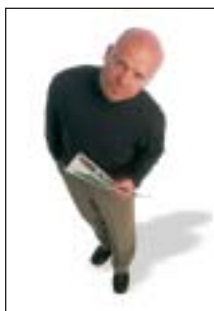




# An introduction to health and safety



Health and safety in small businesses



What you should know about – where to get more information

# It's your business but we can help you look after it!



Getting hurt at work or becoming ill through work is not a pleasant subject to think about. The reality is that 250 people a year lose their lives at work in Britain. In addition, around 156 000 non-fatal injuries are reported each year, and an estimated 2.3 million suffer from ill health caused or made worse by work.



The mistake is to believe that these things happen in highly unusual or exceptional circumstances that never occur in your workplace. This is not the case. Some basic thinking and acting beforehand could usually have prevented these things from happening.



Implementing health and safety measures doesn't have to be expensive, time consuming or complicated, in fact, safer and more efficient working practices can often save money but, more importantly, they can help to save lives.



This booklet shows you the kind of things which cause the more common accidents and harm to people's health. It lets you see what applies to your work activities, and tells you how you can get more help and information.



This is especially important if you are in charge of work activities, eg you are an employer, because you have legal responsibilities.

# Ten questions and answers for everyone

## What is health and safety all about?

Preventing people from being harmed by work or becoming ill by taking the right precautions - and providing a satisfactory working environment.

## Why are there health and safety laws?

Because health and safety at work is so important, there are rules which require all of us not to put ourselves or others in danger. The law is also there to protect the public from workplace dangers.

## Do health and safety laws apply to me?

Yes. To all businesses, however small; also to the self-employed and to employees.

## Who enforces health and safety law?

Inspectors from the Health and Safety Executive (HSE) or your local authority. For example:

- HSE at factories, farms and building sites;
- local authorities in offices, shops, hotels and catering, and leisure activities.

## What do inspectors actually do?

They visit workplaces to check that people are sticking to the rules. They investigate some accidents and complaints but mainly they help you to understand what you need to do. They enforce only when something is seriously wrong.

## Do I have to contact an inspector to get information?

No. HSE operates a confidential telephone information service called Infoline which is open Monday-Friday between 8 am and 6 pm. You can contact Infoline by telephone **08701 545500** or fax **02920 859260**, or e-mail **hseinformation.services@natbrit.com**. Alternatively you can write to **HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG**.

## Do I need to register my business?

It's likely you will if you employ anyone - contact Infoline.

## Do I need to have employers' liability compulsory insurance?

It's the law if you employ anyone - and you should display the certificate. See the free leaflet, *Employers' Liability Compulsory Insurance Act 1969. A guide for employers* HSE40, available from HSE Books on **01787 881165** or from **www.hsebooks.co.uk**.

## Do I need to display any posters?

Yes, the health and safety law poster (**ISBN 0 7176 2493 5**) if you employ anyone. Alternatively you can provide your employees with individual copies of the same information in a free leaflet called *Your health and safety - a guide for workers*. The poster and leaflets are available from HSE Books.

## Do I have to report injuries at work?

Yes, and other incidents. For information on which ones and who should report them, see page 20.

**It's your business – so look after it!**

# How to use this booklet— how each section works

## List of topics

Managing health and safety

Slips, trips and falls

Asbestos

Hazardous substances

Falls from a height

Musculoskeletal disorders

Display screen equipment

Noise

Vibration

Electricity

Work equipment and  
machinery

Maintenance and building  
work

Workplace transport

Pressure systems

Fire and explosion

Radiation

Stress

First aid and accident  
reporting

No matter where you work, this booklet summarises the key common areas of risk at work and tells you how you can find out more to ensure that work is made safe.

On each page, you will see the sections headed like this:

The main text gives you a brief introduction to the subject.

### Does this concern me?

This section gives you some pointers to whether the subject is relevant to your business.

### What law applies?

This section gives you the main rules which apply in addition to the general duties in the Health and Safety at Work etc Act 1974.

### How and where you can get more help

This section is a selection of HSE publications which will give you more detailed information and guidance on the subject, and how to order them.\*

At the bottom of each page you will find HSE's Internet address, and also HSE's Infoline number which you can ring if you need more information.

At the back of the book is a section on health and safety policy statements and a section on risk assessments.

The words 'hazard' and 'risk' are used throughout this leaflet. **Hazard** means anything that can cause harm (eg chemicals, electricity, working from ladders, etc). **Risk** is the chance, high or low, that someone will be harmed by the hazard.

\* HSE Books will accept orders for single copies of up to 25 assorted free publications. You should allow 10 working days for delivery.



# Have you got health and safety under control?

## Does this concern me?

Did you know employers with five or more employees should have a written health and safety policy?

Did you know all employers and self-employed people have to assess the risks from work activities?

Did you know employers with five or more employees have to record the significant findings of their risk assessment?

Did you know employers have to consult their employees or their employees' safety representatives on health and safety matters?

Did you know employers have to provide health and safety training for employees?

Controlling dangers at work is no different from tackling any other task – recognising the problem, knowing enough about it, deciding what to do, putting the solution into practice.

