

**TORFAEN
COUNTY
BOROUGH**



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Business Advice Pack

HEALTH & SAFETY FOR SMALL BUSINESSES

**This pack contains important information
Do Not Discard**

Working in Partnership With Local Businesses

www.torfaen.gov.uk

BUSINESS ADVICE PACK

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HEALTH AND SAFETY AT WORK ETC ACT 1974

This information pack has been produced by Torfaen County Borough Council food, Health & Safety Team, to help you with your responsibilities relating to Health and Safety legislation.

You are welcome to reproduce this material, provided that Torfaen County Borough Council is acknowledged as the source where applicable.

The contents are relevant to both employers and employees and you are urged to share the pack with your staff and to keep it for future reference.

If you are a new business and/or undertaking structural changes to your premises you may require Building Control approval. Please contact Building Control on 01495 766923 for further advice.

You may need to seek further information/approvals from other departments of the Council and/or other organisations.

You are advised, therefore, to contact a business adviser, for example Citizen's Advice Bureau, Chamber of Commerce, Small Businesses Association or Business Link, who may be able to guide you further.

As well as containing information on the legal requirements, the pack contains checklists which enable you to check your level of compliance. It is suggested that you keep them to use again in the future.

For further advice please contact Liz Vann
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A strategy for workplace health and safety in Great Britain to 2010 and beyond

This HSC/HSE strategy was designed to promote the vision of health and safety as a cornerstone of a civilised society and, with that, to achieve a record of workplace health and safety that leads the world. Working in partnership with Local Authorities, this strategy also informs our local service delivery process.

The enforcement concept continues to give less emphasis to the traditional risk rating system and numbers of inspections (with the exception of the highest risk premises – Category A, which are a Welsh Assembly Government core performance indicator), to focus proactive interventions on those premises that nationally have been identified as causing the greatest number of incidents and accidents to employees and members of the public – and to use a wide range of intervention methods to achieve increased outcomes.

The basis of enforcement action by the Authority is:

- Intervention – to assess, promote and enforce compliance.
- Investigation – to identify underlying causes and lessons to learn.
- Permissioning – as appropriate to ensure high risk activities are controlled.

The Health and Safety of Great Britain\\ Be part of the solution

This is the new strategy from HSE for the future of workplace health and safety - it follows the 2010 Strategy outlined above.

The strategy identifies goals in the following key areas:

- the need for strong leadership;
- building competence;
- involving the workforce;
- creating healthier, safer workplaces;
- customising support for Small / Medium Size Enterprises (SME'S)
- avoiding catastrophe; and
- taking a wider perspective.

The strategy also identifies a goal for HSE and Local Authorities in an area of work unique to them – investigating and securing justice.

As Local Authorities tend to enforce mainly in the Small Medium Enterprises business sector, this may have a direct impact on the inspection programme in the future with more initiatives being undertaken to assist these types of businesses.

In Great Britain in 2000, the same proportion of people had been injured at work since the early 1990s. The Health and Safety at Work etc Act (passed in 1974) was the most recent bit of law for health and safety at work. The government and the Health and Safety Executive (HSE) wanted to act and put more effort into managing health and safety to start reducing these numbers.

Below are practical advice, evidence and some tools we have developed to help you in your business.

- **Directors responsibilities for health and safety**
- **Ready Reckoner: reduce risks; cut costs**
- **HSE's new case studies show the business benefits of health and safety**
- **Worker involvement and consultation**

Directors' responsibilities for health and safety

- **Directors' responsibilities for health and safety**
This guidance is for board members of all types of organisations in both the private and public sectors. The focus is mainly on the health and safety responsibilities of company directors. It will help them ensure that the health and safety risks arising from their organisations' activities are properly managed.
- **Ready Reckoner: reduce risks - cut costs**
This website gives information on the business and economic costs from not managing health and safety adequately. Case studies are used to show how much work-related accidents and ill-health are costing businesses.

Case studies show the business benefits of health and safety

- There are some case studies, published by the Health and Safety Commission (HSC), which set out the business case for good health and safety management. They span a wide range of industry sectors and public services. Each study describes an initiative or programme and its benefits in both health and safety and business terms. These can be found via the HSE website.
- **Worker involvement and consultation**

Worker involvement and consultation is a key element of the Health and Safety Commission's "Strategy for workplace health and safety in Great Britain to 2010 and beyond". An organisation's greatest asset is its workforce. Employees are best able to spot issues and bring about real improvements. HSC will be working closely with our partners to take forward a range of measures to promote greater worker involvement in health and safety in the workplace.

WHAT AFFECT WILL THIS HAVE ON MY BUSINESS?

The highest risk premises (category A) will be subject to routine inspections on a risk based programmed basis, and based on the appropriate HELA guidance. All premises are risk rated in accordance with this guidance, in order to determine which premises should be included within this inspection programme.

All other premises will be inspected using evidenced based intelligence and in accordance with the All Wales Plan. Work will be targeted as appropriate to ensure that HSC/HELA objectives are met wherever possible

New premises are sent a questionnaire and a desk top assessment carried out. Where necessary an inspection is then carried out as soon as is practicable, having regard to the likely risk the premises present in terms of their size and the types of operation carried out there and having regard to the current guidance. Premises presenting known high risks will be inspected by senior/experienced officers with specialist knowledge of the appropriate legislation. Lower risk premises may be globally risk rated and subject to alternative enforcement where it is clear that they would normally fall outside the inspection programme.

As well as inspections, other interventions will be carried out as appropriate and particularly in respect of low risk premises. These may take the form of questionnaires, informal visits or other actions, although inspections of low risk premises may still take place where this is considered the best use of resources.

In addition to programmed risk based inspections, other inspections will be carried out as appropriate where

- Intelligence is received as a result of complaints or other information
- Topic based or special project inspections and other actions are being carried out
- An intervention action such as a questionnaire is considered inappropriate, for example where the risk rating may no longer be accurate.
- Where no response has been received to an intervention action such as a questionnaire, or where the validity of such an intervention requires validation.

Where specialist knowledge is required but is not available in house, this will be sought from other authorities as appropriate.

The Authority will respond as appropriate to any additional inspections or other work required by the Health and Safety Executive or other such bodies.

New legislation is responded to as necessary, through additional inspections and/or information for affected businesses. Where the legislation is planned in advance it will be included in the Service Improvement Plan.

Local Authorities from April 2005 have to ensure they inspect business premises using resources available to them concentrating on the following priority topic areas.

Enclosed in this section are some checklists based on the five topic inspections to help you with your risk assessments.

Further advice can be found in leaflet [Take a Look at Health and Safety. INDG385](#) which can be obtained from HSE info line 08701 545500 or via our web site

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FALLING FROM HEIGHT

Health & Safety Checklist

A fall is the consequence of other more deep seated reasons, e.g. poor training, inadequate supervision and management, lack of maintenance of access equipment and structures and the provision of unsuitable equipment or implementation of unsuitable working procedures.

The list below gives guidance on some of the things to be considered when working at height is involved. (The list is not exhaustive but can be used as a starting point for a more detailed list based on your own specific circumstances). More detailed checklists for ladders and window cleaning are available.

General

	Yes	No	N/A
1. Can the work be done from ground level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have all stages of the job involving working at height been planned and risk assessments carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a safe method of access to work at height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is all equipment to be used of the correct type, well Maintained and being used as intended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are employees trained and given adequate instruction and information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there adequate supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are there any fragile surfaces/unsafe areas where the work is being carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are there adequate barriers or other edge protection to stop falls from open edges of buildings/gangways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Where persons might fall 2m or more, is fencing provided with a minimum of two horizontal guard rails at least 1100mm above the surface from which the person might fall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are holes and openings securely fenced off or provided with fixed, clearly marked covers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes No N/A

Ladders

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 1. | Are ladders the right equipment to use for the job, or should a scaffold be provided? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Are all ladders in good condition? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Are ladders secured near the top (even if only in use for a short time)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | If ladders cannot be secured at the top, are they secured near the bottom, weighted or footed, to prevent slipping? (A second person standing at the foot of a ladder to prevent it slipping is effective only with ladders less than about 5m long). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Do ladders rise at least 1.07m (3ft 6in) above their landing places or the highest rung used?
If not, are there adequate handholds? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Are ladders always placed so that there is no danger from moving vehicles, overhead cranes or electricity lines? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Are ladder strays, or similar devices, used to avoid placing ladders against fragile supports, e.g. plastic gutters? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Are ladders positioned on a firm and level footing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Are the ladders properly positioned for access? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Fixed Ladders

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 1. | Are they of sound construction? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Do they have firm horizontal rungs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Do stiles extend at least 1100mm above the highest landing level? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Are they regularly checked and maintained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Do fixed ladders, which pass through floors, have guarded openings? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | Yes | No | N/A |
|----|--|--------------------------|--------------------------|--------------------------|
| 6. | Do fixed ladders of more than 2.5m length have safety Lops at a minimum of 900m intervals? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Tubular Scaffolds

