the accident that led to the death or injury is work-related, the

key issues to consider are whether the accident was related to:

- the way the work was organized, carried out or supervised
- any machinery, plant, substances, or equipment used for work
- the condition of the site or premises where the accident happened

If none of these factors are relevant to the incident, it is likely that a report will not be required.

Does not Comply:

NIL

Organisational procedures:

Comply:

- The organizational procedures related to accidents, incidents and near misses were recorded accurately and in line with the government regulations RIDDOR at the Alpha Beta Company.
- Following are the reference documents put into practice by the Alpha Beta company
 - Accident and incident reporting index – for recording all accidents/ incidents for a given time period along with applied actions, names of responsible persons and status.
 - Accident and incident report – completed by the safety officer within 8 hours of the accident/ incident



As part of the regulation, Alpha- Beta carried out periodic audits of the accident, incident and near miss reporting procedures every six months.

Does not Comply:

- The date of incident was wrongly recorded as four ^{the} April instead of 14th April 2020 in the accident/ incident report no. 10004
- Additional actions could have been taken for back sprain, cut finger, trapped finger, slip.
- Interim measures were not evident as soon as the incident occurred.

Recommendations:

Describe in detail any recommendations for any areas that Do not comply:

Accident:

TRAPPED FINGER: Appropriate signages need to be displayed for the canteen employees operating in the vicinity and train them on safe usage of guards.

CUT FINGER: Appropriate signages need to be displayed for the workers operating in the vicinity and educate them on the safety & PPE's.

Incident:

BACK SPRAIN - An operational control procedure detailing on how to handle heavy loads should be developed incorporating the safe postures of lifting/ handling. loads and should be displayed at all the prominent places.

SLIP: As soon as it is noticed any oil leaks in the premises, the area need to be blocked by boards such as 'wet floor' and divert the passers-by till it



is cleared off.

Additional recommendations:

Describe in detail any suggested recommendations to improve Health and safety:

Accident:

Know the Hazards in the workplace:

- Identify the workplace hazards that could cause harm. Carry out the risk assessment.
- to reduce or eliminate hazards and implement them. Report unsafe areas or practices. Each workplace should have a nominated person for conducting risk assessment.

Create a Safe Work Area:

- Keep an orderly workplace. Poor housekeeping can cause serious health and safety hazards. The layout of the workplace should have adequate exit routes and be free of obstacles. Conduct safety meetings and cultivate a safety standard. Take breaks.
- and move around, small breaks can make a big difference in combating the dangers.
- Pay attention to workstation ergonomics.

Use Safe Lifting Techniques:

Training in body mechanics can reduce strain injuries and keep employees safe during lifting and moving.

Incident:

Personal Protective Equipment:

The proper use of Personal Protective Equipment (PPE) can dramatically reduce the risk of injury. Examples of PPE include gear such as earplugs, hard hats, safety goggles, gloves, air-purifying respirators and safety shoes.

Regular Communication:

Notify supervisors about safety hazards in the morning meetings.



Speak up and be involved in safety planning.

Education and Training

Ensure everyone has the proper safety training relating to the hazards of the job. All employees should have basic health and safety training as part of their induction, and then ongoing refresher programmed.

Explain the various methods you can use to implement systems that meets organisational and statutory requirements for reporting accidents and emergencies, and operates to prevent recurrence

Methods of implementing systems:

- Consider the key risks
 - Using the resources available to you onsite, develop emergency procedures to be followed by staff and volunteers in a significant incident/emergency, e.g., sudden bad weather, a fire or structural failure.
- Sharing your plans
 - The detail and complexity of any discussions should be proportionate to the risks involved. You, as the organizer, and emergency services should be clear about who will do what if there is an emergency or major incident.
- Develop an emergency plan
 - Emergency plans should address the same basic requirements to get people away from immediate danger, summon and assist emergency services, handle casualties assemble in safe assembly area.
- Emergency procedures
 - Procedures for staff and volunteers to follow in an emergency should include raising the alarm and informing the public, onsite emergency response, i.e. use of fire extinguishers, evacuation of people, providing first aid and medical assistance
- Have clear emergency roles and responsibilities
 - You should appoint trained people to implement your procedures if

there is an incident or emergency. Make sure that all relevant staff members, whatever their normal role, understand what they should do in an emergency and act accordingly.

Methods to prevent recurrences of accidents and emergencies:

➤ Avoid slips and falls:

Repair damage to flooring that could cause someone to trip and keep hallways clear of clutter.

➤ Be aware of electrical hazards:

If you have several items plugged in at desks, make sure you invest in an Uninterruptible Power Supply to protect computers and keep the power from spiking. If renovations are being done that involve electrical systems, move staff to a safe work area.

➤ Limit manual handling and lifting:

If jobs require people to lift items regularly, ensure a system is in place to get at hard-to-reach items. If they need to lift heavy objects, make sure employees have the tools they need and know operate them safely.

➤ Keep a well-stocked first aid kit in plain sight:

If you have a large office, place several kits throughout the area and make sure someone on staff is trained in first aid.

➤ Create an emergency action plan:

Outlines emergency exits, practice fire drills, co-ordinate safe meeting places and create a system to account for employees' whereabouts.

➤ Promote fire safety

Identify potential fire hazards in your company and train staff how to use fire extinguishers.

➤ Avoid injuries by storing items safely

Place heavier items lower to the ground and distribute weight evenly in cabinets

and on shelves.

➤ Help reduce back pain and repetitive strain injuries
Make sure desk chairs are properly adjusted, and computer monitors are at the right height for each user. Proper ergonomics will aid the longevity and health of staff that work at desks all day.

➤ Mock drills:
Conduct mock drills at regular time intervals and ensure their preparedness for identified emergency scenarios.

Give reasons for implementing an effective system to identify hazards, reduce risks and report accidents.

Why would you implement an effective system?

1. The goal of hazard identification is to find and record possible hazards that may be present in your workplace. It may help to work as a team and include both people familiar with the work area, as well as people who are not – this way you have both the experienced and fresh to conduct the inspection.

2. By identifying the hazards, assessing the risks involved and then controlling or eliminating these risks, the consequences and/or likelihood of illness, injury and death is reduced

2. To take preventive / counter measures against the hazards in the workplace.

4. Communicate the probable risks in the workplace, so the employee is fully aware of the consequences and adheres to all safety practices. Example: PPE signages, MSDS display

5. Neglect your responsibility to protect employees, there may be a chance to face

financial or custodial penalties

6. The accident/ incident report informs the enforcing authorities about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated.

7. Reporting accidents allows the enforcing authorities to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

How can this reduce risks?

1. Risk Control means taking action to eliminate health and safety risks as far as is reasonably practicable, and if that is not possible, minimizing the risks as far as is reasonably practicable.

2. Eliminating a hazard will also eliminate any risks associated with that hazard.

3. Reduces the chance of the fatality occurring, since there is a lower frequency of at-risk behaviors.

4. By having proper hazard controls in place like OCP's, MSDS, Signages. awareness is created among employees on the safety aspects and physically eliminate the hazard in your workplace.

5. Sets risk management standards, based on acceptable safe practices and legal requirements like what to be done, how to act in case of emergency.

6. By engaging all the employees in periodic training such as mock drills, keeps employee's preparedness towards disaster management.

7. Through implementation of proper controls, you can isolate people from the hazard, change the way the people work.



8. Save costs by being initiative-taking instead of reactive.

Please Explain how you can identify future opportunities that will improve health, safety and welfare of people on site or for any specific operations in relation to Accident and Incident reporting and recording provision:

Accident:

1. Reporting an accident at work to appropriate authorities
2. Recording accidents at the workplace
3. Health and safety at work through consultation & participation of workers
4. Sick pay/ Insurance to the worker

Incident:

1. Collect existing information about workplace hazards
2. Inspect the workplace for safety hazards
3. Identify health hazards
4. Conduct incident investigations
5. Identify hazards associated with emergency and non-routine situations
6. Characterize the nature of identified hazards, identify interim control measures, and prioritize the hazards for control.

Describe methods you can use to recommend the above improvements to health, safety and welfare systems:

Accident:

1. The employer must report work-related accidents to the Health & Safety executive. They must report - death, major injuries, a broken arm, dangerous incidents like the collapse of scaffolding, people overcome by gas, any other injury that stops an employee from doing their normal work for more than three days.
2. Any injury at work - including minor injuries - should be recorded accident book.



It's mainly for the benefit of employees, as it provides a useful record of what happened in case you need time off work or need to claim compensation later on. But recording accidents also helps your employer to see what's going wrong and take action to stop accidents in future.

3. The employer has to carry out a risk assessment and do what's needed to take care of the health and safety of employees and visitors seeking workers' views, and considering them, before deciding. This includes deciding how many first aiders are needed and what kind of first aid equipment and facilities should be provided.

4. If you've been injured in an accident at work and you can make a claim for compensation as per the company norms. All employees must be insured by the employer to cover a successful claim at work.

Incident:

1. Collect, organize, and review information with workers/ employers to determine what types of hazards may be present and which workers may be exposed or potentially exposed.

2. Hazards can be introduced over time as workstations and processes change, equipment or tools become worn, maintenance is neglected, or housekeeping practices decline. Periodic inspection of the workplace for hazards can help identify shortcomings so that they can be addressed before an incident occurs.

3. Identifying workers' exposure to health hazards is typically more complex than identifying physical safety hazards. For example, gases and vapors may be invisible, often have no odor, and may not have an immediate

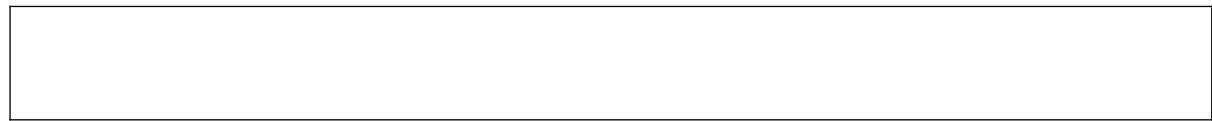


noticeable harmful health effect. Health hazards include chemical hazards (solvents, adhesives, paints, toxic dusts, etc.), physical hazards (noise, radiation, heat, etc.), biological hazards (infectious diseases), and ergonomic risk factors (heavy lifting, repetitive motions, vibration). Reviewing workers' medical records (appropriately redacted to ensure patient/worker privacy) can be useful in identifying health hazards associated with workplace exposures.

4. Workplace incidents -including injuries, illnesses, close calls/near misses, and reports of other concerns- provide a clear indication of where hazards exist. By thoroughly investigating incidents and reports, you will identify hazards that are likely to cause future harm. The purpose of an investigation must always be to identify the root causes (and there is often more than one) of the incident or concern, in order to prevent future occurrences.

5. Plans and procedures need to be developed for responding appropriately and safely to hazards associated with foreseeable emergency scenarios in non routine tasks, including maintenance and start-up/ shutdown activities.

6. Assess and understand the hazards identified and the types of incidents that could result from worker exposure to those hazards. This information can be used to develop interim controls and to prioritize hazards for permanent control.



Assignment 2 - Task 7 - Fire - Brief

Assignment Brief

UK based Engineering Repair Company, Alpha Beta Limited's Main Office Building is required to conform to the UK Faire Regulations. As part of the requirements of this regulation a monthly inspection of all the Fire Fighting Equipment needs to be carried out. As the Facilities Manager you are required to carry out this month's inspection.

You have been provided with a Floor Plan and Key detailing the equipment located in each area of the Lower Floor of the Main Offices. See Figs 1 & 2.