If you have five or more employees you will need to have a written health and safety policy statement. This sets out how you manage health and safety in your organisation. On pages 21–31 of this leaflet is an example of a health and safety policy statement that you can fill in and keep at your workplace (but you do not have to use this format). Remember, you have to put what you write into practice.

You must do risk assessments – careful examinations of what could cause harm to people in your work. You can use the form on pages 32–33 of this leaflet to record your risk assessment (but you do not have to use this format).

## What law applies?

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

## How and where you can get more help

*Consulting employees on health and safety: A guide to the law* INDG232

**FREE** (available in packs of 15)  
ISBN 0 7176 1615 0 £5.00

*Health and safety training: What you need to know* INDG345

**FREE** (available in packs of 15)  
ISBN 0 7176 2137 5 £5.00

*Essentials of health and safety at work*

ISBN 0 7176 0716 X £5.95

*Health and safety law poster*

**Encapsulated**

ISBN 0 7176 2493 5 £7.50

**Rigid PVC**

ISBN 0 7176 1779 3 £12.50

See 'Safety Policy Statement' and 'Risk Assessment' sections at the back of this leaflet.

To order any of these titles, call HSE Books on **01787 881165** or use the order form at the back of this book or go to [www.hsebooks.co.uk](http://www.hsebooks.co.uk)



# What are the chances of slipping or tripping at work?

The most common cause of injuries at work is the slip or trip. Resulting falls can be serious. They happen in all kinds of businesses, but sectors such as food and catering report higher than average numbers. It's a particularly important subject if members of the public use your premises. The estimated cost to employers of all these

injuries is over £300 million a year, and insurance only covers a small part of this. Effective solutions are often simple, cheap and lead to other benefits.

## Does this concern me?

Do you have floors which are, or can become, slippery, eg when wet?

Does spillage or contamination occur and is it dealt with quickly?

Do people use unlit areas such as paths or yards in the dark?

Might temporary work such as maintenance or alterations take place? It could introduce slipping and tripping hazards such as trailing cables.

Do you use floor cleaning materials anywhere? Are the right methods and materials being used?

## What law applies?

- Workplace (Health, Safety and Welfare) Regulations 1992



## How and where you can get more help

*Preventing slips, trips and falls at work* INDG225

**FREE** (available in packs of 15)  
ISBN 0 7176 1183 3 £5.00

*Workplace health, safety and welfare* INDG244

**FREE** (available in packs of 10)  
ISBN 0 7176 1328 3 £5.00

*Slips and trips: Guidance for the food processing industry* HSG156

ISBN 0 7176 0832 8 £9.75

*Slips and trips: Guidance for employers on identifying hazards and controlling risks* HSG155

ISBN 0 7176 1145 0 £7.50

To order any of these titles, call HSE Books on **01787 881165** or use the order form at the back of this book or go to [www.hsebooks.co.uk](http://www.hsebooks.co.uk)





## Does this concern me?

Do you know whether there is asbestos in your premises? It is often found in roofs and exterior walls, boilers, vessels and pipework, ceilings, interior walls and panels, flooring materials, air handling systems, domestic appliances, brake/clutch linings, fire blankets, etc.

Does your work involve maintenance and repair of premises? You might disturb asbestos while doing routine work.

Do you know what the rules are about removing asbestos? In most cases, you will need to use a contractor licensed by HSE to work with asbestos.

Would you know how to find someone licensed to do this work?

Do you know whether there is asbestos in any of the materials you work with?

# Do you work with, or come into contact with, asbestos?

Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain. Almost all asbestos-related deaths and ill health are from exposures several decades ago, but if you work with asbestos, or come into contact with it during repair and maintenance work, you are at risk. You should avoid working with asbestos if possible, but if not you must do it safely.

Asbestos can be found in buildings built from 1950 to

1985 in many forms. It may also be found in some vehicle brake pads and clutch linings.

## What law applies?

- Control of Asbestos at Work Regulations 1987 (as amended)
- Asbestos (Licensing) Regulations 1983 (as amended)
- Asbestos (Prohibitions) Regulations 1992 (as amended)

## How and where you can get more help

*Work with asbestos insulation, asbestos coating and asbestos insulating board* Approved Code of Practice L28  
ISBN 0 7176 2563 X £9.50

*Asbestos alert pocket card for building maintenance, repair and refurbishment workers* INDG188  
FREE (available in packs of 25)  
ISBN 0 7176 1209 0 £5.00

*The Control of Asbestos at Work* Approved Code of Practice L27  
ISBN 07176 2562 1 £9.50

*A comprehensive guide to managing asbestos in premises* HSG227  
ISBN 0 7176 2381 5 £12.50

*Asbestos essentials task manual: Task guidance sheets for the building maintenance and allied trades* HSG210  
ISBN 0 7176 1887 0 £8.50

*Introduction to asbestos essentials: Comprehensive guidance on working with asbestos in the building maintenance and allied trades* HSG213  
ISBN 0 7176 1901 X £12.50

To order any of these titles, call HSE Books on **01787 881165** or use the order form at the back of this book or go to [www.hsebooks.co.uk](http://www.hsebooks.co.uk)



## Does this concern me?

Do you use chemicals at work (including cleaning materials)?