- | | | | | |
|-----|--|--------------------------|--------------------------|--------------------------|
| 1. | Are all components inspected by a competent person prior to use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Has the scaffold been designed, erected (including alterations or dismantling) under the supervision of a competent person and by competent and experienced workers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Is there safe access to the scaffold platform? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Are all uprights provided with base plates (and where Necessary timber sole plates) or prevented in some other way from slipping or sinking? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Is the scaffold secured to the building in sufficient places to prevent collapse? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Are working platforms fully boarded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Are there effective barriers or warning notices to stop people using incomplete scaffold, e.g. one not fully boarded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Are there adequate guard rails and toe boards at every side From which a person could fall more than 1.98m (6ft 6in)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Does a competent person inspect the scaffold regularly, i.e. at least once a week (and always after bad weather) to ensure no change has occurred or unplanned/unauthorised alterations have been carried out? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Are the results of inspections recorded (including defects that were corrected during the inspections) and the records signed by the person who carried out the inspections? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Roofwork

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 1. | Do roofs requiring access have a suitable means of access? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Are crawling ladders or crawling boards used on roofs that slope more than 10°? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

		Yes	No	N/A
3.	If there are no ladders/boards do the roof battens provide a safe handhold and foothold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are there enough barriers or other edge protection to stop people or materials falling from sloping/flat roofs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Where people could fall over the edge of the roof, are guard rails and toe boards installed or anchorage points for safety harnesses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are safety harnesses used where appropriate to prevent people falling over the edge of the roof?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are harnesses checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are there safeguards to prevent falls through the roof?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are crawling boards provided where people work on fragile materials such as asbestos cement sheets or glass? Are warning notices posted?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
10.	Are suitable guard rails, covers etc. provided where people pass or work near such fragile materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are roof-lights properly covered or provided with barriers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	During sheeting operations, are precautions taken to stop people falling from the edge of the sheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is roofwork discontinued in adverse weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are precautions taken to stop debris falling onto others Working under the roofwork?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

References:

- “Working at Height” pages 10-11 - Construction Industry Publications Ltd.
- Construction Site Safety Checklist – HSE
- Site Safety Handbook – CIRIA
- “Site Safety Simplified – Aspects of Safety for Smaller Firms” – HSE
- “The Absolutely Essential Health and Safety Toolkit for the Smaller Construction Contractor” – HSE. INDG344

For more advice on health & safety at work, with free publications to download, visit www.torfaen.gov.uk

NOTE: This information is not exhaustive and does not necessarily indicate compliance with any provision of the Health & Safety at Work etc. Act 1974 or any Regulation under them.

Day-to-day monitoring of good working practice is a clear responsibility of the employer.

MANUAL HANDLING

Health and Safety Checklist

	Yes	No	N/A
1. Is it reasonable to avoid moving the load?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is it practicable to use mechanical aids at reasonable cost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have the staff been trained on manual handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do tasks involve the following:			
(a) holding the load away from the trunk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) twisting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) stooping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) reaching upwards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) excessive vertical movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) long carrying distances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) strenuous pushing or pulling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) unpredictable movement of loads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) repetitive handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(j) a work rate imposed by a process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are rest and/or recovery periods allowed for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are instructions given to staff not to lift loads, without supervision and assistance, that are:			
(a) heavy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) bulky/unwieldy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) difficult to grasp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) unstable/unpredictable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) intrinsically unsafe (e.g. sharp)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. In the working environment, is there:			
(a) space ample to allow good posture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) floor surface of good quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) floor and/or work surface level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) ambient temperature/humidity reasonable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) lighting level sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) air movement within reasonable limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/A
8.	Can the job be carried out:			
	(a) without special capability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(b) by those with a health problem?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(c) by those who are pregnant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(d) without special information/training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(e) without personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Does clothing or personal protective clothing allow free movement and posture in the manual handling task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Has training been given to all staff on health and safety matters related to manual handling tasks and also the use of mechanical handling aids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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DISPLAY SCREEN EQUIPMENT

Self Assessment Checklist

Name:		Date:	
Group:		Division:	
No. of hours worked:		Average time spent on working with DSE:	

This checklist will help you to carry out an assessment of your workstation. The form should be completed and passed to your manager as soon as it has been completed.

DISPLAY SCREENS

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Are the characters clear and readable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the text size comfortable to read? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the image stable, i.e. free of flicker and jitter? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the screen's specification suitable for its intended use? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are the brightness and/or contrast adjustable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does the screen swivel and tilt? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the screen free from glare and reflections? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are adjustable window coverings provided and in adequate condition? | <input type="checkbox"/> | <input type="checkbox"/> |

KEYBOARDS

- | | | |
|---|--------------------------|--------------------------|
| 9. Is the keyboard separate from the screen? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the keyboard tilt? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is it possible to find a comfortable keying position? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are the characters on the keys readable? | <input type="checkbox"/> | <input type="checkbox"/> |

	Yes	No
MOUSE, TRACKBALL, etc		
13. Is the device suitable for the tasks it is used for?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is the device positioned close to you?	<input type="checkbox"/>	<input type="checkbox"/>
15. Is there support for your wrists and forearms?	<input type="checkbox"/>	<input type="checkbox"/>
16. Does the device work smoothly at a speed that suits you?	<input type="checkbox"/>	<input type="checkbox"/>
17. Can you easily adjust software settings for speed and accuracy of pointer?	<input type="checkbox"/>	<input type="checkbox"/>
SOFTWARE		
18. Is the software suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>
FURNITURE		
19. Is the work surface large enough for all the necessary equipment, papers etc?	<input type="checkbox"/>	<input type="checkbox"/>
20. Can you comfortably reach all the equipment and papers you need to use?	<input type="checkbox"/>	<input type="checkbox"/>
21. Are surfaces free from glare and reflection?	<input type="checkbox"/>	<input type="checkbox"/>
22. Is the chair suitable?	<input type="checkbox"/>	<input type="checkbox"/>
23. Is the chair stable?	<input type="checkbox"/>	<input type="checkbox"/>
24. Does the chair have a working:		
▪ seat back height and tilt adjustment?	<input type="checkbox"/>	<input type="checkbox"/>
▪ seat height adjustment?	<input type="checkbox"/>	<input type="checkbox"/>
▪ swivel mechanism?	<input type="checkbox"/>	<input type="checkbox"/>
▪ castors or gliders?	<input type="checkbox"/>	<input type="checkbox"/>
25. Is the chair adjusted correctly?	<input type="checkbox"/>	<input type="checkbox"/>
26. Is the small of the back supported by the chair's backrest?	<input type="checkbox"/>	<input type="checkbox"/>
27. Are forearms horizontal and top of the screen approximately 4 inches (10mm) below eye level?	<input type="checkbox"/>	<input type="checkbox"/>

- | | | Yes | No |
|-----|---|--------------------------|--------------------------|
| 28. | Are feet flat on the floor, without too much pressure from the seat on the backs of the legs? | <input type="checkbox"/> | <input type="checkbox"/> |

ENVIRONMENT

- | | | | |
|-----|---|--------------------------|--------------------------|
| 29. | Is there enough room to change position and vary movement? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. | Is the lighting suitable, e.g. not too bright or too dim to work comfortably? | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. | Does the air feel comfortable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. | Are levels of heat comfortable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. | Are levels of noise comfortable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. | Do you use a lap top computer on a regular basis? | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. | Have you experienced any discomfort or other symptoms which you attribute to working with your VDU? | <input type="checkbox"/> | <input type="checkbox"/> |

OTHERS cont'd

- | | | | |
|-----|---|--------------------------|--------------------------|
| 36. | Have you been advised of your entitlement to eye and eyesight testing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. | Do you have regular breaks/changes of duties working away from your VDU? | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. | Have you been trained to operate your software? | | |
| 39. | Have you had sufficient information or training on setting up your workstation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. | Have you read and understood the Council's D.S.E. policy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. | Has the checklist covered all the problems you may have working with your DSE? If not please make additional comments below:- | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. | Have you received and read a copy of the HSE leaflet 'Working with VDU's' (INDG 36 rev 2) | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:-

a) Employee Signature Date

b) Reviewed by Manager

Name: Date:

c) Remedial action required:
.....
.....

d) Date completed:

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SLIPS, TRIPS AND FALLS

Health and Safety Checklist

General

	Yes	No
1. Are floors uneven/damaged?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do electric cables trail across pedestrian routes?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the floor covering damaged and a trip hazard?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do rugs/mats/carpets curl at the edges/need fixing to the floor?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are floor surfaces slippery when dry?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are floor surfaces slippery when wet?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do cleaning materials make the floor slippery?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do residues build up on floor surfaces/ground making it slippery?	<input type="checkbox"/>	<input type="checkbox"/>

A “YES” response to any of the above requires risk assessment/remedial measures to be taken if controls are inadequate.