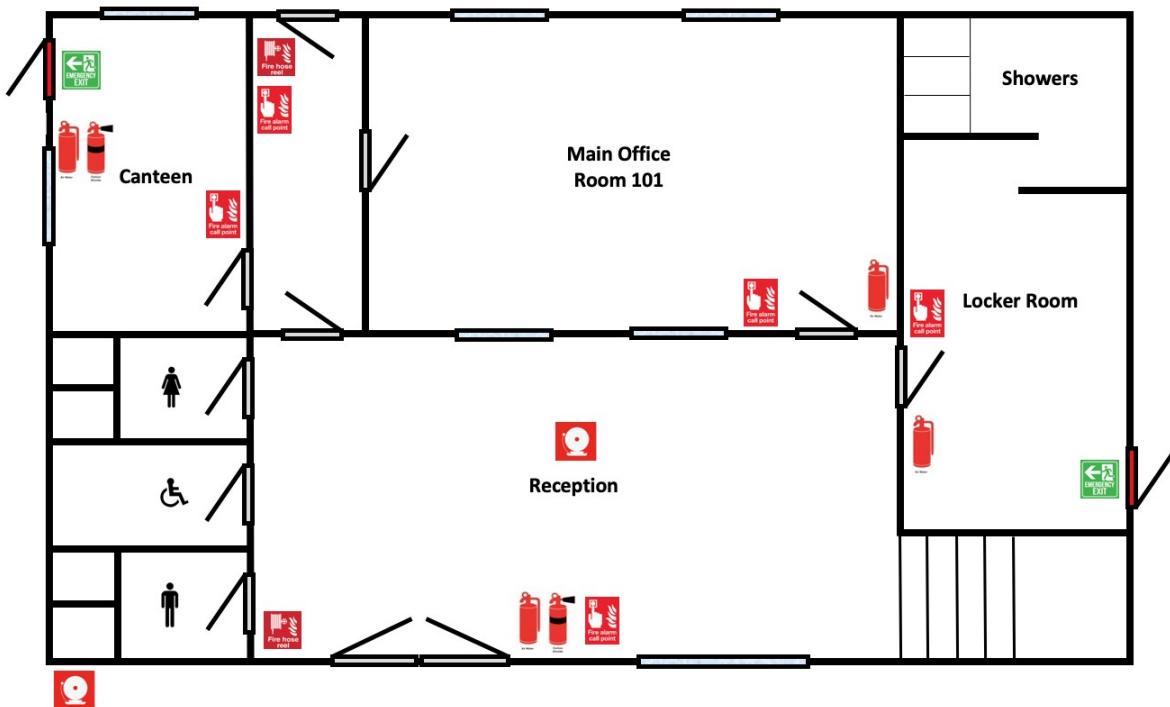


Fig 1. Alpha Beta Main Office Building Lower Floor Plan



Fig 2. Key

You are also provided with a Resource Pack containing images of all the fire-fighting equipment in the relevant locations in the office building.

You are also supplied with a copy of the Alpha Beta Main Office Building Monthly Firefighting Equipment Checklist which you MUST complete including details of any non-compliance's and applied actions, timescales and identified personnel to carry out the actions.

Assignment 2 - Task 7 - Fire – Resource Pack

Fire Equipment Monthly Inspection - Images Resource

Reception



Water



C02



Alarm sounded on activation.



Alarmed at 54 Decibels

Canteen



Water



C02



Alarm sounded on activation.



Main Office



Water



Alarm sounded on activation.



Locker Room



Water



Alarm sounded on activation.



External



Alarmed at 9 Decibels



Alpha Beta Main Office Building - Fire Equipment Monthly Inspection Checklist

Manager Name	AMARJITH P	Date of Inspection	30/01 /2023
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Reception	Description & Location - Fire Extinguisher / Reception	Yes	N/A	Action Required
	 Is the extinguisher correctly located? Are there any signs of mechanical damage? Is the extinguisher in good condition? Is it fully charged? Is the safety pin in place? Is there adequate signage?	Yes No Yes Yes Yes Yes		
 Description & Location - Fire Extinguisher / Reception	Description & Location - Fire Extinguisher / Reception	Yes	N/A	Action Required
	Is the extinguisher correctly located? Are there any signs of mechanical damage? Is the extinguisher in good condition? Is it fully charged? Is the safety pin in place? Is there adequate signage?	Yes Yes Yes Yes Yes		
	Description & Location - Fire Hose Reel / Reception	Yes	N/A	Action Required

		Is the Hose Reel correctly located?	Yes		
		Are there any signs of mechanical damage?	Yes		
		Is the hose reel stored correctly?	Yes		
		Is the hose reel accessible?	Yes		
		Is there adequate signage?	Yes		

Reception	Description & Location – Fire Call Point / Reception		Yes	N/A	Action Required
			Is the Call Point correctly located?	Yes	
	Are there any signs of mechanical damage?		Yes		
	Function checks successful?		Yes		
Canteen	Description & Location – Fire Extinguisher Canteen		Yes	N/A	Action Required
			Is the extinguisher correctly located?	Yes	
	Are there any signs of mechanical damage?		No		
	Is the extinguisher in good condition?		Yes		
	Is it fully charged?		No		The extinguisher needs to be charged
	Is the safety pin in place?		Yes		
	Is there adequate signage?		Yes		
	Description & Location – Fire Extinguisher Canteen		Yes	N/A	Action Required
	Is the extinguisher correctly located?		Yes		

		Are there any signs of mechanical damage?	No		
		Is the extinguisher in good condition?	Yes		
		Is it fully charged?	Yes		
		Is the safety pin in place?	Yes		
		Is there adequate signage?	Yes		
	Description & Location - Fire Call Point Canteen	Yes	N/A	Action Required	
		Is the Call Point correctly located?	Yes		
		Are there any signs of mechanical damage?	No		
		Function checks successful?	Yes		
Rear Entrance	Description & Location - Fire Hose Reel Rear Entrance	Yes	N/A	Action Required	
		Is the Hose Reel correctly located?	No		Hose reel has to be placed in the identified locations as per the signage
		Are there any signs of mechanical damage?		N/A	
		Is the hose reel stored correctly?		N/A	
		Is the hose reel accessible?		N/A	
		Is there adequate signage?	Yes		
Rear Entrance	Description & Location - Fire Call Point Rear Entrance	Yes	N/A	Action Required	
		Is the Call Point correctly located?	No		Call point has to be placed in the identified locations as per the signage
		Are there any signs of mechanical damage?		N/A	



	Function checks successful?		N/A	
Main Office 101	Description & Location - Fire Extinguisher Main Office 101	Yes	N/A	Action Required
 <small>Air Water</small>	Is the extinguisher correctly located?	Yes		
	Are there any signs of mechanical damage?	No		
	Is the extinguisher in good condition?	Yes		
	Is it fully charged?	Yes		
	Is the safety pin in place?	Yes		
	Is there adequate signage?	No		Adequate FE signage to be displayed
 <small>Fire alarm call point</small>	Description & Location - Fire Call Point Main Office 101	Yes	N/A	Action Required
	Is the Call Point correctly located?	Yes		
	Are there any signs of mechanical damage?	No		
	Function checks successful?	Yes		
Locker Room	Description & Location - Fire Extinguisher Locker Room	Yes	N/A	Action Required
 <small>Air Water</small>	Is the extinguisher correctly located?	No		Store the extinguisher in the bracket above. floor level - 3.5 to 5 feet
	Are there any signs of mechanical damage?	No		
	Is the extinguisher in good condition?	Yes		
	Is it fully charged?	Yes		



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		Is the safety pin in place?	No		Service required for the fire extinguisher
		Is there adequate signage?	No		Appropriate FE signage need to be displayed
	Description & Location - Fire Call Point Locker Room		Yes	N/A	Action Required
	 Fire alarm call point	Is the Call Point correctly located?	Yes		
		Are there any signs of mechanical damage?	No		
		Function checks successful?	Yes		
	Description & Location - Fire Alarm Reception		Yes	N/A	Action Required
Reception		Did the alarm activate during tests?	Yes		
		Is the alarm in good condition?	Yes		
	Description & Location - Fire Alarm Outside S/W Corner		Yes	N/A	Action Required
		Did the alarm activate during tests?	Yes		
Southwest Corner (External)		Is the alarm in good condition?	No		Change the alarm.

Inspection Completed by (Print)	AMARJITH P
Signature	AMARJITH P
Date of Inspection	30-01-2023



Checks to be carried out	Fire Fighting Equipment
Methods used to carry out maintenance checks.	
Explain the methods used to carry out the checks:	
	<p>At UK based engineering repair company - Alpha Beta following are the checks.</p> <p>carried out:</p> <ul style="list-style-type: none">• Are monthly inspections of all firefighting equipment's in conformance to UK fire regulations is in place.• Does the floor plan address the key detailing of the equipment located in each area?• Is the fire extinguisher, hose reel, call point correctly located in the designated area as per the floor plan?• Is the fire extinguisher in good condition, fully charged & safety pin in place?• Are there any signs of mechanical damage to fire extinguishers, hose reel, fire alarm call points?• Are there adequate signages displayed to trace back the fire extinguishers, hose reel locations• Are the fire alarms sounded on activation and audible enough as per regulation?• Are the hose reels located in the clearly accessible areas and stored properly?• The company has appointed a designated person to carry out monthly inspection
Findings from maintenance checks.	
What were your initial findings?	
1. Reception: <ol style="list-style-type: none">1. The fire extinguishers [water, CO₂], hose reel, call points were correctly located as per floor plan.2. No signs of mechanical damage evidenced on fire extinguishers, hose reel, call point	

3. Fire extinguishers were in good condition & fully charged, Safety pin was in place
4. Hose reel was stored correctly and was accessible
5. Adequate signages were displayed for fire extinguishers and hose reel
6. Alarm sounded on activation and alarmed at 54 decibels

2. Canteen:

1. The fire extinguishers [water, CO₂], call points were correctly located as per floor plan
2. No signs of mechanical damage evidenced on fire extinguishers, call point
3. Fire extinguishers were in good condition and Safety pin was in place
4. Fire extinguisher - Water type required charging, whereas CO₂ type was fully charged
5. Adequate signages were displayed for fire extinguishers
6. Alarm sounded on activation

3. Head office room 101

1. The fire extinguisher [water], call point were correctly located as per floor plan
2. No signs of mechanical damage evidenced on fire extinguisher, call point
3. Fire extinguisher was in good condition, safety pin was in place & fully charged
4. Signages were not displayed for fire extinguisher location
5. Alarm sounded on activation

4. Locker room

1. The fire extinguisher [powder type], call point was correctly located as per floor plan
2. No signs of mechanical damage evidenced on fire extinguisher, call point
3. Fire extinguisher was in good condition, & fully charged
4. The safety pin was not in place
5. Signages were not displayed for fire extinguisher location and the fire extinguisher was placed on the floor directly.

6. Alarm sounded on activation

5. Rear Entrance

1. The hose reel & call point were not located during the inspection as per the floor plan

6. Southwest corner [External]

1. The alarm was located as per the floor plan
2. Alarm sounded on activation but was not meeting the decibel levels as per regulations

Do the provision Comply with: -

Recognised industry codes of practices:

Comply:

UK based engineering repair company – Alpha beta limited main office building.
conforms to UK fire regulations - Regulatory Reform (Fire Safety) Order 2005 or
"The Fire Safety Order".
a. Fire risk assessment
b. Floor plan of the equipment locations
c. Eliminate or reduce the risk of fire as far as is reasonably practical.
d. Provided general fire precautions to deal with any risk.
e. Additional measures to ensure fire safety.
f. Create a plan to deal with any emergency and where necessary record any findings.

Does not Comply:

The following does not comply as per the fire safety order:

- a. The extinguisher should be placed either in a trolley or mounted on wall firmly.
- b. Location in designated place.
- c. Pressure gauge reading or indicator in the operable range or position
- d. Operating instructions on nameplate legible and facing outward.
- e. Safety seals and tamper indicators not broken or missing.
- f. Sound level of fire alarm



Organisational procedures:

Comply:

UK based engineering repair company - Alpha beta limited main office building.

had established fire safety procedures conforming to UK fire regulations -

Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order".

- a. Monthly inspection of all firefighting equipment's was being done to ensure they meet the standards and record the findings were in practice
- b. Floor plan & key detailing of the equipment located in each area were established
- c. The company had taken installed adequate fire extinguishers to eliminate or reduce the risk of fire as far as is reasonably practical
- d. Operating instructions, signages, training was provided to employees to deal with any risk
- e. Additional measures like fire hose, fire alarm call points to ensure fire safety where flammable or explosive materials are used were in place
- f. The company had implemented emergency exits, adequate fire alarms in emergencies.