Do you know suppliers of hazardous substances have to provide information to users, including safety data sheets and proper labelling?

Is there dust and fume present in your workplace?

Do you have any water systems which could be colonised by legionella?

Do you work with animals or their products? These may cause skin or respiratory sensitisation or be infected with bacteria or viruses.

# Do you work with hazardous substances?

Thousands of people are exposed to all kinds of hazardous substances at work. These can include chemicals that people make or work with directly, and also dust, fume and bacteria which can be present in the workplace. Exposure can happen by breathing them in, contact with the skin, splashing them into the eyes or swallowing them. If exposure is not prevented or properly controlled, it can cause serious illness, including cancer, asthma and dermatitis, and sometimes even death. See also section on 'Fire and

explosion' on page 17 and the 'safe handling and use of substances' section of the Health and Safety Policy Statement on page 26.

## What law applies?

- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2002
- Control of Lead at Work Regulations 2002

## How and where you can get more help

HSE's Infoline can help identify publications relevant to you.

*COSHH: A brief guide to the Regulations* INDG136(rev2)

**FREE (available in packs of 10 ISBN 0 7176 2677 6 £5.00)**

*COSHH essentials: Easy steps to control chemicals.*

*Control of Substances Hazardous to Health Regulations* HSG193  
**ISBN 0 7176 2421 8 £25.00.**

**A FREE internet version is also available on: [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk)**

*Preventing dermatitis at work* INDG233

**FREE (available in packs of 15 ISBN 0 7176 1246 5 £5.00)**

*Respiratory sensitisers and COSHH: Breathe freely – An employers' leaflet on preventing occupational asthma* Leaflet INDG95(rev2)  
**FREE (available in packs of 15 ISBN 0 7176 0914 6 £5.00)**

*Health risk management – a practical guide for managers in small and medium sized enterprises* HSG137  
**ISBN 0 7176 0905 7 £6.50**

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## Does this concern me?

Do you carry out simple maintenance or cleaning tasks that require working at heights?

Do you have the most appropriate equipment for the task? It may often be safer to use an access tower or mobile elevating work platform rather than a ladder.

Do you know what work is done at height and how it is performed? For example, does anyone ever have to work on the roof, or on or near fragile surfaces?

Are your employees trained in the use of the particular equipment they use for working at height?

# Do you perform work at height and if so is it done safely?

Falls from a height account for around 70 fatalities and 4000 major injuries every year. One of the main causes is falls from ladders. To help prevent falls from height you

should consider the risks to all your workers, ensure they are trained and have suitable and safe equipment for the tasks, are properly managed and supervised. You should also ensure that sufficient protection measures (eg suitable and sufficient personal protective equipment) are in place while they are working at height.



## What law applies?

- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Construction (Health, Safety and Welfare) Regulations 1996

## How and where you can get more help

*Simple guide to the Provision and Use of Work Equipment Regulations 1998* INDG291  
**FREE** (available in packs of 15  
 ISBN 0 7176 2429 3 £5.00)

*Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998* INDG290  
**FREE** (available in packs of 15  
 ISBN 0 7176 2430 7 £5.00)

*Using work equipment safely* INDG229(rev1)  
**FREE** (available in packs of 10  
 ISBN 0 7176 2389 0 £5.00)

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**01787 881165**  
 or use the order form at the back of this book or go to  
[www.hsebooks.co.uk](http://www.hsebooks.co.uk)



## Does this concern me?

Does your work include strenuous lifting, carrying, pushing, pulling, reaching or repetitive handling?

Do you have repetitive finger, hand or arm movements which are frequent, forceful or awkward?

Does your work involve twisting, squeezing, hammering or pounding?

# Do you suffer from sprains, strains and pains?

Manual handling is transporting or supporting loads by hand or using bodily force. Many people hurt their back, arms, hands or feet lifting everyday loads, not just when the load is too heavy. More than a third of all over-three-day injuries reported each year to HSE and to local authorities are the result of manual handling. These can result in those injured taking an average of 11 working days off each year.

'Upper limbs' refers to the neck, shoulders, arms, wrists, hands and fingers. Upper limb disorders (sometimes called repetitive strain injury (RSI)) can happen in almost any workplace where people do repetitive, or forceful manual activities in awkward postures, for prolonged periods of time. These can cause muscular aches and

pains, which may initially be temporary, but if such work is not properly managed, and the early symptoms are not recognised and treated, can progress to a chronic and disabling disorder. Cumulative damage can build up over time causing pain and discomfort in people's backs, arms, hands and legs. Most cases can be avoided by providing suitable lifting equipment that is regularly maintained, together with relevant training on both manual handling and using the equipment safely (see page 13 'Work equipment and machinery').

## What law applies?

- Manual Handling Operations Regulations 1992
- Management of Health and Safety at Work Regulations 1999

## How and where you can get more help

*Aching arms (or RSI) in small businesses: Is ill health due to upper limb disorders a problem in your workplace?* INDG171(rev1)

**FREE (available in packs of 15)**  
ISBN 0 7176 2600 8 £5.00

*Upper limb disorders in the workplace* HSG60  
ISBN 0 7176 1978 8 £9.50

*Getting to grips with manual handling – a short guide for employers* INDG143(rev1)  
(available in packs of 15)  
ISBN 0 7176 1754 8 £5.00

To order any of these titles, call HSE Books on **01787 881165** or use the order form at the back of this book or go to [www.hsebooks.co.uk](http://www.hsebooks.co.uk)



## Does this concern me?

Is there regular use of display screens as a significant part of the work?