Procedures/Working Practices/Workplace

9. Are lighting levels adequate on all traffic or pedestrian routes?	<input type="checkbox"/>	<input type="checkbox"/>
10. Where there are changes in levels, is lighting adequate and the change in level highlighted by, for example, a colour change/hazard tape?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are handrails provided where appropriate, where there are level changes?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do all staircases and steps have handrails where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are procedures in place to immediately clean up spillages?	<input type="checkbox"/>	<input type="checkbox"/>
14. If greasy liquids are spilled, is a suitable cleaning agent available and used?	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
15.	Are appropriate signs used after floors have been cleaned and an alternative bypass route provided?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Are passageways/stairs/escape routes kept clear?	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are articles properly stored and put away so they do not cause obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Are safe working procedures adopted when transporting items up or down stairs?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Are ladders inspected and maintained?	<input type="checkbox"/>	<input type="checkbox"/>
20.	Are damaged ladders taken out of service at once and disposed of?	<input type="checkbox"/>	<input type="checkbox"/>
21.	Are safe working procedures adopted when using ladders/working at height?	<input type="checkbox"/>	<input type="checkbox"/>
22.	Are openings in floors fenced off?	<input type="checkbox"/>	<input type="checkbox"/>
23.	When workmen/cleaners are working on site, does risk assessment include creation of tripping/slipping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
24.	Is provision of appropriate footwear considered in risk assessment in relation to slips, trips and falls?	<input type="checkbox"/>	<input type="checkbox"/>
25.	Are risk assessments always done before working at height, and suitable controls in place?	<input type="checkbox"/>	<input type="checkbox"/>
26.	In a workplace where flooring can be slippery, do you wear non-slip shoes?	<input type="checkbox"/>	<input type="checkbox"/>

A “No” response to any of the above requires risk assessment/remedial measures to be taken.

Other comments:

Division:

Group:

Officer:

For more advice on health & safety at work, with free publications to download, visit www.torfaen.gov.uk

WORKPLACE TRANSPORT SAFETY

Health & Safety Checklist

Workplace transport means any vehicle used in a work setting. Specifically excluded from this advice are transport on the public highway, air, rail and water transport, specialised transport used in underground mining, agriculture and construction. However, some of the same basic principles may apply.

Statistical Background

Accidents involving vehicles at work account for a disproportionately large number of fatalities at work, i.e. people are more likely to be killed in accidents involving vehicles.

Provisional figures for 2000/01 workplace transport accidents are as follows:-

Accident	Over 3 day	Major injury	Fatal injury
Struck by moving vehicle	3472	1159	69
Collapse/overturn of vehicle	171	85	19
Fall from vehicle	1428	994	4
Materials falling from vehicle	786	252	7
Total	5857	2490	99

(Source: "Preventing workplace transport accidents". Discussion document 2002)

These statistics indicate that vehicle activities can be very dangerous and need to be properly managed to ensure a safe workplace. The Health and Safety Commission has decided that workplace transport is a priority hazard and should therefore be an area of health and safety to be targeted.

LEGISLATION

Health and Safety at Work etc. Act 1974

Employers have a duty to provide:

- A safe place of work, including safe entrance and exit
- Safe systems of work
- Safe plant that is maintained
- Safe handling, use, storage and transport of articles and substances
- Information, instruction, training and supervision for employees

Management of Health and Safety at Work Regulations 1999

Employers have a duty to carry out risk assessments to:

- Identify the hazards associated with their work activities
- Identify who is at risk
- Evaluate the risk
- Where risks are not adequately controlled, take steps to reduce the risk
- Where there are 5 or more employees, to record the significant details of the risk assessment
- Review and revise the risk assessment where changes that mean it is no longer relevant

As an initial step in the risk assessment process the workplace transport checklist can be used to identify any hazards.

CHECKLIST

The Workplace

	Yes	No	N/A
1. Are vehicles and pedestrians kept safely apart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there suitable pedestrian crossing points on vehicle routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there suitable parking areas for all parking needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do the vehicle routes avoid sharp or blind bends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there one-way routes to reduce the risk of collisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Traffic Routes

1. Are they suitable for the type and quantity of vehicles that use them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are they of sufficient width?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are they well constructed with firm and even surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are they well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are they marked where necessary, e.g. to indicate the right of way at junctions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are signs indicating direction, speed limit, give way and no entry, etc. provided where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Vehicles

1. Are they suitable and safe for the work they are being used for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do they have suitable and effective service and parking brakes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are horns, lights, reflectors, reversing lights and other appropriate safety features provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/A
4.	Are they provided with seats and, where necessary, seat belts that are safe and comfortable for the driver?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are dangerous parts of vehicles guarded, e.g. power take-offs chain drives, exposed exhaust pipes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is protection provided against bad weather conditions/unpleasant environments, e.g. cold, dirt, dust, fumes, excessive noise/vibration where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is access to and exit from the cab, and other parts needing to be reached, safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is protection for the driver in the event of overturn/to prevent the driver being hit by falling objects provided where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Do drivers carry out basic safety checks each time before using vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is regular preventative maintenance, at predetermined intervals of time/mileage, carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Drivers and Other Employees

1.	Do you check the previous experience of your drivers and test them to ensure they are competent for the particular vehicle they use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do you provide training on how to do the job and information about particular hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Do you have a planned programme of refresher training for drivers and other employees to ensure their continued competence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Job

1.	Do your drivers drive with care, e.g. use the correct routes, drive within the speed limit and follow site rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do drivers park safely and in safe locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/A
3.	Are employees using safe working practices, e.g. when unloading/loading, securing loads, carrying out maintenance, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do drivers/other employees have to rush to complete their work on time, or is there a risk of accidents caused by fatigue as a result of excessive working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are supervisors, driver, other employees, contractors and visiting drivers aware of site rules and their own responsibilities in terms of maintaining a safe workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vehicle Activities

1.	Is the need for reversing moves kept to an absolute minimum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	If reversing is absolutely necessary, is it undertaken safely and in safe areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Could one-way systems be introduced on routes to reduce the need for reversing manoeuvres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are reversing areas identified/marked so that they are clear to drivers and pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are non-essential personnel excluded from areas where reversing is common?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is there a signaller (banksman) to direct reversing vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are external side-mounted and rear view mirror provided on vehicles to provide all round optimum visibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are vehicles provided with reversing alarms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parking

1.	Do drivers (including those parking private cars) park in safe locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do all drivers use designated parking areas only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Do drivers always ensure vehicles and trailers are securely braked and secured before leaving them parked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes No N/A

Loading and Unloading

- | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|
| 1. | Are loading/unloading activities carried out using safe systems of work on ground that is flat, firm and free from pot-holes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Are vehicles braked and stabilised, as appropriate, to prevent unsafe movements during loading/unloading operations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Is loading/unloading carried out as far as possible so that the load is spread evenly to avoid the vehicle or trailer becoming unstable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Are checks made to ensure loads are secured and arranged so that they cannot move about, e.g. slide forward if the driver has to brake suddenly or slide off if the vehicle has to negotiate steep inclines? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Are vehicles checked to ensure they are not loaded beyond their capacity? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

This checklist is not necessarily comprehensive or relevant to all work situations.

References:

- HELA Strategic Plan 2001-04
- HSE "Workplace Guidance for Employees" – HSE136
- HSE "Managing Vehicle Safety at the Workplace" leaflet for employers – INDG199L
- Preventing Workplace Transport Accidents – discussion document 2002

For more advice on health & safety at work, with free publications to download, visit www.torfaen.gov.uk/safety

INDICATOR TOOL FOR WORK RELATED STRESS

Background

The Indicator Tool is a 35-item questionnaire relating to the six primary stressors identified in the Management Standards on Work Related Stress. The items are based on the best available evidence linking work design to health outcomes.

It has been designed to support the process described in the Management Standards by providing a broad indication or organisations of how their workforce rate their performance in managing the risks associated with work related stress.

The Indicator Tool can be used as a standalone measuring device or alternatively the items can be included in another question set, such as a pre-existing staff survey. It is recommended that the HSE Analysis Tool be used to score the responses, regardless of whether it is used as a standalone measuring device or incorporated into a wider staff survey. If you use these questions in another survey, it is important that you retain the same questions text, question order and response scale. You must do this if you wish to analyse the responses using the HSE analysis tool and to compare you data with others who have.

The HSE Analysis Tool allows for the input of up to four items of demographic information to help you analyse responses. When conducting your survey, you may find it useful to ask respondents to indicate their location, department, job type etc. You should avoid doing this if using a very small sample as anonymity may be compromised.

It is recommended that the Indicator Tool is not used as the only measure of stress within an organisation. The results from the Indicator Tool should be confirmed by discussing the findings with employees and also by considering other data that is available within the organisation, such as sickness absence rates, employee turnover etc. See Step 3 of the website for further guidance.

This User Manual provides general guidance on various aspects of using the Indicator Tool in a survey to gather the opinion of the workforce.