Does not Comply:

The following gap was noticed in the procedure:

- a. Right practice of storing the fire extinguisher.
- b. Restoring missing equipment [hose reel & call point] in designated place.
- c. Operating pressure gauge reading or indicator at the fire extinguishers location
- d. Adequate operating instructions & signages legible at the point of use
- e. How to deal with missing safety pins.
- f. Standard Sound level of a fire alarm to be maintained.

Recommendations:



Describe in detail any recommendations for any areas that Do not comply:

1. Right practice of storing the fire extinguisher:
To prevent damage, fire extinguishers should always be mounted on brackets/ wall cabinets/ trolleys or mounted on walls firmly.
2. Restoring missing equipment [**hose reel & call point**] in designated place.
Missing items need to be procured and relocated in the designated place as per the floor plan within 24 hours of the information received.
3. Operating pressure gauge reading or indicator at the fire extinguishers location:
Most fire extinguishers have a pressure gauge that shows the current pressure of the fire extinguisher and that it hasn't been used or damaged and is within the proper psi range for that fire extinguisher.
4. Adequate operating instructions & signages legible at the point of use:
Make sure the operating instructions on the nameplate are legible and facing outward.
5. How to deal with missing safety pins:
Without that safety pin, the extinguisher could be partially discharged or triggered.
Immediately the message should be given to the emergency response team for further action.
6. Standard Sound level of an fire alarm to be maintained:
NFPA 72 states that audible fire alarm notification appliances used in the public mode must be a minimum of 15 dB (decibels) above average ambient sound levels.
A typical office is between 50 and 60 decibels average ambient sound level.

Additional recommendations:



Describe in detail any suggested recommendations you may to improve Health and safety:

- Carry out a fire safety risk assessment.
- Keep sources of ignition and flammable substances apart
- Avoid accidental fires.
- Always ensure good housekeeping, e.g. avoid build-up of rubbish that could burn
- Consider how to detect fires and how to warn people quickly if they start,
e.g., installing smoke alarms and fire alarms or bells
- Have the correct fire-fighting equipment for putting a fire out quickly.
- Keep fire always exits and escape routes clearly marked and unobstructed.
- Ensure your workers receive appropriate training on procedures they need to follow, including fire drills
- Review and update your risk assessment regularly.

Please Explain how you can identify future opportunities that will improve health, safety, and welfare of people on site or for any specific operations:

1. Fire prevention

- Carry out a fire risk assessment
- Display fire safety signs
- Consider industrial fire sprinklers
- Conduct Fire drills
- Undertake dry and wet rising mains inspection and testing

2. Fire detection

- Install fire detection and alarm systems

3. Fire containment



- Position fire extinguishers on escape routes
- Provide Training on handling fire equipment's
- Inspect your fire doors
- Review your passive fire protection.

4. Fire evacuation

- Ensure you have emergency lighting
- Clearly mark escape routes
- Have safe assembly areas
- Fire fighting

Describe methods you can use to recommend the above improvements to health, safety, and welfare systems:

1) Carry out a fire risk assessment

A fire risk assessment should be carried out regularly on your business premises to identify what you need to do to prevent fire and keep people safe. This should include:

- Identifying any fire hazards and people at risk.
- Evaluating, removing, or reducing the risks.
- Preparing an emergency plan and providing training.

2) Install fire detection and alarm systems

The fire alarm system you choose will depend on the structure of your building, its current purpose, and current fire safety legislation for your premises. However, all fire detection and alarm systems generally operate on the same principle. If a detector senses smoke or heat, or someone sets off a break glass unit (manual break point), then an alarm sounds to warn those in the building that



there may be a fire and to evacuate. You could also decide to install an alarm system with remote signaling equipment to alert the fire brigade.

3) Ensure you have emergency lighting

Sudden darkness can be dangerous to occupants of a building and if your main power supply is cut, and normal illumination fails then emergency lighting should take its place.

Emergency lighting should operate automatically and provide illumination of a sufficiently elevated level to enable all occupants to evacuate your premises safely.

4) Position fire extinguishers on escape routes

Companies are required to conduct a survey to ascertain the number and type of extinguishers needed in their business premises. Extinguishers should be sited on escape routes on all floors and fixed in a position where they can be reached quickly. The best place is near a door leading to a place of safety or a specific fire risk area.

5) Inspect your fire doors

Fire doors help to save lives and reduce damage to your building by slowing down the spread of fire and smoke. They're crucial escape routes and should always be kept in good condition and free from obstruction. Your fire doors should be inspected regularly, and if yours have seen better days, they should be replaced immediately.

6) Review your passive fire protection

Passive fire protection (PFP) is an important part of structural fire protection in a building and is designed to contain fires or slow their spread. For example, fire doors should be fitted with intumescent fire and smoke seals. The purpose of PFP



is to contain the spread of fire for enough time to allow the safe evacuation of all occupants from the premises before the arrival of the fire brigade. Many buildings are now constructed so that the unseen spread of fire and smoke within concealed spaces in its structure and fabric are inhibited.

7) Display fire safety signs

Illuminated signs communicating health and safety information could include fire safety warning signs, fire-fighting equipment signs and the marking of pipework that contains dangerous substances. The use of fire safety signage is dependent on your building's usage and should be examined during a fire assessment exercise.

8) Clearly mark escape routes

As well as fire safety signs, a series of fire exit route and final exit signs should clearly mark the course that must be taken in the event of a fire. These signs usually contain minimal text and a large arrow, so they can be understood. These markers should be positioned at appropriate junctions to indicate the best escape route.

9) Undertake dry and wet rising mains inspection and testing

You should undertake scheduled maintenance and testing of wet and dry rising fire mains and fire hydrants in accordance with BS9990. Without regular testing and maintenance of your wet and dry risers, you won't know if they're functioning properly and if they fail to operate effectively when most needed it could pose a threat to life and property.

10) Consider industrial fire sprinklers

Sprinklers are highly efficient fire safety devices, and some insurance companies will insist on them being installed in businesses they deem to be elevated risk. Whether you install sprinklers will very much depend on the type of business



you're running.
and the level of risk your building poses.

11) Fire fighting

A responsible person be appointed to carry out the risk assessment and demonstrate that the fire safety precautions are adequate including adequate safety training provision. Every employee should know where the portable fire extinguishers, the hose reels and the controls for extinguishing are located and how to operate extinguishers in their working area. Training must include the use of extinguishers on simulated fires. Tackling a small fire with an extinguisher may make the difference between a small incident and a full-scale disaster. Portable fire extinguishers save lives and property by putting out small fires or containing them until the fire brigade arrives. They should only be used for fighting a fire in its very early stages.

Assignment 3 - Skills Matrix Brief

The Benefits of using an employee skills matrix

Individuals can gain a deeper insight into the value they add to an organisation and become fully aware of their skills needed to successfully fulfil their role within a team.

An employee skills matrix will allow an employer to understand the strengths and weaknesses and the competencies of their staff. This will ensure that they can make aligning tasks or responsibilities to the correct person.

It helps individuals in a team understand their own limits and take extra precautions or refuse to do tasks if they are asked to do that, they are not competent to do.

It also helps employers identify high risks areas of their business and can identify if they regularly rely on one employee to complete critical tasks so they can plan contingencies if the person is not available.

How do you use a skills Matrix?

- First you need to list all your employees and their job roles.

- List all the skills required for each of the roles.
- Create a rating system: You will need to evaluate your team members on their current skills and proficiency levels. The rating system can include five levels, where zero means 'no experience or knowledge, and five means @expert experience or knowledge'. The evaluation can be done by the employee as a self-assessment tool or by the employer.

You can then use the information gathered in the matrix to ensure that your staff are competent for the tasks that you are giving them.

Example skills matrix.

0 = no skills or competence

5 = Highley skilled, fully competent

Skills	John	Jane	Wendy	Peter	Thomas	Rupert
Negotiating	0	5	4	3	5	0
Book-keeping	5	3	0	5	3	5
Management	4	2	0	5	5	2
Customer -Service	5	5	5	3	5	3

Assignment 3: Briefing

Think about your industry and the skills that the staff will need for a specific task that they will be performing= skills.

Using the example above develop a skills matrix for that task ensuring to include all the skills needed to be competent at the task. this needs to be developed so you can impute information for **at least 3 staff** members,

You will need to input into the skills matrix you have developed, the 3 staff members skills (you can choose what skills and the level of skill they have for this exercise) to demonstrate how you can identify the competencies of staff.

You also need to answer the two questions on the Skills Matrix Task (ref 3.1) ensuring that you demonstrate a clear knowledge and understanding of how you can identify if workers have the competency for the relevant activities the staff will be expected to perform. You need to be able to demonstrate that you understand as a minimum the reasons way it is important to ensure that staff are competent for the tasks that you set them.

Assignment 3 - Skills Matrix Resource Pack

Skills matrix task:

Employee Name : AMARJITH P

0 = no skills or competence
 5 = Highly skilled, fully competent

The Task = Manufacturing a **Progressive tool for production of Key Chain**

Skills	Willi am	George	Jack	Murung a	Lakshmi	Muthu
Reading the drawing	4	3	5	4	3	5
Collecting the required tools/ PPE's	5	4	3	3	4	3
Set up the machine & organize the tools/ workplace	3	5	4	5	5	4
Work on the machine with safety & ensure timely completion of the job	5	3	5	4	3	5



Return the tools & clean the workplace.

4

5

4

4

3

4

You also need to answer the following two questions ensuring that you demonstrate a clear knowledge and understanding of how you can identify if workers have the competency for the relevant activities the staff will be expected to perform. You need to be able to demonstrate that you understand as a minimum the reasons why it is important to ensure that staff are competent for the tasks that you set them.

Explain the various methods you can use to ensure that workers are competent for the relative tasks:

- ❖ Competency mapping: Identify the present skill level from the skill matrix.
- ❖ Training Need: Based on the competency level of the worker identify the training needs
- ❖ Training schedule: Prepare training calendar in relevance to needs identified & resources
- ❖ Training: Ensure relevant training is provided [Tot] and meets the expected outcome.
- ❖ Feedback: Collect the feedback on the training for continual improvement
- ❖ Assess: Check the training is applied/ demonstrated and necessary level of competence is reached.
- ❖ Update Records: Update the training records and skill matrix
- ❖ Refresher programmed: Plan & conduct refresher programmed at regular time intervals.



Explain the reasons why this is important to ensure that staff are competent for the tasks that you set them.

Assignment 4 - Inspection and Reporting Brief

Assignment Brief:

Case Study

UK based Engineering Repair Company; Alpha Beta Limited has been granted funding to build an extension to their existing workshop facility ([see Fig 1](#)). The current workshop fully meets all the regulatory requirements.

However, the introduction of the new machine workshop building ([see Fig 2](#)), to house 6 large heavy-duty lathes requires a building compliance review.

With the construction phase of the build complete access has now been approved allowing staff to enter. You have been given a position within the project team responsible for reviewing and evaluating the site and operations within the new area to identify special conditions and report conditions which do not comply with current legislations or requirements. Once this has been carried out you will need to complete a report to give recommendations for any issues to ensure they are resolved so that the company can then gain the Building Approval Certificate.

This is granted once the inspector is satisfied that the building fully meets the requirements of the UK Building Regulations and the Health and Safety at Work Act.

The Project Manager has asked you to take responsibility to ensure that the building meets the requirements of the following UK Regulations.

- Provision and Use of Work Equipment Regulations 1998



- Personal protective equipment at work
- Safety signs and signals
- Noise at work
- First aid at work

As the responsible person, you are required to carry out research into what organisational and statutory requirements that will need to be put in place in relation to the health, safety, welfare, and environment before the building can be given a certificate of approval.

You will need to develop and create a system of checks and check lists.

You are required to carry out an inspection and using your findings from your check lists you will be required to complete the H and S Maintenance check report for the Project Manager, recording the key aspects of each regulation that will need to be considered and giving your recommendations to enable the team to prepare the build for use.

Your report must include details of what needs to be put in place, why and how. In addition, you must give recommendation into how, once the building has been given approval, it will be maintained in line with the organisation and statutory requirements.