Does anyone use a keyboard, mouse or other input device?

Are people complaining of discomfort, aches and pains?

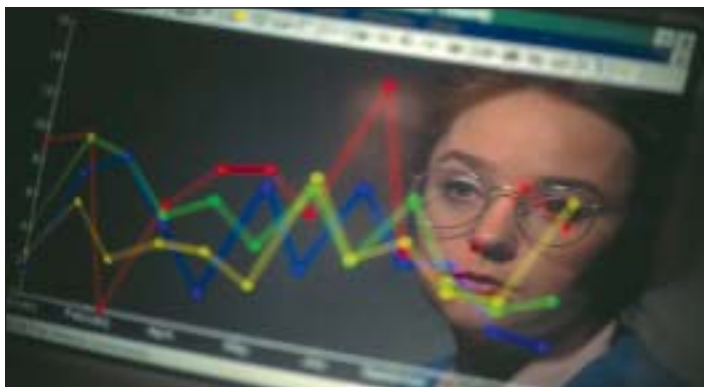
# Do you use computers or other display screen equipment?

Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury, or other musculo-skeletal disorders. These health problems may become serious if no action is taken. They can be caused by poor design of workstations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks

from display screen work. Work with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work.

## What law applies?

- Health and Safety (Display Screen Equipment) Regulations 1992



## How and where you can get more help

*The law on VDUs. An easy guide: Making sure your office complies with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)* HSG90  
ISBN 0 7176 2602 4 £8.50

*Working with VDUs*  
INDG36(rev1)

**FREE** (available in packs of 10)  
ISBN 0 7176 1504 9 £5.00

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**01787 881165**  
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## Does this concern me?

Is anywhere so noisy that people have to shout to each other at normal speaking distance to make themselves heard? If so, there is likely to be a danger to hearing.

Does anyone go home with ringing in their ears? Also a sign of a noise problem.

Are tools or equipment used which make loud, explosive noises, eg a cartridge operated fixing tool?

Do people wear ear protection in some areas? Noise control may need checking to make sure it is working well enough.

# Is your workplace noisy?

High levels of noise at work can cause hearing loss. This can take many years to become serious. Young people can be damaged as easily as the old and premature deafness is even worse. Sufferers often first start to notice hearing loss when they cannot keep up with conversations in a group, or when the rest of their family complains they have the television on too loud. Deafness can make people feel isolated from their family, friends and colleagues.



## What law applies?

- Noise at Work Regulations 1989

## How and where you can get more help

*Reducing noise at work – Guidance on the Noise at Work Regulations 1989* L108  
ISBN 0 7176 1511 1 £9.75

*Noise at Work: Advice for employers* INDG362  
FREE (available in packs of 10)  
ISBN 0 7176 2539 7 £5.00

*Sound solutions: Techniques to reduce noise at work* HSG138  
ISBN 0 7176 0791 7 £10.95

*Protect your hearing or lose it! Pocket card* INDG363  
FREE (available in packs of 25)  
ISBN 0 7176 2540 0 £5.00

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# Are you exposed to vibration?

## Does this concern me?

Does anyone work with powered hand-held tools such as angle grinders, needle guns, chipping hammers or concrete breakers?

Does anyone doing this work get tingling or numbness in the fingers or hands?

Does anyone often drive off-road machinery such as tractors, dumper trucks or excavators or unsuspended vehicles such as fork-lift trucks?

Vibration from work with powered hand-held tools, equipment or processes can damage the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.

Back damage can be caused by vibration from a vehicle or machine passing through the seat into the driver's body through the buttocks – known as whole-body vibration. Whole-body

vibration can also be caused by standing on the platform of a vehicle or machine, so vibration passes into the operator through their feet.

## What law applies?

No specific regulations. Covered by the general requirements of:

- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998

## How and where you can get more help

*Health risks from hand-arm vibration: Advice for employers* INDG175(rev1)  
**FREE (available in packs of 10)**  
**ISBN 0 7176 1553 7 £5.00**

*Vibration solutions* HSG170  
**ISBN 0 7176 0954 5 £13.75**

*Health risks from vibration white finger: Advice for employees and the self employed* INDG126(rev1)  
**FREE (available in packs of 15)**  
**ISBN 07176 1554 5 £5.00**

*Hand-arm vibration* HSG88  
**ISBN 0 7176 0743 7 £7.50**

*Power tools: how to reduce vibration health risks* INDG338  
**FREE (available in packs of 15)**  
**ISBN 0 7176 2008 5 £5.00**

*In the driving seat: Advice to employers on reducing back pain in drivers and machinery operators* INDG242  
**FREE (available in packs of 10)**  
**ISBN 0 7176 1314 3 £5.00**

To order any of these titles, call HSE Books on **01787 881165** or use the order form at the back of this book or go to [www.hsebooks.co.uk](http://www.hsebooks.co.uk)





# How safe is electricity in your workplace?

## Does this concern me?

Does anyone do electrical work in your business? Only those with appropriate technical knowledge and experience should be allowed to do this.