Areas covered in this User Manual include the following:

- Selecting a sample
- Getting a good response rate
- Analysing the results.

Additional resources are included in the Appendices including:

- An example covering letter for a staff survey
- A checklist for using the Indicator Tool.

For further assistance on the use of the Indicator Tool please visit our website at www.Torfaen.gov.uk

Stress can be defined as "**the adverse reaction people have to excessive pressure or other types of demand placed on them**". Pressure is part and parcel of all work and helps to keep us motivated. But excessive pressure can lead to stress which undermines performance, is costly to employers and can make people ill.

Why do we need to tackle stress?

Commissioned research has indicated that:

- about half a million people in the UK experience work-related stress at a level they believe is making them ill;
- up to 5 million people in the UK feel "very" or "extremely" stressed by their work; and
- work-related stress costs society about £3.7 billion every year (at 1995/6 prices).

The key messages on stress are:

- Work-related stress is a serious problem. Tackling it effectively can result in significant benefits for organisations.
- There are practical things organisations can do to prevent and control work-related stress.
- The law requires organisations to take action.

Resources available:

- HSE's Management Standards for Stress, and how to use them.
- The Live Issues page, which features latest news on stress at work .
- Details of HSE's published guidance on tackling work-related stress .
- HSE's online Stress Solutions Discussion Group - a forum for organisations to share good practice in stress prevention.
- A selection of case studies and an example of a stress policy.
- Details of HSE's research on stress at work.
- Advice for individuals and managers of individuals suffering from stress-related ill health.

Related issues:

Stress also links with several other areas of concern, including:

- Musculoskeletal disorders;
- Bullying;
- Workplace violence;
- Smoking, and drugs and alcohol in the workplace.

For more advice on health & safety at work, with free publications to download, visit www.Torfaen.gov.uk

HEALTH & SAFETY POLICY

Employers of 5 or more Staff

If you employ five or more people you must, by law, have a written statement of your health and safety policy. This should be your own statement, specific to your firm, setting out your general policy for protecting the health and safety of your employees at work and the organisation and arrangements for putting that policy into practice.

Under section 2(3) of the Health and Safety at Work etc. Act 1974. The written statement must:

- State your general policy on health and safety
- Describe the organisation and arrangements for carrying out your policy
- Be brought to the notice of all your employees
- Be revised whenever appropriate, and every revision must be brought to your employees' attention.

Please refer to HSE leaflet "Introduction to Health and Safety" INDG259 (rev1) available to download via our website www.Torfaen.gov.uk

RISK ASSESSMENT PROCEDURE

Guidance for Commercial Premises

Background

Regulation 3 of the Management of Health and Safety At Work Regulations 1999 places an absolute duty on employers to carry out a 'suitable and sufficient' risk assessment on the health and safety risks to his employees and others that may be affected by his undertaking (i.e. members of the public, residents, contractors, cleaners, maintenance workers etc).

Requirements for a 'suitable and sufficient' risk assessment

To comply with the Regulations the risk assessment must be "suitable and sufficient", i.e. must:

1. Identify all the hazards associated with the work activity and evaluate the risk arising from those hazards, taking into account current legal requirements
2. Record the significant findings that are reasonably foreseeable. Trivial risks can be ignored.
3. Identify any employee/group of employees especially at risk (e.g. young persons, new & expectant mothers, disabled persons etc).
4. Identify others who may be at risk (e.g. visitors, contractors, members of the public etc).
5. Evaluate existing controls, decide whether they are satisfactory. If not, what action should be taken?
6. Evaluate the need for information, instruction, training and supervision.
7. Estimate the probability/likelihood of the occurrence of an accident, incident or ill-health as a result of inadequately controlled risk, and record this.
8. Respond immediately to any circumstances arising from the assessment where serious and imminent risk could arise.
9. Provide an action plan, giving information and implementation of additional controls, in order of priority and with a realistic timescale.
10. Monitor the action plan to ensure it is being implemented.
11. Review risk assessments when there have been significant changes (i.e. changes to equipment, personnel, work activities, etc). It is considered good practice to review annually as a matter of routine.

Risk Assessment Procedure

This may appear to be a complicated process. This procedure is designed as an easy to follow step-by-step approach using standard documentation.

The procedure for carrying out risk assessments is as follows:-

1. Identify the hazards.
("hazard" is something which could cause harm and may not just be the obvious physical hazards that you can see – i.e. lone working, occupational stress, legionella etc). Think about the 4 P's – Premises, Processes, People and Plant.
2. List the individuals or groups of people who might be harmed.
- 3.1 Evaluate the risk by use of the risk rating system.
("Risk" is the chance that somebody will be harmed by the hazard)

The risk rating is determined by giving a numerical value to –

- the likely occurrence, and
- the potential severity of the consequences.

The risk rating = likely occurrence x potential severity

Table 1 - shows numerical values for likely occurrence and potential severity with examples of each numerical value.

Numerical Value	Likely Occurrence	Example	Numerical Value	Potential Severity of Consequences	Example
1	Most unlikely	No record of occurrence	1	Low	No injury expected or injury unlikely to need medical attention. Able to carry out normal duties
2	Possible occurrence	Foreseeable Hasn't occurred in last year.	2	Minor	May need first aid. Short break from duties. Treated on spot.
3	Occasional	Has/could occur approx. once a year	3	Significant	Injury results in inability to do normal duties. Off work more than 3 days, but less than 3 weeks

4	Frequent	Occurs more than once a year; not as often as weekly	4	Major	Needs qualified medical attention. Unable to do normal duties for more than 3 weeks. Intermittent incapacity.
5	Common	Occurs weekly or more often; inevitable.	5	Permanent disability or fatality.	Unable to do normal job, replacement, retirement

3.2 Multiply the numerical value for likely occurrence by potential severity, to give a numerical value for risk rating and the priority for action. (See Table 2)

Table 2 - Risk Rating

Potential Severity (PS)	Likely Occurrence (LO)				
	1	2	3	4	5
	RISK RATING = (LO) x (PS)				
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Risk Ratings with values greater than 4 are considered as significant and need further action to reduce the risk. Resolve highest risk ratings first.

Low, medium and high risk are **not** used in this procedure, to reduce variation in individuals' interpretation.

4. In controlling risks apply the principles below, if possible in the following order:
- **Elimination** – do the work in a different way, repair the damaged floor, replace the defective equipment etc.
 - **Substitution** – use a less hazardous chemical, organise the work in a different way
 - **Engineering controls:**
 - **design changes** (alter your workstation, change the height of the computer monitor etc)
 - **Segregation/isolation** (barriers, sound screens, enclosures etc)
 - **Administrative/management controls** – changing/improving work procedures, training, instruction, supervision etc
 - **Personal Protective Equipment** (safety glasses, hard hats etc) – should only be used as a last resort when a hazard cannot be sufficiently controlled by other controls.

5. The risk assessment should be reviewed at least annually or before if there are any significant changes in work practices, equipment, etc or in the event of an accident, near miss etc.

The 'Risk Assessment Summary' form can be used to list the hazards, people at risk, the risk ratings, controls and risks not adequately controlled, further controls needed and the action timescale.

Additional Sources of information:

- Management of Health & Safety at Work Regulations 1999 Approved Code of Practice (L21) ISBN 0-7176-2488-9 Price £8.00 HSE Books - 01787 881165
- 'Five Steps to Risk Assessment' INDG163 downloadable free of charge from the HSE online, via our website at www.torfaen.gov.uk

RISK ASSESSMENT SUMMARY

Site/task etc:

Date:

Completed by:

List of hazards	Persons at Risk (Individuals/Groups)	Risk rating <i>LO x PS</i> eg. 3 x 2 = 6	List existing controls in place	List further controls needed	Action timescale

LO = Likely occurrence

PS = Potential severity of consequence

Where risk ratings have values greater than 4 the risk is considered significant and action is necessary to reduce the risk

HEALTH & SAFETY AUDIT

Please take a few moments to complete this important questionnaire and return in the enclosed **freepost envelope**.

If you normally receive a visit from the Health & Safety Executive (HSE) please still complete the questionnaire to enable us to update our records.

For help and advice on completing the questionnaires go to our website at **www.torfaen.gov.uk** which has comprehensive information and a wide range of free leaflets. Alternatively, printed versions of leaflets are available from HSE Books, telephone 01787 881165.

If you have any additional queries or require any further assistance please telephone 01633 647622 and ask to speak to the Environmental Health Officer/Enforcement Officer who covers your area.

Alternatively, you can e-mail us at: commercial.services@torfaen.gov.uk

Name of Business: _____	Address: _____
Tel No: _____	_____
Fax No: _____	_____
E-mail: _____	_____
Website: _____	Post Code: _____

Type of Premises		Number of employees:	Male	Female
tick:	Please			
Retail e.g. shop	<input type="checkbox"/>	Full time		
Wholesale e.g. warehouse	<input type="checkbox"/>	Part time		
Office	<input type="checkbox"/>			
Catering	<input type="checkbox"/>	Trainees		
Hotel	<input type="checkbox"/>	Persons under 18		
Residential Care home	<input type="checkbox"/>			
Leisure e.g. club	<input type="checkbox"/>			
Other (please specify)				
.....				