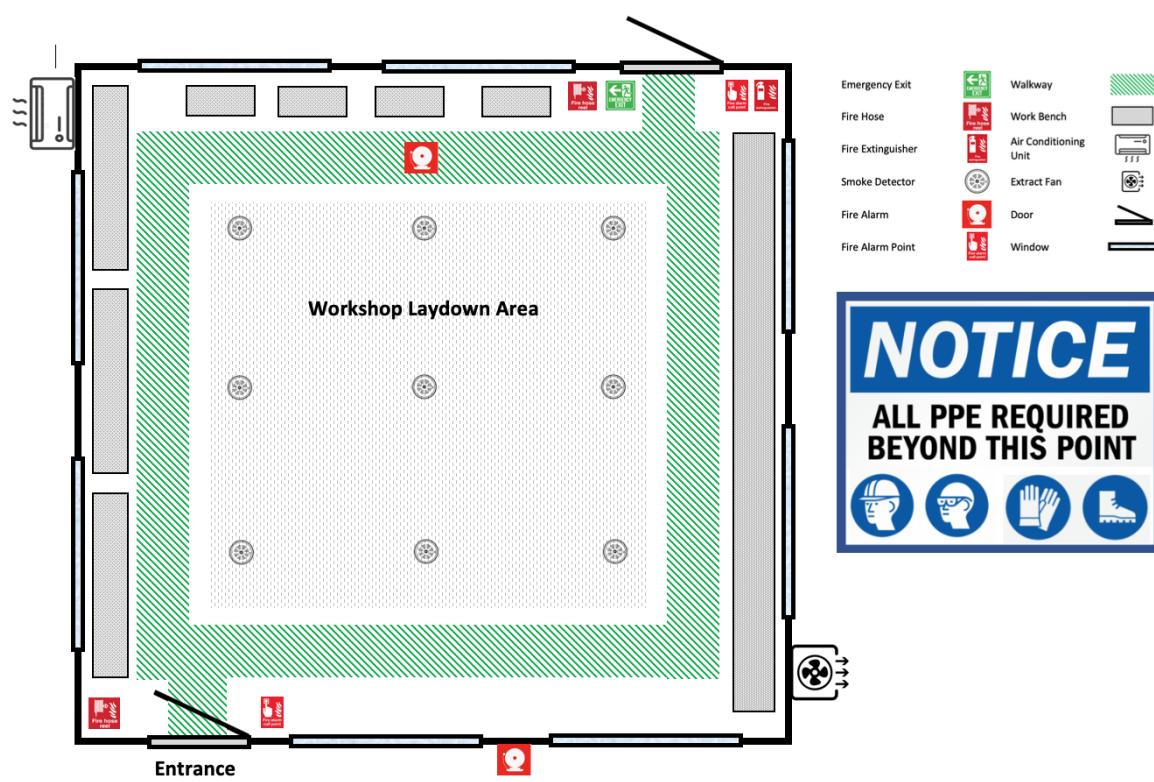




Fig 1 Current workshop floor plan and mandatory PPE requirements

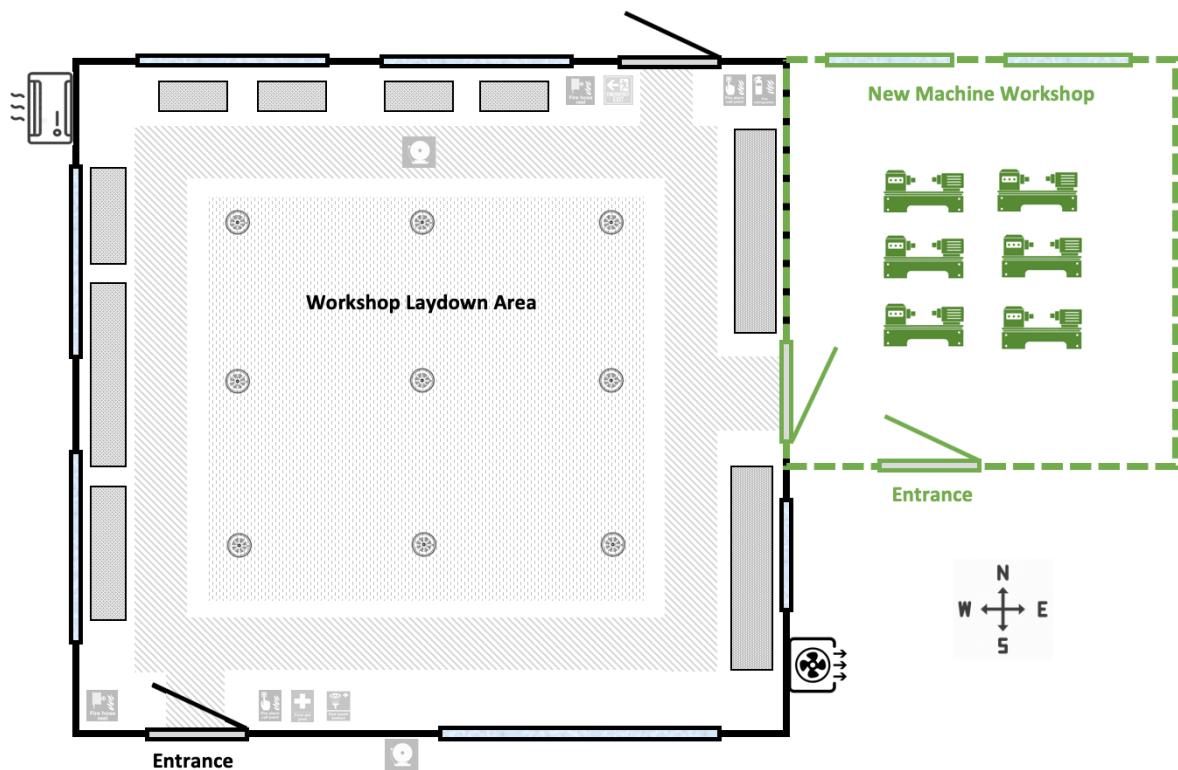


Fig 2 Shows the basic floor plan of the machine workshop extension.

Assignment 4 – Inspection and Reporting Resource Pack

4.1 New site review additional report

checks to be carried out	New site review report
Methods used to carry out maintenance checks.	
Explain the methods used to carry out the review of the new working environment/site: Ensure that the building meets the requirements of the following UK Regulations. <ul style="list-style-type: none">• Provision and Use of Work Equipment Regulations 1998• Personal protective equipment at work• Safety signs and signals• Noise at work• First aid at work	

CHECK LIST:



- ❖ Check the guards and shields are fitted with machine.
- ❖ Check and verify machine placements and working conditions
- ❖ Examine the availability of personal protective equipment (PPE)
- ❖ Check the workplace is clean and safe.
- ❖ Ensure the emergency stop controls is fitted
- ❖ Check the fire alarm, fire call point
- ❖ Examine the proper lighting is available
- ❖ Check and ensure enough first aid box are available
- ❖ Check the workers induction on emergency on use of PPE
- ❖ Check the worker induction on use of first aid box etc.,

Findings from maintenance checks.

What were your initial findings from the review?

1. Proper signage for lathe machine not displayed.
2. Work area and walkways are not marked clearly and deteriorated in some areas.
3. Panels and guards were properly placed in the machine.
4. Appropriate signage was displayed to identify the first aid box .
5. Precise location of the first aid box were made known to users by signage
6. The extinguishers are correctly located.
7. Adequate signage's are provided.
8. The Hose Reel are correctly located.
9. Medical aids were found to be in good condition .
- 10.The Call Point are correctly located.

Do all the provision Comply with: -

Recognised industry codes of practices:

1. Provision and Use of Work Equipment Regulations 1998
2. The Personal Protective Equipment at Work Regulations 1992 (as amended).
3. Safety signs and signals **Regulations 1996**
4. Noise at Work Regulations 2005
5. Health and Safety (First Aid) Regulations 1981

Comply:

- Proper signage for lathe machine displayed.

- Panels and guards were properly placed in the machine.
- Appropriate signage was displayed to identify the first aid box
- Medical aids were found to be in good condition
- Work area and walkways are marked clearly and deteriorated in some areas.
- Precise location of the first aid box were made known to users by signage
- The extinguishers are correctly located.
- Adequate signages are provided.
- The Hose Reel are correctly located.
- The Call Point are correctly located.

Does not Comply:

NIL

Organisational procedures:

Comply:

1. Proper signage for lathe machine displayed.
Every employer shall ensure that proper signage to be displayed as per machining activities. Proper usages of safety equipment's led to reduce risk and accident.
2. Work area and walkways are marked clearly and deteriorated in some areas.
Floor marking is the process of using visual cues such as lines, shapes, and signs on floors to make a space easier for people to navigate. These cues divide spaces, highlight hazards, outline workstations and storage locations, direct traffic, and convey important safety or instructional information. Floor marking is often part of a larger visual communication system that includes wall signs and labels. Floor marking is usually done using paint or adhesive products including floor marking tape, floor signs, and floor marking shapes. Tapes come in a variety of styles that have different colors, materials, and thicknesses. You can select tapes based on the conditions (such as traffic levels, hazards present,



work performed, etc.) of the space you'll be marking.

3. Panels and guards were properly placed in the machine. Every employer shall ensure that measures are taken in accordance with which are effective—the provision of fixed guards enclosing every dangerous part or rotating stock-bar where and to the extent that it is practicable to do so, but where or to the extent that it is not.
4. Appropriate signage was displayed to identify the first aid box
5. Medical aids were found to be in good condition
6. Precise location of the first aid box were made known to users by signage
7. The extinguishers are correctly located.
8. Adequate signage is displayed.
9. The Hose Reel is correctly located.

Does not Comply:

NIL

Recommendations:

Describe in detail any recommendations for any areas that Do not comply:

NIL

Additional recommendations:

Describe in detail any suggested recommendations you may to improve Health and safety:

1. PAY ATTENTION TO YOUR SURROUNDINGS

You must fully understand the hazards in your Workplace while you are on the job.

Make a conscious attempt to learn which situations have the most potential to be hazardous and keep clear of those areas. You should always be alert to potential problems with machinery.

2. MAINTAIN GOOD POSTURE FOR A HEALTHY

BACK

In order to avoid back problems if you work at a desk, your shoulders should line up with your hips. To protect your back from getting hurt when you pick things up, use correct form. Do not twist and stoop. Use safety equipment and furniture with a good ergonomic design so that you won't have to over-reach.

3. TAKE BREAKS ON A REGULAR BASIS

When workers aren't alert to their surroundings because they are burned out, they are at an increased risk of having a work-related illness or injury. To stay fresh on the job, take regular breaks. Consider scheduling your most difficult jobs when you first arrive on the job. You will stay more alert.

4. MACHINES AND TOOLS SHOULD BE PROPERLY USED

Never take shortcuts when you are using tools and always take the proper precautions. The leading cause of workplace injuries is when workers take a shortcut on the job. Don't use a tool that has not been specifically designed for the job. Your chance of being injured in the workplace dramatically decreases when you use tools the right way.

5. KEEP EMERGENCY EXITS CLEAR

You need to be able to access the exits quickly and easily when an emergency occurs. Equipment shutoff access should be kept clear as well, in case you need to quickly shut them down.

6. ENSURE PEOPLE ARE HEALTH AND SAFETY TRAINED

First aid training is very important in the workplace. The reality is that you never know what will happen and you need to be sure that you can treat issues. Ensuring



you offer first aid training can add a level of comfort for businesses and assures them that if the worst should happen you've gone as far as possible to deal with it, suggests Andrew Young of **We Do Training**.

7. INFORM YOUR SUPERVISOR OF UNSAFE CONDITIONS

Make a point of telling your supervisor about any safety hazards or risks in the workplace. Legally, they have an obligation to ensure that the working environment for their employees is safe. Once informed, they can take care of the unsafe condition.

8. WHENEVER POSSIBLE, USE MECHANICAL AIDS

Even if you just want to save a little time, don't try to lift or carry something that is very heavy on your own. Take a few extra moments to use the forklift, conveyor belt, or wheelbarrow. Trying to lift heavy objects is a major cause of workplace injury.