Is your electrical equipment in good working order?

Do you choose equipment that is suitable for its working environment eg waterproof or dustproof?

Do you dig in the street, pavement or near buildings? Knowing the proper precautions for avoiding underground cables is essential.

Do you work near or under overhead powerlines? There are essential safety precautions to follow.

Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be

the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

## What law applies?

- Electricity at Work Regulations 1989



## How and where you can get more help

*Avoidance of danger from overhead electric power lines* GS6

ISBN 0 7176 1348 8 £5.00

*Electricity at work. Safe working practices* HSG85

ISBN 0 7176 2164 2 £7.95

*Avoiding danger from underground services* HSG47

ISBN 0 7176 1744 0 £7.50

*Electrical safety and you* INDG231

FREE (available in packs of 15)  
ISBN 0 7176 1207 4 £5.00

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## Does this concern me?

Do you use ladders or other equipment for working at heights? For example, it may often be safer to use an access tower or mobile elevating work platform than a ladder.

Do you have machinery of any kind? You need to guard the parts that could cause injury; have the right controls, especially for starting and stopping; clean, or clear blockages in a safe way; and carry out preventive checks, maintenance and inspection.

Are hand tools used in your workplace, eg screwdrivers, knives, hand saws, meat cleavers, hammers?

Do you have lifting equipment such as pulley blocks, cranes, and lift trucks? Most lifting equipment will require regular thorough examination by a competent person.

# Do you know how to select and use your work equipment?

Work equipment covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders and pressure washers. Important points include: selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and, if appropriate, thorough examination, training employees to use equipment safely and following manufacturers' or suppliers' instructions. Accidents involving work

equipment happen all the time – many serious, some fatal. See 'safe plant and equipment' section of the Health and Safety Policy Statement on page 25 of this leaflet.

## What law applies?

- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Supply of Machinery (Safety) Regulations 1992, as amended 1994

## How and where you can get more help

Infoline can help identify publications relevant to you.

*Simple guide to the Provision and Use of Work Equipment Regulations* INDG291

**FREE (available in packs of 15)**  
**ISBN 0 7176 2429 3 £5.00**

*Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998* L22

**ISBN 0 7176 1626 6 £8.00**

*Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998* INDG290

**FREE (available in packs of 15)**  
**ISBN 0 7176 2430 7 £5.00**

*Buying new machinery: A short guide to the law and some information on what to do for anyone buying new machinery for use at work* INDG271

**FREE (available in packs of 15)**  
**ISBN 0 7176 1559 6 £5.00**

*Using work equipment safely* INDG229(rev1)

**FREE (available in packs of 10)**  
**ISBN 0 7176 2389 0 £5.00**

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## Does this concern me?

Did you know that if you are the person responsible for your business, you are also responsible for contractors, service engineers, etc who do work for you?

Does anyone ever have to work on the roof, at a height or on fragile materials?

Does anyone have to fault find and repair machinery or equipment when it breaks down?

Is there a tank, pit, silo or similar confined space into which someone might go – and would you know if they did?

Have you found out whether there is any asbestos\* in your buildings or plant which could be disturbed during maintenance or alterations?

# What maintenance and building work takes place?

It's easy to overlook these activities because they happen now and again, and it's often a contractor or service agency doing the work. Sometimes people are in places where no one normally goes, eg the roof or electrical switchboard. They may be fault finding, trying to repair something quickly – often outside the routine. Not surprisingly there are many accidents. Falls from heights, eg ladders, are the most common cause of serious injury.

## What law applies?

- Construction (Health, Safety and Welfare) Regulations 1996 (building work)
- Construction (Design and Management) Regulations 1994
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Confined Spaces Regulations 1997

## How and where you can get more help

*Working together: Guidance on health and safety for contractors and suppliers* INDG268(rev)

**FREE (available in packs of 10)**  
**ISBN 0 7176 2253 3 £5.00**

*A guide to the Construction (Health, Safety and Welfare) Regulations 1996* INDG220

**FREE (available in packs of 10)**  
**ISBN 0 7176 1161 2 £5.00**

*The absolutely essential health and safety toolkit for the smaller construction contractor* INDG344

**FREE (available in packs of 5)**  
**ISBN 0 7176 2103 0 £5.00**

*Health and safety in roof work* HSG33

**ISBN 0 7176 1425 5 £8.50**

*Managing contractors: A guide for employers* HSG159  
**ISBN 0 7176 1196 5 £8.50**

*Health and safety in construction* HSG150  
**ISBN 0 7176 2106 5 £9.95**

Further information can be found on the Working Well Together (WWT) Website at [wwt.uk.com](http://wwt.uk.com) or contact the WWT Campaign Helpline on 0845 2727 500.

\*Also see page 5 on 'Asbestos'

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# What are the risks from transport in your workplace?