Name of contact person for health and safety:

Please state their health & safety qualifications, if any:

THE WORK ACTIVITY

- | | Yes | No |
|--|--------------------------|--------------------------|
| a) Has a risk assessment been carried out under the MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS? | <input type="checkbox"/> | <input type="checkbox"/> |
| If you have 5 or more employees, do you have a written risk assessment? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Do you use or store any hazardous substances: (e.g. some cleaning chemicals, glues, solvents) | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, have you carried out an assessment under THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS, known as (COSHH)? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Do any areas of work involve manual handling: (e.g. lifting, pushing, pulling)
If YES, have any assessments been carried out: | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Do you consider that there are areas of work that pose a particular risk to the safety of your employees? (e.g. high level working, use of ladders, fork lift, truck operation, any dangerous machinery?) | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Do you issue protective clothing/equipment to employees? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Is work carried out where noise levels are excessive? (e.g. sound equivalent to heavy traffic or above?) | <input type="checkbox"/> | <input type="checkbox"/> |

If YES, what protection or controls are in place for employees:

.....

.....

.....

If you require any further information or advice, please see the section at bottom of page 4.

GENERAL**Yes No**

- a) Do you have the current Health & Safety Law Poster displayed?
- b) Do you have your Employers' Liability Insurance Certificate displayed?
- c) If you have 5 or more employees, do you have a documented health and safety policy?
- d) Do you have a fully stocked first aid box?
- e) Are there any first aiders?
- f) Do you have an Accident Book which complies with the Data Protection Act?
- g) How many accidents have taken place in the last 2 years which have resulted in employees being absent from work for 3 days or more?

.....

- h) Are you aware of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)?

- i) When was the last safety inspection of the electrical installation carried out?

.....

- j) Does employees' training cover health and safety: (e.g. during induction, refresher or specific job training)?

If YES, are there records to show this?

- k) Does the premises have a lift, lifting equipment, chairlift or dumb waiter?

If YES, how often are engineer's inspections carried out?

.....

- l) Do you carry out your own regular safety checks/audits?

If you require any further information or advice, please see the section at bottom of page 4.

THE WORKPLACE/WELFARE	Yes	No
a) Do you have anywhere for staff to change or keep their belongings safe?	<input type="checkbox"/>	<input type="checkbox"/>
b) Do you have a staff canteen and/or restroom?	<input type="checkbox"/>	<input type="checkbox"/>
c) Is there a readily accessible supply of drinking water for employees?	<input type="checkbox"/>	<input type="checkbox"/>
d) Do you have a No-Smoking Policy?	<input type="checkbox"/>	<input type="checkbox"/>
e) Do the public have access to your premises? (If Yes, to which areas?)	<input type="checkbox"/>	<input type="checkbox"/>
.....		
f) How many of the following do you have?	Male	Female
Toilets	<input type="checkbox"/>	<input type="checkbox"/>
Disabled toilets	<input type="checkbox"/>	<input type="checkbox"/>
Washbasins	<input type="checkbox"/>	<input type="checkbox"/>

Signed _____	Dated _____
Position in Company _____	

Thank you very much for taking the time to complete this form. Please return it in the enclosed **freepost envelope** to Food, Health & Safety Enforcement, Planning & Public Protection Service, Torfaen County Borough Council, Floor 4 County Hall, Croesyceiliog, Cwmbran, Torfaen, NP44 2WN.

The information you have provided will help us to better understand your business and your needs so we can guide and assist you towards compliance with the many and varied health and safety requirements.

Advice & Information

There is comprehensive advice and information on health and safety available on our website at www.torfaen.gov.uk where you can download a wide range of advice leaflets and information packs – select ‘Premises Audit’ > Help and Advice’. Alternatively, printed versions of the free leaflets are available from HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA, Telephone 01787 881165.

If you have any additional queries or require any further assistance please telephone 01633 647622 and ask to speak to the Environmental Health Officer/Enforcement Officer who covers your area. Alternatively, you can e-mail us at: commercial.services@torfaen.gov.uk

Please complete & return this sheet with your questionnaire
We will send it to South Wales Fire & Rescue Service.

Premises Name: _____

Address: _____

FIRE SAFETY	Yes	No
--------------------	------------	-----------

Have you carried out a Fire risk assessment as required under the Regulatory Reform (Fire Safety) Order 2005?

If you have not yet carried out a Fire risk assessment when do you intend to do it?

In your fire risk assessment have you assessed and put in control measures for the following areas (where they apply): -

- Persons at particular risk e.g. through physical or mental disability, lone working, working in a risk area, sleeping risk.
- Construction e.g. adequate fire walls, floors, doors and partitions.
- Means of escape e.g. inner rooms, dead end conditions, protected stairs/corridors, Disabled facilities, signs & notices and internal/external escape routes.
- Fire fighting equipment e.g. adequate coverage & maintenance.
- Lighting e.g. adequate internal and external emergency/general lighting and maintenance
- Fire Alarm & Detection e.g. adequate fire alarm & detection system and maintenance.
- Electrical hazards e.g. General wiring, PAT Testing (Portable appliance Testing).
- Cooking e.g. Type, condition, and gas shut off valves and servicing arrangements.
- Heating e.g. Type, condition and servicing arrangements.
- Management e.g. Induction and ongoing fire training, Appointment of nominated person/s, Fire plan in place, Maintenance records, housekeeping, smoking and arson policy.
- Dangerous substances e.g. LPG and other potential flammables - correct storage & use.

Has the fire risk assessment been periodically reviewed and when is the next review date?

Do you have a register system in place to account for all visitors on the premises for role call purposes in the event of an emergency?

Do you carry out at least 2 fire drills for all staff on an annual basis?

Do you review your fire policy on a regular basis?

Are your staff given induction and regular fire training by a competent person?

Are your staff trained in the evacuation of disabled staff & visitors?

THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992 (AS AMENDED)

Health, Safety and Welfare

The Workplace (Health, Safety & Welfare) Regulations 1992 apply to a wide range of workplaces, not only care homes, but shops, offices, schools, hotels, safety and welfare needs of employees which may include people with disabilities. The enclosed leaflet covers many of the requirements of these Regulations, however, below are answers to questions often asked by small businesses.

Temperature - Is there a maximum and minimum temperature?

No, the requirement is that during working hours, the temperature in all workplaces inside buildings shall be reasonable. Temperatures should normally be at least 16°C. However, if work involves physical effort it should be at least 13°C. If it is not reasonably comfortable throughout the workroom, local heating/ventilation should be provided. In extremely hot weather, fans and increased ventilation may be necessary as well as being allowed to obtain drinking water easily.

Employers may need to provide protective clothing where employees have a work in cold conditions, and these staff should be given the opportunity to go and get warm and have a hot drink.

Toilets - Do I have to provide toilets for staff?

Suitable and sufficient toilets must be provided at readily accessible places for staff. They and the rooms containing them should be capable of being kept clean and be adequately ventilated and lit. They should be kept clean and maintained in good condition.

Washing Facilities - Are washing facilities required for toilets?

Yes, washing facilities must be provided in the immediate vicinity of every toilet, whether or not provided elsewhere.

Rest Areas - Do I need to provide rest facilities?

Yes, suitable and sufficient rest facilities shall be provided at readily accessible places and should have sufficient seats with back rests and tables. They must include suitable facilities to eat meals where meals are regularly eaten in the workplace and where the food would otherwise be likely to become contaminated. Rest areas and rest rooms away from work stations must include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke.

EMPLOYEE WELFARE

Health and Safety Checklist

The Workplace (Health, Safety and Welfare) Regulations 1992

	Yes	No	Check it out
1. Is your workplace adequately ventilated so that hot or humid air is replaced at a reasonable rate by fresh air or purified air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the temperature in your workplace at least 16°C?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there adequate lighting to enable people to work safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the workplace clean and do workrooms have enough free space to allow people to move about with ease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all workstations suitable for the people using them. If work must be done sitting, are suitable seats provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is your workplace and equipment in efficient working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are floors sound and strong enough for loads and of sufficient width to allow people and vehicles to circulate safely with ease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are staircases adequately fenced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is adequate fencing provided to prevent people falling from heights or objects falling on people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are windows, transparent or translucent surfaces in walls, partitions, doors and gates, made of safety glass where they pose a possible risk to people coming into contact with the glazing and being hurt and is such glazing marked to make it apparent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are suitable and sufficient sanitary conveniences and washing facilities provided at readily accessible places and are the rooms containing them kept clean, adequately ventilated and well lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	Check it Out
12.	Are washing facilities provided with hot and cold, or warm water with soap and drying facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is there an adequate supply of wholesome drinking water on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are there adequate, suitable and secure facilities provided to store workers' clothing and special clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are changing facilities provided for staff who change into special work clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Are suitable and sufficient, readily accessible rest facilities provided for staff which have seats with back rests, and tables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are suitable arrangements made to protect non-smokers from discomfort caused by tobacco smoke in rest areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SMOKE FREE WALES

Smoke Free Premises etc (Wales) Regulations 2007

Key Facts On The Smoking Ban

The law relating to the banning of smoking in enclosed public places in Wales came into force on 2nd April 2007. The aim of the smoking law is to protect workers and the general public from the harmful effects of second-hand smoke.