9. DON'T DRINK AND WORK

Alcohol and drugs cause about 3% of all fatalities in the workplace. When a worker's alertness level, concentration level, motor control, coordination, or judgement is impaired, the risk of injury and death in the work dramatically increases.

10. HANDLE STRESS IN THE WORKPLACE

Problems with concentration and depression are often linked to high levels of stress. Reasons for stress include conflicts with managers or coworkers, job insecurity, heavy workload, and long hours. Talk to your supervisor if you are experiencing high levels of stress at work to find a solution.

11. ALWAYS USE THE RIGHT SAFETY EQUIPMENT



You increase your chances of injury when you fail to wear the correct safety equipment for the job. Your job may require equipment such as a full-face mask, gloves, safety goggles, hard hat, earmuffs, or ear plugs.

Please Explain how you can ensure that health, safety, welfare and environmental protections complies with organisational statutory requirements.

What methods can you use to ensure compliant?

1. Policy and commitment

The workplace should prepare an occupational safety and health policy programmed as part of the preparation of the Safety Statement required by Section 20 of the Safety, Health and Welfare at Work Act 2005. Effective safety and health policies should set a clear direction for the organization to follow. They will contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. Responsibilities to people and the working environment will be met in a way that fulfils the spirit and letter of the law. Cost-effective approaches to preserving and developing human and physical resources will reduce financial losses and liabilities. In a wider context, stakeholders' expectations, whether they are shareholders, employees or their representatives, customers or society at large, can be met.

2. Planning

The workplace should formulate a plan to fulfil its safety and health policy as set out in the Safety Statement. An effective management structure and arrangements should be put in place for delivering the policy. Safety and health objectives and targets should be set for all managers and employees.

3. Implementation and operation

For effective implementation, organizations should develop the capabilities and support mechanisms necessary to achieve the safety and health policy, objectives and targets. All staff should be motivated and empowered to work safely and to protect their long-term health, not simply to avoid accidents. These arrangements should be:

- underpinned by effective staff involvement and participation through appropriate consultation, the use of the safety committee where it exists and the safety representation system and,
- sustained by effective communication and the promotion of competence, which allows all employees and their representatives to make a responsible and informed contribution to the safety and health effort.

There should be a planned and systematic approach to implementing the safety and health policy through an effective safety and health management system. The aim is to minimize risks. Risk Assessment methods should be used to determine priorities and set objectives for eliminating hazards and reducing risks. Wherever possible, risks should be eliminated through the selection and design of facilities, equipment and processes. If risks cannot be eliminated, they should be minimized by the use of physical controls and safe systems of work or, as a last resort, through the provision of PPE. Performance standards should be established and used for measuring achievement. Specific actions to promote a positive safety and health culture should be identified. There should be a shared common understanding of the organization's vision, values and beliefs on health and safety. The visible and active leadership of senior managers fosters a positive safety and health culture.

4. Measuring performance

The organization should measure, monitor and evaluate safety and health performance. Performance can be measured against agreed standards to reveal when and where improvement is needed. Active self-monitoring reveals how effectively the safety and health management system are functioning. Self monitoring looks at both hardware (premises, plant and substances) and software (people, procedures and systems, including individual behavior and performance). If controls fail, reactive monitoring should find out why they failed, by investigating the accidents, ill health or incidents, which could have caused harm or loss. The objectives of active and reactive monitoring are:

- to determine the immediate causes of substandard performance
- to identify any underlying causes and implications for the design and operation of the safety and health management system.

5. Auditing and reviewing performance

The organization should review and improve its safety and health management system continuously, so that its overall safety and health performance improves constantly. The organization can learn from relevant experience and apply the lessons. There should be a systematic review of performance based on data from monitoring and from independent audits of the whole safety and health management system. These form the basis of complying with the organization's responsibilities under the 2005 Act and other statutory provisions. There should be a strong commitment to continuous improvement involving the development of policies, systems and techniques of risk control.

Performance should be assessed by:

- internal reference to key performance indicators
- External comparison with the performance of business competitors and best practice in the organization's employment sector.

Many companies now report on how well they have performed on worker safety and health in their annual reports and how they have fulfilled their responsibilities regarding preparing and implementing their Safety Statements. In addition, employers have greater responsibilities under Section 80 of the 2005 Act on 'Liability of Directors and Officers of Undertakings' that requires them to be in a position to prove they have pro-actively managed the safety and health of their workers. Data from this 'Auditing and reviewing performance' process should be used for these purposes.

Explain the methods you can use to implement systems which can identify hazards and reduce risks which meet both organisational and statutory requirements.

Methods for Organisation:

Inspect the workplace for safety hazards

Hazards can be introduced over time as workstations and processes change, equipment or tools become worn, maintenance is neglected, or housekeeping practices decline. Setting aside time to regularly inspect the workplace for hazards can help identify shortcomings so that they can be addressed before an incident occurs.

*****HOW TO ACCOMPLISH IT*****

- Conduct regular inspections of all operations, equipment, work areas and facilities. Have workers participate on the inspection team and talk to them



about hazards that they see or report.

- Be sure to document inspections so you can later verify that hazardous conditions are corrected. Take photos or video of problem areas to facilitate later discussion and brainstorming about how to control them, and for use as learning aids.
- Include all areas and activities in these inspections, such as storage and warehousing, facility and equipment maintenance, purchasing and office functions, and the activities of on-site contractors, subcontractors, and temporary employees.
- Regularly inspect both plant vehicles (e.g., forklifts, powered industrial trucks) and transportation vehicles (e.g., cars, trucks).
- Use checklists that highlight things to look for. Typical hazards fall into several major categories, such as those listed below; each workplace will have its own list:
 - General housekeeping
 - Slip, trip, and fall hazards
 - Electrical hazards
 - Equipment operation
 - Equipment maintenance
 - Fire protection
 - Work organization and process flow (including staffing and scheduling)
 - Work practices
 - Workplace violence
 - Ergonomic problems
 - Lack of emergency procedures

IDENTIFY HEALTH HAZARDS

Identifying workers' exposure to health hazards is typically more complex than identifying physical safety hazards. For example, gases and vapors may be invisible, often have no odor, and may not have an immediately noticeable harmful health effect. Health hazards include chemical hazards (solvents, adhesives,



paints, toxic dusts, etc.), physical hazards (noise, radiation, heat, etc.), biological hazards (infectious diseases), and ergonomic risk factors (heavy lifting, repetitive motions, vibration). Reviewing workers' medical records (appropriately redacted to ensure patient/worker privacy) can be useful in identifying health hazards associated with workplace exposures.

- ✓ **Identify chemical hazards** -review SDS and product labels to identify chemicals in your workplace that have low exposure limits, are highly volatile, or are used in large quantities or in unventilated spaces. Identify activities that may result in skin exposure to chemicals.
- ✓ **Identify physical hazards** -identify any exposures to excessive noise (areas where you must raise your voice to be heard by others), elevated heat (indoor and outdoor), or sources of radiation (radioactive materials, X-rays, or radiofrequency radiation).
- ✓ **Identify biological hazards** -determine whether workers may be exposed to sources of infectious diseases, molds, toxic or poisonous plants, or animal materials (fur or scat) capable of causing allergic reactions or occupational asthma.
- ✓ **Identify ergonomic risk factors** -examine work activities that require heavy lifting, work above shoulder height, repetitive motions, or tasks with significant vibration.
- ✓ **Conduct quantitative exposure assessments** -when possible, using air sampling or direct reading instruments.
- ✓ **Review medical records** -to identify cases of musculoskeletal injuries, skin irritation or dermatitis, hearing loss, or lung disease that may be related to workplace exposures.



Methods for statutory requirements:

Elimination and Substitution

Elimination and substitution, while most effective at reducing hazards, also tend to be the most difficult to implement in an existing process. If the process is still at the design or development stage, elimination and substitution of hazards may be inexpensive and simple to implement. For an existing process, major changes in equipment and procedures may be required to eliminate or substitute for a hazard.

Engineering Controls

Engineering controls are favored over administrative and personal protective equipment (PPE) for controlling existing worker exposures in the workplace because they are designed to remove the hazard at the source, before it comes in contact with the worker. Well-designed engineering controls can be highly effective in protecting workers and will typically be independent of worker interactions to provide this high level of protection. The initial cost of engineering controls can be higher than the cost of administrative controls or PPE, but over the longer term, operating costs are frequently lower, and in some instances, can provide a cost savings in other areas of the process.

Administrative Controls and PPE

Administrative controls and personal protective equipment (PPE) are frequently used with existing processes where hazards are not particularly well controlled.



Administrative controls and PPE programs may be relatively inexpensive to establish but, over the long term, can be very costly to sustain. These methods for protecting workers have also proven to be less effective than other measures, requiring significant effort by the affected workers.

Workshop Compliance Report

You are required to provide comprehensive details of your review on the

Provision and Use of Work Equipment Regulations 1998

Provide details on the aspect of the regulation that will apply to the new workshop including why actions must be taken. Minimum 1000 words

THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998.

Employers and others must ensure that the applicable regulations are addressed adequately:

- Suitable equipment is provided for the jobs involved:
Every employer shall ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is used or provided.
- Information and instruction are adequate
Every employer shall ensure that all persons who use work equipment have available to them adequate health and safety information and, where appropriate, written instructions pertaining to the use of the work equipment.
- Equipment is maintained in good working order and repair
1) Every employer shall ensure that work equipment is maintained in



an efficient

state, in efficient working order and in good repair.

(2) Every employer shall ensure that where any machinery has a maintenance log, the log is kept up to date.

- Training is provided for operators and supervisors

(1) Every employer shall ensure that all persons who use work equipment have received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

(2) Every employer shall ensure that any of his employees who supervises or manages the use of work equipment has received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work

- Equipment is safeguarded to prevent risks from mechanical and other specific hazards

Every employer shall ensure that measures are taken in accordance with paragraph

(2) which are effective— (a) to prevent access to any dangerous part of machinery or to any rotating stock-bar; or (b) to stop the movement of any dangerous part of machinery or rotating stock-bar before any part of a person enters a danger zone.

- Equipment is provided with appropriate and effective controls

Every employer shall ensure that, where appropriate, work equipment is provided

with one or more readily accessible controls the operation of which will bring the

work equipment to a safe condition in a safe manner.

Every employer shall ensure that, where appropriate, work equipment is provided

with one or more readily accessible emergency stop controls unless it is not necessary

by reason of the nature of the hazards and the time taken for the



*work equipment
to come to a complete stop*

- maintenance is carried out safely

Every employer shall take appropriate measures to ensure that work equipment is so constructed or adapted that, so far as is reasonably practicable, maintenance operations which involve a risk to health or safety can be carried out while the work equipment is shut down, or in other cases—

(a) maintenance operations can be carried out without exposing the person carrying them out to a risk to his health or safety; or

(b) appropriate measures can be taken for the protection of any person carrying out

- Some work equipment is subject to inspection to ensure that is safe to use (see below).

(1) Every employer shall ensure that, where the safety of work equipment depends on the installation conditions, it is inspected—

(a) after installation and before being put into service for the first time; or

(b) after assembly at a new site or in a new location, to ensure that it has been installed correctly and is safe to operate.

(2) Every employer shall ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected—

(a) at suitable intervals; and

(b) each time that exceptional circumstances which are liable to jeopardize the safety of the work equipment have occurred, to ensure that health and safety conditions are maintained, and that any deterioration can be detected and remedied in good time.

(3) Every employer shall ensure that the result of an inspection made under this regulation is recorded and kept until the next inspection under this



regulation is recorded.

(4) Every employer shall ensure that no work equipment—

(a) leaves his undertaking; or

(b) if obtained from the undertaking of another person, is used in his undertaking,

Unless it is accompanied by physical evidence that the last inspection required to be carried out under this regulation has been carried out.

The Provision and Use of Work Equipment Regulations 1998 impose requirements

relating not just to preventing access to dangerous parts of machinery, but also to

the following:

- ✓ Information and instruction
- ✓ Inspection
- ✓ Safe maintenance operations
- ✓ Starting and stopping machines safely (including emergency stops)
- ✓ Control systems
- ✓ Means of isolating work equipment from sources of energy
- ✓ Stability
- ✓ Lighting
- ✓ Markings
- ✓ Warning devices.