Every year about 70 people are killed and about 2500 seriously injured in accidents involving vehicles at the workplace. Being struck or run over by moving vehicles, falling from vehicles, or

vehicles over-turning are the most common causes. Vehicles operating in the workplace include cars and vans, lift trucks, heavy goods vehicles, dumpers, specialised vehicles or plant. Often there is significantly more danger from vehicles in the workplace than on the public highway since the operating conditions are different.

## Does this concern me?

Do you have vehicles in operation at your workplace? If so what kinds of vehicles are they?

Do you know who is allowed to drive or operate them? They should be trained and competent.

Do your drivers know which routes around the workplace they are allowed to use?

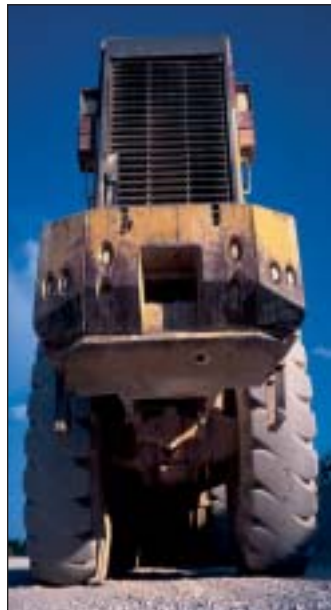
Do vehicles have to do reversing manoeuvres?

How are loading and unloading operations carried out?

Are pedestrians separated from vehicle movements as much as possible?

Are all vehicles properly maintained?

Do you actively control driving behaviour?



## What law applies?

- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 – regulation 9 is relevant to training
- Construction (Health and Safety and Welfare) Regulations 1996

## How and where you can get more help

*Reversing vehicles* INDG148  
FREE (available in packs of 15)  
ISBN 0 7176 1063 2 £5.00

*Workplace transport safety – guidance for employers*  
HSG136

ISBN 0 7176 0935 9 £7.50

*Safety in working with lift trucks* HSG6

ISBN 0 7176 1781 5 £6.50

*Managing vehicle safety at the workplace: A short guide for employers* INDG199

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# Do you know the risks associated with pressure systems?

Pressure cookers, boilers, steam heating systems, gas cylinders and air compressors are common examples of equipment and systems containing a fluid

under pressure. They can cause death or injury to people, and serious damage to property, if the contents are released unintentionally. There are about 150 incidents of this kind every year. They mainly happen when equipment fails through poor design, incorrect filling or maintenance or when the method of work is unsafe, or someone makes an operating mistake.

## Does this concern me?

Do you have any pressure systems or equipment in your business that contain a fluid under pressure?

Do you know that most pressure systems have to be designed, installed, maintained and periodically examined so as to prevent danger?

Are you aware that as an employer or self-employed person, it's your job to choose a competent person to carry out examinations of the pressure systems?



## What law applies?

- Pressure Systems Safety Regulations 2000
- Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996
- Transportable Pressure Vessels Regulations 2001

## How and where you can get more help

*Pressure systems safety and you* INDG261(rev1)

**FREE** (available in packs of 15)  
ISBN 0 7176 1562 6 £5.00)

*Safety of Pressure Systems, Pressure Systems Safety Regulations 2000. Approved Code of Practice L122*  
ISBN 0 7176 1767 X £7.50

*The safe use of gas cylinders* INDG308(rev1)

**FREE** (available in packs of 10)  
ISBN 0 7176 2332 7 £5.00)

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## Does this concern me?

Do you keep or use flammable substances?

Do you use or store gas in cylinders (eg propane)? A small amount of released gas can fill a large area with a potentially explosive mixture.

Do you work with flammable dusts? They can explode.

Do you work with plastic foams or polyester wadding? Some types will ignite easily, burn fiercely and give off dense black smoke.

Do you spray flammable paints? Vapours are heavier than air and collect at low level.

Do you know the dangers of putting flammable liquids on fires to make them burn more intensely?

Do you use oxygen, eg in cylinders, for welding?

# Do you know how to prevent fire or explosion?

Each year many people suffer burns caused by the flammable materials they work with. The wide variety of flammable substances found in the workplace ranges from the obvious, eg heating fuel, petrol, paint thinners and welding gases to the less

obvious, eg packaging materials, dusts from wood, flour and sugar. For a fire to start, fuel, air and a source of ignition are needed. Controlling these can prevent fires.

If you would like information on fire exits, alarms, or extinguishers, contact your local fire authority.



## What law applies?

- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Fire Precautions Act 1971
- Fire Precautions (Workplace) Regulations 1997 – as amended

## How and where you can get more help

*Safe use of petrol in garages* INDG331

**FREE** (available in packs of 10)  
ISBN 0 7176 1836 6 £5.00

*Safe use and handling of flammable liquids* HSG140

ISBN 0 7176 0967 7 £8.50

*Fire and explosion. How safe is your workplace? A short guide to the Dangerous Substances and Explosive Atmospheres Regulations* INDG370

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*Dispensing petrol: Assessing and controlling the risk of fire and explosion at sites where petrol is stored and dispensed as a fuel* HSG146  
ISBN 0 7176 1048 9 £7.50

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## Does this concern me?

Do people in your business spend a lot of time working outdoors?

Do you have equipment which gives off ultra-violet radiation eg for curing plastics or inks?

Do you work with lasers?