The law has created three specific offences:

- Failing to display no-smoking signs in premises covered by the law
- Smoking in a smoke-free place
- Failing to prevent smoking in a smoke-free place.

The legislation will affect most public premises, including restaurants, pubs, bars, shops, cinemas, shopping centres, leisure centres, other enclosed workplaces and public transport.

Are there any exemptions to the law?

Only a few exemptions are allowed, mainly on humanitarian grounds or to cover workplaces which are also a person's place of residence. These include:

- designated rooms in adult residential care homes
- designated rooms in residential mental health treatment settings
- designated hotel bedrooms

Premises in respect of which a club premises certificate (within the meaning of section 60 of the Licensing Act 2003) has effect are explicitly covered and cannot be exempted.

What is meant by "wholly enclosed" and "substantially enclosed"?

The law applies to wholly or substantially enclosed premises, so it is important to understand what this means.

Wholly or substantially enclosed premises means an area with a ceiling or roof that - except for doors, windows and passageways - is either wholly enclosed (whether permanently or temporarily); or is enclosed apart from an opening which is less than half the area of its walls. A legal definition is set out in the regulations, but it generally means that any room or structure with a roof/ceiling and more than 50% of its sides as walls will be covered. **This means that the provision of smoking rooms inside workplaces will no longer be allowed.**

Hotels, boarding houses, guest houses, inns and hostels will be covered by the new law. However, proprietors will have the ability to designate one or more bedrooms where the occupants can smoke if they wish to do so. Communal areas of the hotel should be smoke-free.

SMOKING BAN - SMOKING SHELTERS

What The Law Says

The Smoke Free Premises etc (Wales) Regulations 2007 define 'enclosed premises' as those which have a ceiling or roof (whether fixed or moveable) and, except for doors, windows and passageways, they are wholly enclosed either permanently or temporarily.

Premises that are 'substantially enclosed' are defined as those which have a ceiling or roof and where walls around the structure consist of more than 50%. However, no account is to be taken of openings in which there are doors, windows or other fittings which can be opened or closed. Basically, we are taking this to mean that any room or structure that has a roof/ceiling and more than half of the side area wall will be covered by this legislation.

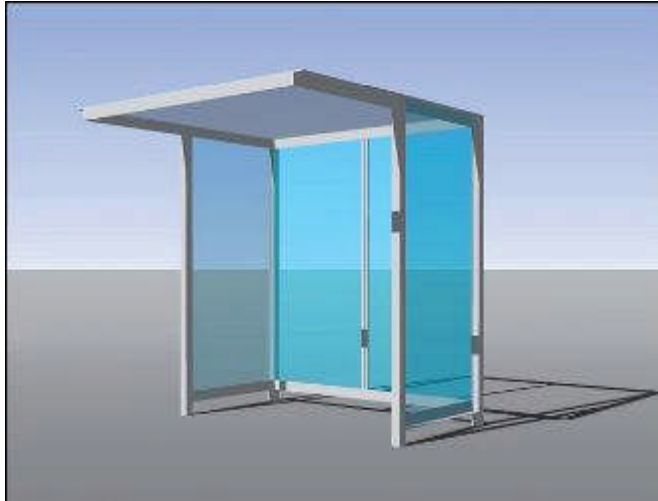
Whatever you choose as a smoking shelter, you will probably need to get planning permission if you choose a fixed structure.

Licensed premises will need to ensure that their proposals comply with their license or apply to amend their license as appropriate. Care should be taken when choosing the position for the smoking shelter, as the prevention of nuisance is an important issue under the Licensing Act 2003.

If the only place your customers can smoke is the pavement, you will need to speak to the Highways department before constructing any shelter.

Choosing a smoking shelter - What kind of shelter should I choose?

[Some pictures of different types of shelters can be found here](#) | or at www.webster.uk.net/Council%20Services/Licensing/SmokingBan_Shelters



Compliant Bus Shelter



Non Compliant bus shelter

Many businesses are looking at **pergolas**, which are ideal as they are open on all sides. Attaching these to a wall or covering in on one or two sides will help protect those using the shelter from the weather.

Bus shelter type structures are now being sold as smoking shelters, but these need to be looked at carefully. Most of these have 4 walls, and could therefore count as enclosed even though they have wide doorway areas. We would therefore recommend awaiting the Welsh Assembly guidance before buying one of these, so that purchasers can ensure they comply with the law.

Canopies and umbrellas are suitable as they do not have walls, and can be put away when not in use. Permanently fixed umbrellas may need planning permission, and advice should be sought from the planning department.

Where should I site the shelter?

Complying with the guidelines in this document does not necessarily mean that planning or licensing permission would be given, so it is best to ask the **planning and licensing departments for advice**. To find out whether you will need planning permission, please write, with a plan to show location/design/and appearance of the shelter, to the Head of Development Control, Planning and Public Protection, Floor 4 County Hall, Cwmbran. The licensing team can be contacted on 01633 647284.

Wherever you site the shelter, you will need to ensure that those using the shelter will not cause a nuisance to local residents. For pubs and clubs this is particularly important, as customers using the shelter could become rowdy and disruptive.

We recommend that the shelter is located where it is not accessible from the road, to prevent it from becoming a meeting place for groups of youths etc.

If the shelter is on or near the road, or indeed if that is where your customers or staff congregates as there is nowhere else to smoke, you will need to make sure that litter is collected and disposed of in a suitable way.

What will I need to do to comply with the no smoking law?

Employers, managers and those in control of no-smoking premises will need to display no-smoking notices and to take reasonable steps to ensure that staff, customers, members and visitors are aware of the new law and that they do not smoke in their premises. We recommend the following minimum action:

- display of no-smoking notices (as specified in the draft regulations and forthcoming guidance) so that they are clearly visible to all employees, customers and visitors while they are in the premises;
- developing and [implementing a smoke-free policy](#);
- removing all ashtrays from premises;
- informing anyone smoking that he/she is committing an offence;
- requesting that they extinguish their smoking material immediately or leave;
- and refusing service if a customer or member continues to smoke in public.

Getting further information

If you need further information or advice, you could try:

The Welsh Assembly website www.smokingbanwales.gov.uk |

Licensing Team 01633 647284

Food, Health and Safety Team 01633 647622

FIRE SAFETY FOR SMALL BUSINESSES

Fire Safety Duties under the Regulatory Reform (Fire Safety) Order 2005

The responsible person must take such fire precautions as will ensure, as far as reasonable practicable, the safety of any of his/her employees. In relation to persons who are not employees, the responsible person shall ensure their safety as far as is reasonably required to ensure that the premises is safe.

The responsible person must make a suitable and sufficient assessment of the risks to which all relevant persons (persons who are lawfully within the premises and in the near vicinity) are exposed.

The responsible person must review the risk assessment regularly in order that it is kept up to date. This is particularly important where there have been a significant change in the premises or it is suspected that part or all of the assessment may no longer be valid.

As soon as practicable after the assessment is made or reviewed, the responsible person must record the significant findings of the assessment, including the measures that have or will be taken to comply with the Order, and record any individual/group of persons identified in the assessment as being significantly at risk.

This shall be recorded where:

- There are *5 or more employees
- A license under any other enactment is in force
- An alterations notice (under this Order) is in force

*Although not a requirement it is good practice to record the significant findings in all cases.

The fire risk assessment should be available for the enforcing authority (South Wales Fire & Rescue Service) to inspect at any reasonable time. You are not required to send the fire risk assessment to the fire authority. They will normally request to see it on site if they chose to audit your premises.

If you fail to carry out a fire risk assessment of your premises or are found to be non-compliant with other parts of the Fire Safety Order you may be liable:

On summary conviction to a fine not exceeding the statutory maximum (£1,000-£5,000 per offence); or

On conviction on indictment, to a fine (unlimited), or to imprisonment for a term not exceeding two years, or to both.

Free guidance on carrying out your fire risk assessment is available (download) from HM Government on the Department of Communities and Local Government website. The following link takes you direct to the downloadable guides

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

There are currently 12 guides available. 11 for the various premises type and the final volume is specific to fire safety for the disabled. The guides have been written to provide guidance for the responsible person, to help them carry out a fire risk assessment in less complex premises. If you read the guide and decide that you are unable to apply the guidance, then you should seek expert advice from a competent person. More complex premises will probably need to be assessed by a person who has comprehensive training in risk assessment. Finding a competent person with good qualifications can often be difficult. A recognised risk assessment qualification is the C.S. Todd Fire Risk Assessment Qualification, which is nationally recognised by the Institute of Fire Engineers (IFE) who are in turn recognised by all fire authorities in the UK.