INSPECTION OF WORK EQUIPMENT

Inspection of work equipment should be carried out where a significant risk of injury

(one which could foreseeably result in a major injury or worse) may result from:

- ✓ Incorrect installation or reinstallation of the equipment
- ✓ Deterioration of the work equipment leading to danger,
- ✓ As a result of exceptional circumstances which could affect the safe operation of the work equipment (for example, if it is damaged).

Describe what needs to be done in order to meet the regulation.
Minimum 1000 words

The information in this leaflet is arranged in four sections:

- A summary of the law on new machinery
- What you must do in practice
- More detailed information about machinery supply law



- Checklists to use when talking to suppliers and buying new machinery.

A summary of the law on new machinery What is the law on new machinery? The Supply of Machinery (Safety) Regulations 2008 (as amended)¹ require that machinery:

- Is safe when supplied.
- Comes with a declaration of conformity and user instructions in English.
- Is CE marked?

(Note: where the word 'safe' is used here, it refers to risks to both safety and health.)

Manufacturers, or their authorised representatives in Europe, have to meet these requirements when machinery is first placed on the European market. The Regulations also apply to users when putting machinery into service for the first time if it has not previously been in use in Europe.

Users of machinery have responsibilities under the Provision and Use of Work

Equipment Regulations 1998 (PUWER),² as amended by the Health and Safety

(Miscellaneous Amendments) Regulations 2002, to:

- Select and provide suitable work equipment, taking account of working conditions and the health and safety risks in the workplace.
- Ensure that it is used correctly; and
- Keep it maintained in a safe condition.

When buying new equipment (including machinery), users are also required by

PUWER to check it complies with all relevant supply laws. This means checking it is:

1. CE marked.
2. Supplied with a Declaration of Conformity and user instructions in English;
- and
3. Free from any obvious defect (such as missing or damaged guards).

Users also have other duties under PUWER, such as maintaining and inspecting the



equipment to ensure it remains safe. These are covered by the leaflet Using work equipment safely.

WHAT YOU HAVE TO DO IN PRACTICE

WHAT DOES THE MANUFACTURER HAVE TO DO?

Manufacturers must make sure that the machines they make are safe. They do this

by:

- Finding out about the health and safety hazards (trapping, crushing, electrical shock, dust, noise, vibration etc.) likely to be present when the machine is used.
- Assessing the likely risks as a result of the hazards.
- Designing out those hazards that result in risks or, if that is not possible
- Providing safeguards (e.g. guarding dangerous parts of the machine, providing noise enclosures for noisy parts) or, if that is not possible;
- Using warning signs on the machine to warn of hazards that cannot be designed out or safeguarded (e.g. 'noisy machine' signs).
- Providing operating instructions with the machinery, giving information on any risks that cannot be fully controlled by the design and safeguards provided, and for where users need to have a safe system of work or undertake maintenance
- Keeping information in a technical file, explaining what they have done and why.
- Affix CE marking to the machine to show they have complied with all relevant supply laws.
- Issue a declaration of conformity for the machine.
- Provide you, the buyer, with instructions in English that explain how to install, use and maintain the machinery safely

WHAT DO I NEED TO DO WHEN BUYING A NEW MACHINE?

Before you buy it, think about:

- Where and how it will be used; what it will be used for.
- Who will use it (skilled employees, trainees etc.)?
- What risks to health and safety might result from its use?



- How well health and safety risks are controlled by different manufacturers, comparing things such as noise or vibration levels produced. This can help you decide which machine may be suitable, particularly when buying a standard machine 'off the shelf.'

MORE DETAILED INFORMATION ABOUT MACHINERY SUPPLY LAW

This section is for those who need to know more about the Supply of Machinery (Safety) Regulations 2008, as amended in 2011. Note: these Regulations replaced in full the previous Supply of Machinery (Safety) Regulations 1992, as amended in 1994 and 2005, and have implemented the Machinery Directive in the UK since 1993.

CHECKLISTS TO USE WHEN TALKING TO SUPPLIERS AND BUYING NEW MACHINERY CHECKLIST

WHAT SHOULD I TALK TO A SUPPLIER (OR MANUFACTURER) ABOUT?

Tell the supplier where the machine will be used, what you want to use it for and who will be using it – particularly if it is a complex or custom-built machine.

Ask the supplier the following questions:

What health and safety risks might there be when using the machine?

Are there any dangerous parts and what guards will be provided? Will it need emergency stop controls and how will it be isolated?

How do the controls and control systems work?

Where there are data or control connections to other equipment, systems or the

internet (physical or wireless), are there suitable measures (technical and procedural), and change management procedures, to protect all functions critical for health and safety?

1. Will dust or fumes etc. be produced by the process, how are these managed by the machine?



2. Can you adapt an existing extraction system to cope with the new machine?

Has the machinery been designed to minimise the noise and vibration levels produced and what levels are expected?

3. Are there any extremely hot or cold parts of the machine, and can they be insulated or protected?

4. Are there any lasers or thickness gauges, and can any exposure to radiation be eliminated?

5. If not, what precautions are there to stop any exposure to radiation?

6. What has been done to eliminate the risk of electric shock, particularly during maintenance work when covers or control panel doors may be open?

7. Are there possible risks from other sources of energy, such as unsupported raised parts, or hydraulic and pneumatic power sources?

8. What precautions exist for safe access, especially at height?

9. Is there clear information about installation, maintenance and breakdown procedures?

10. Will you be informed if problems arise with similar machines bought by other users?

Personal protective equipment at work

Provide details on the aspect of the regulation that will apply to the new workshop including why actions must be taken. Minimum 1000 words

Employers have duties concerning the provision and use of personal protective equipment (PPE) at work and the leaflet explains what you need to do to meet the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended).

PPE is equipment that will protect the user against health or safety risks at work.



It can include items such as safety helmets and hard hats, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

Hearing protection and respiratory protective equipment provided for most work situations are not covered by these Regulations because there are other more specific regulations that apply to them. However, these items need to be compatible with any other PPE provided.

Assessing suitable PPE To make sure the right type of PPE is chosen, consider the different hazards in the workplace and identify the PPE that will provide adequate protection against them; this may be different for each job. Ask your supplier for advice on the types of PPE available and their suitability for different tasks. In some cases, you may need to get advice from specialists or from the PPE manufacturer.

CONSIDER THE FOLLOWING WHEN ASSESSING SUITABILITY:

- Does the PPE protect the wearer from the risks and take account of the environmental conditions where the task is taking place? For example eye protection designed to protect against agricultural pesticides may not offer adequate protection when using an angle grinder to cut steel or stone.
- Does using PPE increase the overall level of risk or add new risks, e.g. by making communication more difficult?
 - Can it be adjusted to fit the wearer correctly?
 - What are the needs of the job and the demands it places on the wearer? For example, the length of time the PPE needs to be worn, the physical effort required to do the job or the requirements for visibility and communication.
 - If someone wears more than one item of PPE, are they compatible? For example does using a respirator make it difficult to fit eye protection

properly?

Describe what needs to be done in order to meet the regulation.
Minimum 1000 words

When selecting PPE:

- choose good quality products which are CE marked in accordance with the Personal Protective Equipment Regulations 2002 – suppliers can advise you.
- choose equipment that suits the wearer – consider the size, fit and weight; you may need to consider the health of the wearer, e.g. if equipment is very heavy, or wearers have pre-existing health issues, standard PPE may not be suitable.
- let users help choose it, they will be more likely to use it. Using and distributing PPE to your employers:
 - instruct and train people how to use it.
 - tell them why it is needed, when to use it and what its limitations are.
 - never allow exemptions for those jobs that 'only take a few minutes.'
 - if something changes on the job, check the PPE is still appropriate – speak with your supplier, explaining the job to them.
 - if in doubt, seek further advice from a specialist adviser.

THE HAZARDS AND TYPES OF PPE EYES HAZARDS:

Chemical or metal splash, dust, projectiles, gas and vapour, radiation.
Options:

Safety spectacles, goggles, face-shields, visors.

Note: Make sure the eye protection has the right combination of impact/dust/splash/molten metal eye protection for the task and fits the user properly.

Head Hazards: Impact from falling or flying objects, risk of head bumping, hair entanglement. Options: A range of helmets, hard hats and bump



caps.

Note: Some safety helmets incorporate or can be fitted with specially designed eye or hearing protection. Don't forget neck protection, e.g. scarves for use during welding. Do not use head protection if it is damaged – replace it.

Breathing Hazards: Dust, vapour, gas, oxygen-deficient atmospheres. Options:

Disposable filtering face-piece or respirator, half- or full-face respirators, air fed helmets, breathing apparatus.

Note: The right type of respirator filter must be used as each is effective for only a limited range of substances. Where there is a shortage of oxygen or any danger of losing consciousness due to exposure to high levels of harmful fumes, only use breathing apparatus – never use a filtering cartridge. Filters only have a limited life; when replacing them or any other part, check with the manufacturer's guidance and ensure the correct replacement part is used. If you are using respiratory protective equipment, look at HSE's publication Respiratory protective equipment at work: A practical guide (see 'Further reading').

Protecting the body Hazards: Temperature extremes, adverse weather, chemical or metal splash, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing. Options:

Conventional or disposable overalls, boiler suits, specialist protective clothing, e.g. chain-mail aprons, high-visibility clothing.

Note: The choice of materials includes flame-retardant, anti-static, chain mail, chemically impermeable, and high visibility. Don't forget other protection, like safety harnesses or life jackets.



Hands and arms Hazards: abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination. Options:
Gloves, gauntlets, mitts, wrist-cuffs, armlets.

Note: Avoid gloves when operating machines such as bench drills where the gloves could get caught. Some materials are quickly penetrated by chemicals so be careful when you are selecting them, see HSE's skin at work website (www.hse.gov.uk/skin).

Barrier creams are unreliable and are no substitute for proper PPE. Wearing gloves for long periods can make the skin hot and sweaty, leading to skin problems; using separate cotton inner gloves can help prevent this. Be aware that some people may be allergic to materials used in gloves, e.g. latex.

Feet and legs Hazards: Wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion. Options: Safety boots and shoes with protective toe caps and penetration-resistant mid-sole, gaiters, leggings, spats.

Note: Footwear can have a variety of sole patterns and materials to help prevent slips in different conditions, including oil or chemical-resistant soles. It can also be anti-static, electrically conductive or thermally insulating. It is important that the appropriate footwear is selected for the risks identified.

Training

- Make sure anyone using PPE is aware of why it is needed, when to use, repair or replace it, how to report it if there is a fault and its limitations.
- Train and instruct people how to use PPE properly and make sure they are doing this. Include managers and supervisors in the training, they may not need to use the equipment personally, but they do need to ensure their staff



are using it correctly.

- It is important that users wear PPE all the time they are exposed to the risk.

Never allow exemptions for those jobs which take 'just a few minutes.

- Check regularly that PPE is being used and investigate incidents where it is

not. Safety signs can be useful reminders to wear PPE, make sure that staff

understand these signs, what they mean and where they can get equipment,
e.g. for visitors or contractors.

Maintenance Make sure:

- equipment is well looked after and properly stored when it is not being used,

e.g. in a dry, clean cupboard, or for smaller items in a box or case.

- equipment is kept clean and in good repair – follow the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives).

- simple maintenance can be carried out by the trained wearer, but more

intricate repairs should only be done by specialists; replacement parts match

the original, e.g. respirator filters.

- you identify who is responsible for maintenance and how to do it.

- employees make proper use of PPE and report its loss or destruction or any

fault in it. Make sure suitable replacement PPE is always readily available. It

may be useful to have a supply of disposable PPE, e.g. for visitors who need

protective clothing.

CE marking Ensure any PPE you buy is 'CE' marked and complies with the

requirements of the Personal Protective Equipment Regulations 2002.

The CE

marking signifies that the PPE satisfies certain basic safety requirements and, in

some cases, will have been tested and certified by an independent body.