Is your business in an area where levels of radon are higher than average?

Are any radioactive sources used in your business brought in by a specialist contractor, or do you transport them?

Is X-ray equipment used?

HSE has published a number of FREE information sheets in the Ionising Radiation Protection series.

For further information, see HSE's ionising radiation website: <http://www.hse.gov.uk/hthdir/noframes/iradiat.htm>.

# Do you know where harmful radiation occurs?

Various kinds of radiation, both ionising and non-ionising, may affect us.

### Non-ionising radiation:

- UV radiation (eg from the sun) can damage the skin and lead to skin cancer;
- lasers can cause burns and damage the eye.

### Ionising radiation:

- naturally occurring radon gas from the ground;
- radiography or thickness measuring gauges;

- medical equipment, eg X-ray sets.

Excess doses of ionising radiation can cause burns, sickness and can have other adverse health effects.

## What law applies?

- Ionising Radiations Regulations 1999
- Management of Health and Safety at Work Regulations 1999

## How and where you can get more help

*Controlling the radiation safety of display laser installations*  
INDG224 **FREE**

*Keep your top on: Health risks from working in the sun*  
INDG147(rev1)

**FREE (available in packs of 20)**  
**ISBN 0 7176 1578 2 £5.00**

*Sun protection: Advice for employers of outdoor workers*  
INDG337

**FREE (available in packs of 20)**  
**ISBN 0 7176 1982 6 £5.00**

*The regulatory requirements for medical exposure to ionising radiation: an employers overview*  
HSG223  
**ISBN 0 7176 2134 0 £6.50**

*Radon in the workplace*  
INDG210 **FREE**

*Working safely with ionising radiation: guidance for expectant and breastfeeding mothers*  
INDG334 **FREE**

*Work with ionising radiation: Ionising Radiations Regulations 1999. Approved Code of Practice and Guidance*  
L121  
**ISBN 0 7176 1746 7 £20.00**

*Fitness of equipment used for medical exposure to ionising radiation. Guidance Note*  
PM77  
**ISBN 0 7176 1482 4 £6.00**

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# Are you feeling stressed by your work?

## Does this concern me?

Do you have a high staff turnover, low productivity or low morale? Have you noticed bullying, changes in behaviour, staff working late or increased sickness absence?

Do your employees seem happy to come into work?

Are you aware that there are individual differences in vulnerability to stress and that situations outside work can also affect the ability to cope with excessive pressure at work?

Many people argue about the definition and sometimes even the existence of 'stress'. However, research has shown that whatever you choose to call it, there is a clear link between poor work organisation and subsequent ill health. HSE has chosen to use the word stress and define it as 'the adverse reaction people have to excessive pressure or other types of demand placed on them.'

Stress at work can be tackled in the same way as any other risk to health – by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action. Hazards can include:

lack of control over the way you do your work, work overload (or underload), lack of support from your managers, conflicting or ambiguous roles, poor relationships with colleagues (including bullying), or poor management of organisational change.

Benefits to tackling stress in your organisation can include increased productivity and efficiency, lower staff turnover and sickness absence, and increased morale.

## What law applies?

- Management of Health and Safety at Work Regulations 1999

## How and where you can get more help

*Work-related stress. A short guide* INDG281 (rev1) – for small businesses

**FREE** (available in packs of 10)  
**ISBN 0 7176 2112 X £5.00**

*Tackling work-related stress: A managers' guide to improving and maintaining employee health and well-being* HSG218

**ISBN 0 7176 2050 6 £7.95**  
**This guide comes with a pack of free leaflets for employees and is aimed at organisations employing 50 or more people**

*Tackling work-related stress. A guide for employees* INDG341

**FREE** (available in packs of 20)  
**ISBN 0 7176 2065 4 £5.00**

Further information can be found on the HSE stress webpages at  
**[www.hse.gov.uk/stress](http://www.hse.gov.uk/stress)**.

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## Does this concern me?

Do you have at least the minimum first aid provision at your workplace? As an employer you must provide first aid equipment and facilities appropriate for the circumstances in your workplace. The minimum would be a suitably stocked first aid box and a person appointed to take charge of first aid arrangements.

Do you know whether you might need to provide more than the minimum?

Do you know which accidents and ill health cases to report, including who should do it, when and how? Employers, the self-employed and people in control of work premises all have duties.

Do you know what accidents cost – and that insurance policies do not cover all the costs?

# What do you do if there's an accident at work?

This booklet has been all about prevention. But sometimes things do go wrong. If someone has been hurt or fallen ill at work it's important to take care of them straight away, and make any dangerous conditions safe.

First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved and minor injuries prevented from becoming major ones.

Reporting accidents and ill health at work is a legal

requirement. The enforcing authorities use the information to see the big picture of where injuries, ill health and accidental losses are occurring, and to advise on preventive action.

See 'accidents, first aid and work-related ill health' section of the Safety Policy Statement on page 29 of this leaflet.