FIRST AID PROVISION IN LOW HAZARD WORKPLACES (E.G. SHOPS)

Health & Safety (First Aid) Regulations 1981

The **Health & Safety (First Aid) Regulations 1981** imposes a duty on all employers, and the self employed, to provide First Aid facilities for their employees who become ill or are injured while at work.

You must provide:

1. A First Aid box or cupboard marked with a white cross on a green background containing the items listed on the checklist.
2. An "Appointed Person" who in the event of illness or injury will take control of the situation and, if appropriate, call for assistance from the Emergency Services.
3. Information to new staff, or staff moving to a new workplace, telling them where the First Aid materials are kept and who to contact in the event of an incident.
4. A sign or signs prominently positioned, indicating where the First Aid materials are kept and who the "Appointed Person" is.

The Health & Safety Executive publish an "Approved Code of Practice" to the Regulations, ISBN 0 11 885536 0 revised 1991, which is available from bookshops or from HSE Books. Telephone: 01787-881165, or order online from **www.hsebooks.co.uk**

FIRST AID PROVISION

Health and Safety (First Aid) Regulations 1981

First Aid Provision Checklist (Low Hazard Workplace – e.g. shops)

		Yes	No	Check it Out
Do you have				
1.	A First Aid box or cupboard, suitably marked, capable of keeping the contents clean and dry, and containing only the following items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. An emergency guidance leaflet or card containing the information shown in the enclosed leaflet “General Guidance for Inclusion in First Aid Boxes” available from HSE books. Tel: 01787 881165			
	b. 20 individually wrapped sterile adhesive dressings of assorted sizes appropriate to your workplace			
	c. 2 sterile eye pads and attachments			
	d. 6 individually wrapped triangular bandages			
	e. 6 safety pins			
	f. 6 approx. 10 cm x 8 cm individually wrapped sterile unmedicated wound dressings			
	g. 2 approx. 13 cm x 9 cm individually wrapped sterile unmedicated wound dressings			
	h. 3 approx. 28 cm x 17.5 cm individually wrapped sterile unmedicated wound dressings			
	Where mains tap water is not available for eye irrigation you require:			
	i. 3 (300 ml minimum) sealed bottles of sterile water, or saline (0.9%) solution.			
2.	Is there someone responsible for ensuring that the contents are replaced as they are used and as the use by date is exceeded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is there an “Appointed Person” to deal with First Aid available whenever staff are in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | Yes | No | Check
it Out |
|---|--------------------------|--------------------------|--------------------------|
| 4. Is there a sign prominently displayed telling people where the First Aid materials are kept and who the "Appointed Person" is? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there someone responsible for reporting under RIDDOR? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

YOUNG PEOPLE AT WORK: GUIDANCE FOR EMPLOYERS

- A “young person” is someone who is not yet 18 years old and a “child” is someone who is not over school leaving age (approximately 16 years).
- Children under 13 years old are generally prohibited from any form of employment.
- Children between 13 and the minimum school leaving age (approximately 16 years) require a permit to work which is issued by the local education authority. See table below:

Hours of work permitted for 13 year olds until end of year 11 (approx. 16)*

Age group (years)	Time periods when work permitted			
	After school in term time	Saturday	Sunday	School holidays
13/14	maximum of 2 hours between close of school and 7pm <u>or</u> 1 hour between 7am and 8am, plus 1 hour between close of school and 7pm. Maximum of 12 hours per week	maximum of 5 hours between 7am and 7pm	maximum of 2 hours between 7am and 7pm	maximum of 25 hours per week
15 until end of year 11 (approx. 16)	maximum of 2 hours between close of school and 7pm <u>or</u> 1 hour between 7am and 8am, plus 1 hour between close of school and 7pm. Maximum of 12 hours per week	maximum of 8 hours between 7am and 7pm	maximum of 2 hours between 7am and 7pm	maximum of 35 hours per week

- **Based on Children and Young Persons Act (as amended) 2000**

- The safety of young persons is covered by the Management of Health and Safety at Work Regulations 1999.
- The Regulations apply to the employment of all young people regardless of the number of hours worked or the duration of the period of work. The new regulations do not apply to occasional/short-term work in a family business, where the work is not harmful or dangerous; occasional/short-term domestic work in private households; or to sea going ships.

➤ **What do I have to do?**

- As an employer you need to consider the following when young people are involved in your business.

✓ **Specific Risk Assessment**

- An employer must make a risk assessment specifically related to the young person before they start employment or before their work placement begins. This assessment should take into account:
 - ❖ their experience, immaturity, and lack of awareness of potential risks;
 - ❖ the extent of health and safety training to be provided;
 - ❖ the nature and layout of the work area;
 - ❖ the types of work equipment, method of use and work activities to be undertaken;
 - ❖ the extent of exposure to any physical, biological or chemical agents; and risks from agents, processes and activities such as work with lead, asbestos, explosives, etc.

✓ **Record the findings of your assessment**

- Where an employer has five or more employees (young person must be included for this purpose) this risk assessment should be recorded as with other risk assessments.

Note: There is a statutory duty to assess the risks associated with work activities regardless of whether a young person is to be employed or not. It may therefore follow that the preventative measures to minimise these risks will be sufficient for the young person as for all other employees. In other words, you may not need to do anything more than you are already doing.

✓ Restrictions on the work of young people

- A young person should not be expected to do any of the following:
 - ❖ work beyond their physical or psychological capabilities;
 - ❖ work involving harmful exposure to radiation;
 - ❖ work involving risks to health from noise, vibration or extreme heat or cold; and
 - ❖ work involving harmful exposure to any agents which can chronically affect health,
 - ❖ e.g. those with toxic or carcinogenic effects, or those causing genetic damage, or
 - ❖ harm to an unborn child.
- These limitations will not apply where young people, over school leaving age, are doing **work necessary to their training**, under proper supervision by a competent person, and providing risks are reduced so far as is reasonably practicable, in line with existing health and safety legislation. Training includes Government funded training schemes for school leavers, modern apprenticeships, in-house training and work towards N/SVQs e.g. craft skills.

✓ Information for parents

- Where a child is to be employed, the findings of the risk assessment, along with the protective and preventative measures taken, must be communicated to the parent or guardian of the child. This information does not have to be provided in writing, although this may be the most reliable means of doing so.

✓ Other parties involved

- Other parties involved in the organisation of work experience and other relevant schemes are Training and Enterprise Councils (TECs) and Training providers, or Schools/Colleges. Due to their part in the funding, these bodies also have a role to play in the risk assessment process and perhaps the role of informing parents. The diagram below illustrates the involvement of the different parties.

Parties involved in the assessment process

CATEGORY OF EMPLOYEE	THOSE INVOLVED				
	Employer	Parent of employee	School/college/trident	Training provider	TEC
Employed young person (not child)	✓				
“Employed status” young person on a “relevant scheme”	✓			✓	✓
“Non-employed status” young person on a relevant scheme	✓			✓	✓
Young person (not child) on work experience	✓		✓		✓*
Child on work experience	✓	✓	✓		✓*
Child working part-time	✓	✓			
	Risk assessment specific to young person	Finds of assessment communicated by employer	Risk assessment of work placement	Risk assessment of work placement	Risk assessment of training provider
ACTION REQUIRED					

* Depending on local funding arrangements

➤ Where can I get further advice?

More information on this subject is available in the Health and Safety Executive booklets available from HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 6FS; Tel: 01787 881165; Website: www.hsebooks.co.uk, or from the Council's Education Department.

- Young People at Work – A Guide For Employers (ISBN 07176 12856).
- The Right Start – Work Experience for Young People. This leaflet can also be downloaded online from the HSE. You can access it through the Quick Find links on our website – go to www.torfaen.gov.uk and select 'Safety Hazards > Young People'

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995

Reporting of Injuries, Diseases & Dangerous Occurrences

The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995** (commonly referred to as **RIDDOR**) requires an employer, and the self employed, to notify the Enforcing Authority of work related accidents, diseases and dangerous occurrences.

Question - What are these accidents, diseases and dangerous occurrences?

Answer - There are many injuries and illnesses etc. which must be reported and the following, while not exhaustive, will give examples from the retail trade of incidents which would be reported:-

- Death, major injury (amputation, broken limbs, dislocations).
- Injury which results in absence from work for three days or more.
- Back and limb injuries due to lifting, contact with moving equipment, etc.
- Diseases of the lung or skin resulting from exposure at work.
- Infections such as Hepatitis resulting from work related exposure.
- Dangerous Occurrences such as the accidental release of dangerous substances, or Near Misses, which would have, other than by good fortune, required reporting.
- An accident to a non-employee (e.g. a customer) if they are killed or taken to hospital.