Safety signs and signals

Explain how to ensure relevant statutory notices and hazard warnings are kept clear legible and concise?

It is important that employers ensure that their employees are aware of and understand the meaning of safety signs and signals either seen or heard during their work, including providing training where necessary. Although most safety signs are self-explanatory, employees (particularly new, young or inexperienced ones) may be unfamiliar with the meaning of some of the less commonly used signs. It is therefore important that the meaning of any sign is clearly explained, and that employees are aware of the consequences of not following the warning or instruction given by the sign. Text supplementing the sign may have a useful role here.

Describe ways you will be able to maintain statutory notices and hazard warnings:

Regulation 19 The Regulations cover a variety of methods of communicating health and safety information. The terms used in the Regulations mean the following:

(a) Safety and/or health sign – a sign providing information or instruction about safety or health at work by means of a signboard, a colour, an illuminated sign or acoustic signal, a verbal communication or hand signal.

(b) **Signboard** – a sign which provides information or instructions by a combination of shape, colour and a symbol or pictogram which is rendered visible by lighting of sufficient intensity. In practice, many signboards may be accompanied by supplementary text, e.g. ‘Fire exit’, alongside the symbol of a moving person.

Signboards can be of the following types:



(i) Prohibition sign – a sign prohibiting behaviour likely to increase or cause danger (e.g. ‘no access for unauthorised persons’).



(ii) Warning sign – a sign giving warning of a hazard or danger (e.g.‘danger: electricity’).



(iii) Mandatory sign – a sign prescribing specific behaviour (e.g. ‘eye protection must be worn’).



(iv) Emergency escape or first-aid sign – a sign giving information on emergency exits, first aid, or rescue facilities (e.g. ‘emergency exit/escape route’).

(c) **Safety colour** – a colour to which a specific meaning is assigned (e.g. yellow means ‘be careful’ or ‘take precautions’).

(d) **Symbol or pictogram** – these appear in Schedule 1, although some variation in detail is acceptable provided the meaning is the same (examples of variations are included in BS EN ISO 7010). They are for use on a signboard or illuminated sign (e.g. the trefoil ionising radiation warning sign).

(e) **Illuminated sign** – a sign made of transparent or translucent materials which is illuminated from the inside or the rear to give the appearance of a luminous surface (e.g. emergency exit signs).

(f) **Acoustic signal** – a sound signal which is transmitted without the



use of a human or artificial voice (e.g. a fire alarm).

(g) **Verbal communication** – a predetermined spoken message communicated by a human or artificial voice;

Provide details on the aspect of the regulation that will apply to the new workshop including why actions must be taken. Minimum 1000 words

The Health and Safety (Safety Signs and Signals) Regulations 1996

The following version of the Safety Signs and Signals Regulations includes the amendments made to these Regulations by the Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015.

Regulation 1 Citation and commencement

These Regulations may be cited as the Health and Safety (Safety Signs and Signals) Regulations 1996 and shall come into force on 1st April 1996.

Regulation 2 Interpretation

In these Regulations, unless the context otherwise requires – “the 1974 Act” means the Health and Safety at Work etc. Act 1974.

Regulation 3 Application

These Regulations shall apply –

- (a) in Great Britain; and
- (b) to and in relation to the premises and activities outside Great Britain to which sections 1 to 59 and 80 to 82 of the 1974 Act apply by virtue of the Health and Safety at Work etc. Act (Application outside Great Britain) Order 1995* as they apply within Great Britain.

Regulation 4 Provision and maintenance of safety signs

It shall apply if the risk assessment made under paragraph (1) of regulation 3 of the Management of Health and Safety at Work Regulations 1999



indicates that the employer concerned, having adopted all appropriate techniques for collective protection, and measures, methods or procedures used in the organisation of work, cannot avoid or adequately reduce risks to employees except by the provision of appropriate safety signs to warn or instruct, or both, of the nature of those risks and the measures to be taken to protect against them.

Regulation 5 Information, instruction and training

- (1) Every employer shall ensure that comprehensible and relevant information on the measures to be taken in connection with safety signs is provided to each of his employees.
- (2) Every employer shall ensure that each of his employees receives suitable and sufficient instruction and training in the meaning of safety signs and the measures to be taken in connection with safety signs.

Regulation 6 Transitional provisions

These Regulations shall not have effect in relation to any fire safety signs lawfully in use immediately before the coming into force of these Regulations until 24 December 1998.

Regulation 7 Enforcement

Notwithstanding regulation 3 of the Health and Safety (Enforcing Authority) Regulations 1989, the enforcing authority in relation to fire safety signs provided in pursuance of regulation 4(4) as applied by regulation 4(3) (signs provided to comply with the provisions of any enactment) shall be

- (a) the Health and Safety Executive, in the case of –
(i) premises where the Fire Certificates (Special Premises) Regulations 1976 apply.
(ii)



premises and activities to which these Regulations apply by virtue of paragraph (2)(b) of regulation 3; (b) in any other case, the authority or class

of authorities responsible for enforcing the relevant provision of the enactment which applies to the case.

REGULATION 8 REVOCATIONS AND AMENDMENTS

- (1) The instruments referred to in column 1 of Part I of Schedule 3 shall be revoked to the extent specified in column 3 of that Part.
- (2) The instruments referred to in Part II of Schedule 3 shall be modified to the extent specified in that Part.

Describe what needs to be done in order to meet the regulation.
Minimum 1000 words

MINIMUM REQUIREMENTS CONCERNING SAFETY SIGNS AND SIGNALS AT WORK

1. Preliminary remarks

- 1.1 Where safety signs are required by these Regulations, they must conform to the specific requirements in Parts II to IX of this Schedule.
- 1.2 This Part introduces those requirements, describes the different uses of safety signs, and gives general rules on the interchanging and combining of signs.
- 1.3 Safety signs must be used only to convey the message or information specified in this Schedule.

2. Types of signs

2.1 Permanent signs

2.1.1 Permanent signboards must be used for signs relating to prohibitions, warnings and mandatory requirements and the location and identification of emergency escape routes and first-aid facilities. Signboards and/or a safety colour must be used to mark permanently the location and identification of fire-fighting equipment.

2.1.2 Signboards on containers and pipes must be placed as laid down in Part III.

2.1.3 Places where there is a risk of colliding with obstacles or of falling must be permanently marked with a safety colour and/or with signboards.

2.1.4 Traffic routes must be permanently marked with a safety colour.

2.2 Occasional signs

2.2.1 Illuminated signs, acoustic signals and/or verbal communication must be used where the occasion requires, considering the possibilities for interchanging and combining signs set out in paragraph 3, to signal danger, to call persons to take a specific course of action and for the emergency evacuation of persons.

2.2.2 Hand signals and/or verbal communication must be used where the occasion requires, guiding persons carrying out hazardous or dangerous manoeuvres.

3. Interchanging and combining signs

3.1 Any one of the following may be used if equally effective:

- a safety colour or a signboard to mark places where there is an obstacle or a drop,
- illuminated signs, acoustic signals or verbal communication,
- hand signals or verbal communication.

3.2 Some types of signs may be used together:

- illuminated signs and acoustic signals,
- illuminated signs and verbal communication,



- hand signals and verbal communication

4. The instructions in the table below apply to all signs incorporating a safety colour

Colour	Meaning or purpose	Instructions and information
Red	<i>Prohibition sign</i> <i>Danger alarm</i> <i>Fire-fighting equipment</i>	<i>Dangerous behaviour</i> <i>Stop, shutdown, emergency cut out devices, Evacuate</i> <i>Identification and location</i>
Yellow or Amber	<i>Warning sign</i>	<i>Be careful, take precautions</i> <i>Examine</i>
Blue	<i>Mandatory sign</i>	<i>Specific behaviour or action</i> <i>Wear personal protective equipment</i>
Green	<i>Emergency escape, first aid sign</i> <i>No danger</i>	<i>Doors, exits routes, equipment, facilities</i> <i>Return to normal</i>

Conditions of use

2.1 Signboards are in principle to be installed at a suitable height and in a position appropriate to the line of sight, taking account of any obstacles, either at the access point to an area in the case of a general hazard, or in the immediate vicinity of a specific hazard or object and in a well-lit and easily accessible and visible location.
Without prejudice to the provisions of Directive 89/654/EEC, phosphorescent colours, reflective materials or artificial lighting should be used where the level of natural light is poor.

2.2 The signboard must be removed when the situation to which it refers ceases to exist.



2.3 The “General danger” warning sign must not be used to warn about hazardous substances or mixtures, except for cases where the warning sign is used to indicate stores of a few hazardous substances or mixtures in accordance with paragraph 5 of Part 3 of Schedule 1 to these Regulations.

Noise at work

Provide details on the aspect of the regulation that will apply to the new workshop including why actions must be taken. Minimum 1000 words

These Regulations may be cited as the Control of Noise at Work Regulations 2005 and shall come into force on 6th April 2006, except that—

(a) for the music and entertainment sectors only they shall not come into force until 6th April 2008; and

(b) subject to regulation 3(4), regulation 6(4) shall not come into force in relation to the master and crew of a seagoing ship until 6th April 2011.

In these Regulations—

“Daily personal noise exposure” means the level of daily personal noise exposure of an employee as ascertained in accordance with Schedule 1 Part 1, taking account of the level of noise and the duration of exposure and covering all noise.

“Emergency services” include—

(a) police, fire, rescue and ambulance services.

“enforcing authority” means the Executive or local authority, determined in accordance with the provisions of the Health and Safety (Enforcing



Authority)
Regulations 1998(1);

“The Executive” means the Health and Safety Executive.

“Exposure limit value” means the level of daily or weekly personal noise exposure
or of peak sound pressure set out in regulation 4 which must not be exceeded.

“Health surveillance” means assessment of the state of health of an employee, as related to exposure to noise.

“Lower exposure action value” means the lower of the two levels of daily or weekly personal noise exposure or of peak sound pressure set out in regulation 4 which, if reached or exceeded, require specified action to be taken to reduce risk.

“The music and entertainment sectors” mean all workplaces where—

(a) live music is played; or

(b) recorded music is played in a restaurant, bar, public house, discotheque or nightclub, or alongside live music or a live dramatic or dance performance.

“noise” means any audible sound.

“Peak sound pressure” means the maximum sound pressure to which an employee is exposed, ascertained in accordance with Schedule 2.

“Risk assessment” means the assessment of risk required by regulation 5.

“Upper exposure action value” means the higher of the two levels of daily or weekly personal noise exposure or of peak sound pressure set out in regulation 4 which, if reached or exceeded, require specified action to be taken to reduce risk.



“Weekly personal noise exposure” means the level of weekly personal noise exposure as ascertained in accordance with Schedule 1 Part 2, taking account of the level of noise and the duration of exposure and covering all noise: and

“Working day” means a daily working period, irrespective of the time of day when it begins or ends, and of whether it begins or ends on the same calendar day.

(2) In these Regulations, a reference to an employee being exposed to noise is a reference to the exposure of that employee to noise which arises while he is at work or arises out of or in connection with his work.

1) These Regulations shall have effect with a view to protecting persons against risk to their health and safety arising from exposure to noise at work.

(2) Where a duty is placed by these Regulations on an employer in respect of his employees, the employer shall, so far as is reasonably practicable, be under a like duty in respect of any other person at work who may be affected by the work carried out by the employer except that the duties of the employer—

(a) under regulation 9 (health surveillance) shall not extend to persons who are not his employees; and

(b) under regulation 10 (information, instruction and training) shall not extend to persons who are not his employees, unless those persons are present at the workplace where the work is being carried out.

(3) These Regulations shall apply to a self-employed person as they apply to an employer and an employee and as if that self-employed person were both an employer and an employee, except that regulation 9 shall not apply



to a self employed person.

EXPOSURE LIMIT VALUES AND ACTION VALUES

- (1) The lower exposure action values are—
(a)a daily or weekly personal noise exposure of 80 dB (A-weighted); and
(b) A peak sound pressure of 135 dB (C-weighted).
- (2) The upper exposure action values are—
(a)a daily or weekly personal noise exposure of 85 dB (A-weighted); and
(b) A peak sound pressure of 137 dB (C-weighted).
- (3) The exposure limit values are—
(a)a daily or weekly personal noise exposure of 87 dB (A-weighted); and
(b) A peak sound pressure of 140 dB (C-weighted).

(4) Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.

(5) In applying the exposure limit values in paragraph (3), but not in applying the lower and upper exposure action values in paragraphs (1) and (2), account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer in accordance with regulation 7(2)

Describe what needs to be done in order to meet the regulation.
Minimum 1000 words

An employer who carries out work which is liable to expose any employees to noise at or above a lower exposure action value shall make a suitable and sufficient assessment of the risk from that noise to the health and safety of those employees, and the risk assessment shall identify the measures which need to be taken to meet

the requirements of these Regulations.

(2) In conducting the risk assessment, the employer shall assess the levels of noise to which workers are exposed by means of—

(a) observation of specific working practices.

(b) reference to relevant information on the probable levels of noise corresponding to any equipment used in the working conditions; and

(c) if necessary, measurement of the level of noise to which his employees are likely to be exposed,

And the employer shall assess whether any employees are likely to be exposed to noise at or above a lower exposure action value, an upper exposure action value, or an exposure limit value.

(3) The risk assessment shall include consideration of —

(a) the level, type and duration of exposure, including any exposure to peak sound pressure.

(b) the effects of exposure to noise on employees or groups of employees whose health is at particular risk from such exposure.

(c) so far as is practicable, any effects on the health and safety of employees resulting from the interaction between noise and the use of ototoxic substances at work, or between noise and vibration.

(d) any indirect effects on the health and safety of employees resulting from the interaction between noise and audible warning signals or other sounds that need to be audible in order to reduce risk at work.

(e) any information provided by the manufacturers of work



equipment.

(f) the availability of alternative equipment designed to reduce the emission of noise

(g) any extension of exposure to noise at the workplace beyond normal working hours, including exposure in rest facilities supervised by the employer.

(h) appropriate information obtained following health surveillance, including, where possible, published information; and

(i) The availability of personal hearing protectors with adequate attenuation characteristics.

(4) The risk assessment shall be reviewed regularly, and forthwith if—

(a) there is reason to suspect that the risk assessment is no longer valid; or

(b) there has been a significant change in the work to which the assessment relates,

And where, as a result of the review, changes to the risk assessment are required,
those changes shall be made.

(5) The employees concerned, or their representatives shall be consulted on the assessment of risk under the provisions of this regulation.

(6) The employer shall record—

(a) the significant findings of the risk assessment as soon as is practicable after the risk assessment is made or changed; and

(b) The measures which he has taken and which he intends to take to meet the requirements of regulations 6, 7 and 10.



Elimination or control of exposure to noise at the workplace

- (1) The employer shall ensure that risk from the exposure of his employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.
- (2) If any employee is likely to be exposed to noise at or above an upper exposure action value, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organizational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity.
- (3) The actions taken by the employer in compliance with paragraphs (1) and (2) shall be based on the general principles of prevention set out in Schedule 1 to the Management of Health and Safety Regulations 1999(1) and shall include consideration of—
- (a) other working methods which reduce exposure to noise.
 - (b) choice of appropriate work equipment emitting the least possible noise, taking account of the work to be done.
 - (b) the design and layout of workplaces, workstations and rest facilities.
 - (d) suitable and sufficient information and training for employees, such that work equipment may be used correctly, in order to minimize their exposure to noise.
 - (e) reduction of noise by technical means.
 - (f) appropriate maintenance programs for work equipment, the workplace and

workplace systems.

(g) limitation of the duration and intensity of exposure to noise; and

(h) Appropriate work schedules with adequate rest periods.

(4) The employer shall—

(a) ensure that his employees are not exposed to noise above an exposure limit value; or

(b) if an exposure limit value is exceeded forthwith—

(I) reduce exposure to noise to below the exposure limit value.

(ii) identify the reason for that exposure limit value being exceeded; and

(iii) Modify the organizational and technical measures taken in accordance with paragraphs (1) and (2) and regulations 7 and 8(1) to prevent it being exceeded again.

(5) Where rest facilities are made available to employees, the employer shall ensure that exposure to noise in these facilities is reduced to a level suitable for their purpose and conditions of use.

(6) The employer shall adapt any measure taken in compliance with the requirements of this regulation to take account of any employee or group of employees whose health is likely to be particularly at risk from exposure to noise.

(7) The employees concerned, or their representatives shall be consulted on the measures to be taken to meet the requirements of this regulation.

Hearing Protection

(1) Without prejudice to the provisions of regulation 6, an employer who carries out work which is likely to expose any employees to noise at or above



a lower exposure action value shall make personal hearing protectors available upon request to any employee who is so exposed.

(2) Without prejudice to the provisions of regulation 6, if an employer is unable by other means to reduce the levels of noise to which an employee is likely to be exposed to below an upper exposure action value, he shall provide personal hearing protectors to any employee who is so exposed.

(3) If in any area of the workplace under the control of the employer an employee is likely to be exposed to noise at or above an upper exposure action value for any reason the employer shall ensure that—

(a) the area is designated a Hearing Protection Zone.

(b) the area is demarcated and identified by means of the sign specified for the purpose of indicating that ear protection must be worn in paragraph 3.3 of Part II of Schedule 1 to the Health and Safety (Safety Signs and Signals) Regulations 1996(1); and

(c) access to the area is restricted where this is practicable and the risk from exposure justifies it,

And shall ensure so far as is reasonably practicable that no employee enters that area unless that employee is wearing personal hearing protectors.

(4) Any personal hearing protectors made available or provided under paragraphs (1) or (2) of this regulation shall be selected by the employer—

(a) so as to eliminate the risk to hearing or to reduce the risk to as low a level as is reasonably practicable; and
(b) after consultation with the employees concerned or their



representatives

Ear protection

(1) Every employer shall ensure, so far as is practicable, that when any of his employees is likely to be exposed to the first action level or above in circumstances where the daily personal noise exposure of that employee is likely to be less than 90 dB(A), that employee is provided, at his request, with suitable and efficient personal ear protectors.

(2) Every employer shall ensure, so far as is practicable, that when any of his employees is likely to be exposed to the second action level or above or to the peak action level or above, that employee is provided with suitable personal ear protectors which, when properly worn, can reasonably be expected to keep the risk of damage to that employee's hearing to below that arising from exposure to the second action level or, as the case may be, to the peak action level.

Ear protection zones

(1) Every employer shall, in respect of any premises under his control, ensure, so far as is reasonably practicable, that-

(a) each ear protection zone is demarcated and identified by means of the sign specified in paragraph A.3.3 of Appendix A to Part 1 of BS 5378, which sign shall include such text as indicates-

- (I) that it is an ear protection zone, and
- (ii) the need for his employees to wear personal ear protectors whilst in any such zone; and

(b) None of his employees enters any such zone unless that employee is wearing personal ear protectors.



(2) In this regulation, “ear protection zone” means any part of the premises referred to in paragraph (1) where any employee is likely to be exposed to the second action level or above or to the peak action level or above, and “Part 1 of BS 5378” has the same meaning as in regulation 2(1) of the Safety Signs Regulations 1980(1).

Provision of information to employees

Every employer shall, in respect of any premises under his control, provide each of his employees who is likely to be exposed to the first action level or above or to the peak action level or above with adequate information, instruction and training on-

(a) the risk of damage to that employee’s hearing that such exposure may cause.

(b) what steps that employee can take to minimize that risk.

(c) the steps that that employee must take in order to obtain the personal ear protectors referred to in regulation 8(1); and

(d) That employee’s obligations under these Regulations.

First-aid rooms should:

- be large enough to hold an examination/medical couch, with enough space at each side for people to work, a chair and any necessary additional equipment.
- have washable surfaces and adequate heating, ventilation and lighting.
- be kept clean, tidy, accessible and available for use always when employees are at work.
- be positioned as near as possible to a point of access for transport to



hospital.

- display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of first aiders and how to contact them

First aid at work

Provide details on the aspect of the regulation that will apply to the new workshop including why actions must be taken. Minimum 1000 words

Regulation 1 Citation and commencement These Regulations may be cited as the Health and Safety (First Aid) Regulations 1981 and shall come into operation on 1st July 1982.

Regulation 2 Interpretation (1) In these Regulations, unless the context otherwise requires – “first-aid” means – (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and (b) treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

Employers have a legal duty to make arrangements to ensure their



employees receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. First-aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work. The Regulations do not prevent staff who are specially trained from taking action beyond the initial management stage.

Regulation 3

Duty of employer to make provision for first aid

(1) An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to his employees if they are injured or become ill at work.

(2) Subject to paragraphs (3) and (4), an employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to his employees if they are injured or become ill at work; and for this purpose a person shall not be suitable unless he has undergone such training and has such qualifications as may be appropriate in the circumstances of that case.

(3) Where a person provided under paragraph (2) is absent in temporary and exceptional circumstances it shall be sufficient compliance with that paragraph if the employer appoints a person, or ensures that a person is appointed, to take charge of - (a) the situation relating to an injured or ill employee who



will need help from a medical practitioner or nurse, and (b) the equipment and facilities provided under paragraph (1) (c) throughout the period of any such absence.

(4) Where having regard to - (a) the nature of the undertaking, and (b) the number of employees at work, and (c) the location of the establishment, it would be adequate and appropriate if instead of a person for rendering first-aid there was a person appointed to take charge as in paragraph (3)(a) and (b), then instead of complying with paragraph (2) the employer may appoint such a person, or ensure that such a person is appointed.

(5) Any first-aid room provided pursuant to this regulation shall be easily accessible to stretchers and to any other equipment needed to convey patients to and from the room and be sign-posted, and any such sign to comply with regulation 4 of the Health and Safety (Safety Signs and Signals) Regulations 1996 as if it were provided in accordance with that regulation.

Describe what needs to be done in order to meet the regulation.
Minimum 1000 words

Needs assessment

An employer should make an assessment of first aid needs appropriate to the circumstances (hazards and risks) of each workplace.

The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not.

First-aid provision must be 'adequate and appropriate in the circumstances. This means that sufficient first-aid equipment, facilities and personnel should be available at all times, taking account of alternative working patterns,

to:

- summon an ambulance or other professional help.
- give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work.
 - employers should consider:
 - first-aid provision for non-employees.
 - the nature of the work and workplace hazards and risks; the distribution of the workforce.
 - In assessing their needs,
 - the remoteness of the site from emergency medical services.
 - employees working on shared or multi-occupied sites.
 - the nature of the workforce.
 - Where the work involves higher level hazards such as chemicals or dangerous machinery, or special hazards such as hydrofluoric acid or confined spaces, first aid requirements will be greater.
 - Employers may then need to:
 - the organisation's history of accidents.
 - the size of the organisation.
 - the needs of travelling, remote and lone workers.
 - work patterns.
 - annual leave and other absences of first aiders and appointed persons.
 - provide sufficient numbers of qualified first aiders so that someone is always available to give first aid immediately following an incident.
 - Where first-aid provision is intended to cover both employees and nonemployees, employers should check their liability insurance covers all the activities of first aiders. They should also ensure that:
 - the level of provision for employees does not fall below the standard required by these Regulations.
 - the level of provision for non-employees complies with any other relevant legislation and guidance.

First aid at work Review of first-aid provision

Employers should periodically review their first-aid needs, particularly after any



operating changes, to make sure provision remains appropriate. To help with this process, it is recommended that a record is kept of the incidents dealt with by first aiders and appointed persons (see paragraphs 31-32).

Records: It is sensible for employers to provide first-aiders and appointed persons with a book in which to record incidents they attend. Any such book should be kept in accordance with the requirements of the Data Protection Act 1998 (see 'Further reading'). Where there are a number of first aiders working for a single employer, it would be advisable for one central book to be used, though this may not be practicable on larger, well spread-out sites.

The information to be recorded should include:

1. date, time and place of the incident.
2. name and job of the injured or ill person.
3. details of the injury/illness and what first aid was given.
4. what happened to the person immediately afterwards (for example, went back to work, went home, went to hospital).
5. name and signature of the first-aider or person dealing with the incident.