Reporting an Accident

The arrangements for reporting accidents changed on 1st April 2001. There is now a simplified procedure to report all cases to a single point, the Incident Contact Centre based at Caerphilly. You can report accidents in a variety of ways; by telephone, fax, via the Internet or by post. (The telephone service is available Monday to Friday from 8.30am to 5pm). You can still report directly to your local HSE office or local authority (by telephone and then on Form 2508 or 2508A), and these reports will be forwarded to the ICC for processing.

Report an Accident online at: www.riddor.gov.uk

If you use the Internet or telephone service you may not have your own copy of the official reporting forms (2508 or 2508A) – the requirement to keep a record of reported incidents for inspection by visiting officers still remains. To help with this you will be sent a copy of your report and given the chance to correct any errors.

- Please send **postal reports** to the following address:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

- For **Internet reports** please go to: **www.riddor.gov.uk**
or alternatively link in via the HSE web site: **www.hse.gov.uk**
- By **telephone** (charged at local call rate): **0845 300 9923**
- By **fax** (charged at local call rate): **0843 300 9924**
- By **e-mail**: riddor@natbrit.com

An Accident Book, although not required under Health and Safety legislation, (they are a requirement of Social Security legislation) can be a suitable method of discharging the duty of the employer to record any use of the First Aid provision and of recording their reporting action under RIDDOR.

You can access the online accident reporting system and more advice on the RIDDOR regulations and the Accident Book through the Quick Find links on our website – go to **www.torfaen.gov.uk** and select 'Accidents at Work'

ADVICE LEAFLETS

The following leaflets are published by the Health and Safety Executive. Limited supplies are kept by Torfaen County Borough Council for personal callers, but you are recommended to contact HSE Books, Tel: 01787 881165 or you can order on-line at www.hsebooks.co.uk. Our website at www.torfaen.gov.uk has comprehensive advice about all aspects of health and safety.

Please note that the reference numbers quoted below were correct at the time of printing, but may have been updated.

* Publications marked with an asterisk can also be downloaded free online from HSE Leaflets. You can access them through the Quick Find links on our website – go to www.torfaen.gov.uk and click on 'Safety Advice Leaflets'.

Document for Small Firms - INDG324

- First Aid – Your Questions Answered – INDG214
- Working with VDUs – INDG36.Rev1
- Getting to Grips with Manual Handling – INDG143(rev1)3/00
- Five Steps to Risk Assessment – INDG163.Rev1
- Consulting Employees on Health and Safety – INDG232
- COSHH – A Brief Guide for Employers – INDG136L.Rev
- Welfare at Work – Guidance for Employers on Welfare Provisions – INDG293
- Violence at Work – A Guide for Employers – INDG69L
- Noise at Work – Advice for Employers – INDG75L.Rev
- Employers Liability (Compulsory Insurance) Act 1969 – HSE4
- The Management of Health and Safety at Work Regulations 1992, updated to include changes affecting young people and new & expectant mothers–MISC079
- Pressure Systems and You – INDG261
- Legionnaires Disease – IACL27.Rev
- Maintenance of Portable Electrical Equipment in Hotels & Tourist Accom- INDG237
- Maintaining Portable Electrical Equipment in Offices and Other Low Risk Environments – INDG236L
- RIDDOR Explained – HSE31.Rev
- A Short Guide to the Working Time Regulations – DTI – URN00/632
- Work at Height Regulations 2005 - INDG401
- Work Related Stress - a short guide - INDG281 rev.1
- Tackling Work Related Stress - A Guide for Employees - INDG341
- Investigating Accidents and Incidents – INDG 245

GENERAL SAFETY SUMMARY

Checklist

	Yes	No	Further Action
HAZARD			
Slips, Trips and Falls (see Floors, Traffic Routes & Pedestrian Routes Checklist)			
Trailing cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defective floor coverings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obstructed walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slippery or uneven surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate cleaning and maintenance of stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Striking Against Objects (see Floors, Traffic Routes & Pedestrian Routes Checklist)			
Projections into walkways or working areas, e.g. furniture, shelving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate headroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Struck by Objects (see Falls & Falling Objects Checklist)			
Insecure fittings and fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Further Action
Manual Handling (see appropriate Checklist)			
Heavy, awkward-shaped objects stored in locations other than between shoulder and knee height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High level storage for light, easy to handle objects only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trolleys/sack barrows for carrying heavy or awkward objects not available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective clothing not available, e.g. gloves for objects with sharp corners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste paper recycling bags cannot be lifted comfortably with one hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Safety (see Electrical Safety Checklist)			
Plugs, sockets, cables poorly positioned and likely to be damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plugs, sockets, cables in poor repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptors in use instead of multi-gang sockets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads of unsafe length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inner wires visible at plugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No evidence of checks on portable appliances, e.g. stickers on plugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire/Fire Exits (see Fire & Emergency Checklist)			
Fire exits, escape routes and doorways obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire doors difficult to open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers not placed in designated positions or obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire instruction notices not displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Further Action
Obstructed heaters and electrical equipment Paper Storage/Other Storage (including access)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poorly organised paper storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No purpose-made equipment to reach high levels, e.g. step ladders, kick stools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe/damaged ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Hazards			
Unsafe location of kettles/urns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STATUTORY DOCUMENTS & PROCEDURES

Checklist

The following Statutory notices/documents displayed as applicable and recommended:

	Yes	No
'Health & Safety Policy Statement' displayed in a prominent noticeboard or in areas of high risk.	<input type="checkbox"/>	<input type="checkbox"/>
'Employers Liability Compulsory Insurance' Certificate as above.	<input type="checkbox"/>	<input type="checkbox"/>
'Health & Safety Law Poster' (with addresses as required)	<input type="checkbox"/>	<input type="checkbox"/>
Operating instructions adjacent to all pieces of dangerous equipment.	<input type="checkbox"/>	<input type="checkbox"/>
'Maximum Number of Persons Allowed' in lifts.	<input type="checkbox"/>	<input type="checkbox"/>
'Maximum Permissible Load' on hoists.	<input type="checkbox"/>	<input type="checkbox"/>
'No smoking' Bilingual Signs	<input type="checkbox"/>	<input type="checkbox"/>
Fire procedure instruction displayed adjacent to all fire alarm call points and staff notice boards.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Brigade call-out instructions displayed adjacent to main telephone or switchboard.	<input type="checkbox"/>	<input type="checkbox"/>
'Fire Door Keep Closed' on both sides of fire doors.	<input type="checkbox"/>	<input type="checkbox"/>
'Fire Door Keep Shut' on doors to all cupboards and stores along escape routes.	<input type="checkbox"/>	<input type="checkbox"/>
'Fire Exit' signs as required.	<input type="checkbox"/>	<input type="checkbox"/>
'Automatic Fire Door – Keep Clear – Close at Night' on all automatic fire doors fitted with magnetic catches.	<input type="checkbox"/>	<input type="checkbox"/>
Push Bar to Open above all panic bars.	<input type="checkbox"/>	<input type="checkbox"/>

All signs are to be displayed clearly and where employees, visitors and customers can see them.

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ELECTRICAL RISK ASSESSMENT

Checklist

Electricity at Work Regulations 1989

	Yes	No	N/A
General			
1. Is there an inventory of all electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is all electrical equipment "CE" marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is all new electrical equipment tested by a competent person prior to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is each item of electrical equipment labelled with its own unique reference number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there an inventory of all electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If employees bring in their own electrical equipment to use at work, is it tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are there systems in place for inspection, testing and maintenance of electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If yes, where are records kept? _____ _____			
9. Is there a procedure for reporting faulty electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is there a system for removing faulty electrical equipment from use immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are staff trained to operate electrical equipment correctly and safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are staff aware of action to be taken in the event of electric shock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are all main switches clearly marked and readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 14. Are staff aware of where main switches are and their use in an emergency? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Portable Appliances Used in Hazardous/Adverse Conditions

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 15. Are such portable appliances reduced voltage? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are all exposed metal parts earthed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Do such appliances have the correct index of protection for use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Visual Inspection

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 18. Is any electrical equipment located so close to water that there is danger of electric shock? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Is there adequate ventilation for electrical equipment so that overheating is prevented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Is there sufficient room around electrical equipment for maintenance workers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Is there damage to electrical sockets? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Are plugs wired correctly, i.e. cables held in cable grip? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Are plugs showing signs of overheating, such as scorch marks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Are extension leads damaged and/or coiled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Do extension leads cross traffic routes providing tripping hazards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Are any connectors used in cables suitable and undamaged? ('chocolate box' connectors are not suitable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Are adapters in use? (these can become heavy causing the pins to partially pull out of the socket; arcing can result in fire risk) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are adapters plugged into second adapters - "piggy backing"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 29. Is all electrical work carried out by suitably qualified and competent persons? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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