## What law applies?

- The Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

## How and where you can get more help

*Electric shock. First aid procedures*

**Encapsulated poster**

ISBN 0 7176 2264 9 £7.50

**Rigid PVC poster**

ISBN 0 7176 2262 2 £12.50

*Basic advice on first aid at work*

**Encapsulated poster**

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**Rigid PVC poster**

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*First aid at work – Approved Code of Practice and Guidance* L74

ISBN 0 7176 1050 0 £6.75

*Reduce risks – cut costs: The real costs of accidents and ill health at work* INDG355

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*A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* L73

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# Health and safety policy statement

## Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

*(name of company)*

## Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

*Signed*

*(Employer)*

*Date*

*Review date*





Write down your arrangements for doing your risk assessment here. You can use the form on pages 32-33 of this leaflet to record the findings of your risk assessment.

# Health and safety risks arising from our work activities

- Risk assessments will be undertaken by

- The findings of the risk assessments will be reported to

- Action required to remove/control risks will be approved by




will be responsible for ensuring the action required is implemented.




will check that the implemented actions have removed/reduced the risks.

- Assessments will be reviewed every

or when the work activity changes, whichever is soonest.



# Consultation with employees

You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.

● Employee representative(s) are

● Consultation with employees is provided by





You will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or secondhand plant and equipment meets health and safety standards before you buy it. See page 13 of this leaflet for more information.

# Safe plant and equipment




will be responsible for identifying all equipment/plant needing maintenance.




will be responsible for ensuring effective maintenance procedures are drawn up.




will be responsible for ensuring that all identified maintenance is implemented.



Any problems found with plant/equipment should be reported to




will check that new plant and equipment meets health and safety standards before it is purchased.



# Safe handling and use of substances

You must assess the risks from all substances hazardous to health. These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here. See page 6 of this leaflet for more information.

●

will be responsible for identifying all substances which need a COSHH assessment.

●

will be responsible for undertaking COSHH assessments.

●

will be responsible for ensuring that all actions identified in the assessments are implemented.

●

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

●

will check that new substances can be used safely before they are purchased.

● Assessments will be reviewed every

or when the work activity changes, whichever is soonest.



# Information, instruction and supervision

Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.

- The Health and Safety Law poster is displayed at/ leaflets are issued by

- Health and safety advice is available from

- Supervision of young workers/trainees will be arranged/undertaken/monitored by

- 

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.



All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.

# Competency for tasks and training

- Induction training will be provided for all employees by

- Job specific training will be provided by

- Specific jobs requiring special training are

- Training records are kept at/by

- Training will be identified, arranged and monitored by



Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first aid arrangements here.

# Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs

- Health surveillance will be arranged by

- Health surveillance records will be kept by/at

- The first aid box(es) is/are kept at

- The appointed person(s)/first aider(s) is/are

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

- 

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

# Monitoring



You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, eg doing spot check visits, or reactively, eg investigating any accidents or ill health. Record your procedures here.

- To check our working conditions, and ensure our safe working practices are being followed, we will

- 

is responsible for investigating accidents.

- 

is responsible for investigating work-related causes of sickness absences.

- 

is responsible for acting on investigation findings to prevent a recurrence.



Record your emergency procedures, how often they are checked and who by.

# Emergency procedures – fire and evacuation

- 

is responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by/every

- Fire extinguishers are maintained and checked by/every

- Alarms are tested by/every

- Emergency evacuation will be tested every



# Your risk assessment

A risk assessment is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill. The important things you need to decide are whether a hazard is significant and whether you have it covered by satisfactory precautions so that the risk is small.

**Hazard** means something that can cause harm.

**Risk** is the chance, high or low, that somebody will be harmed by the hazard.

## Hazards

- Walk around your workplace and look for significant hazards which could result in harm to several people.
- Ask your employees/their representative what they think.
- Look at manufacturers' instructions and accident and ill-health records.
- Consider whether any of the hazards covered in this leaflet exist in your workplace.

## Who might be harmed and how?

- Think about groups of people doing similar work.
- Pay special attention to vulnerable groups eg young people, people with disabilities, lone workers.
- Don't forget those who may not be in your workplace all the time eg cleaners, contractors, people you share your workplace with or members of the public who may be harmed by your activities.

## Aim to make the risk small

For the hazards listed, do the existing precautions:

- meet the standards set by legal requirements?
- comply with a recognised industry standard?

- represent good practice?
- reduce risk as far as reasonably practicable?

Have you provided adequate information, instruction or training and adequate systems or procedures? If so, the risks are adequately controlled, but you need to indicate the precautions you have in place.

If risks remain, write an 'action list' of what else you need to do, giving priority to higher risks or those which could affect most people. Try to either get rid of the risk or control it so that harm is unlikely.

## Record your findings

If you have fewer than five employees, you do not have to write anything down, but it is helpful. If you have more than five employees, you must write down your significant hazards and conclusions and tell your employees about your findings. Keep your written record for future reference.

## Review your assessment and revise if necessary

It is good practice to review your assessment from time to time to make sure that precautions are still working. Set a date for reviewing the assessment.

● Risk assessment for

*Company name:*

● Assessment undertaken

*Signed:*

*Date:*

● Assessment review

*Date:*

List significant hazards here:

---

List groups of people who are at risk from the significant risks you have identified:

---

List existing controls or note where the information may be found. List risks which are not adequately controlled and the action needed:

---



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**This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.**

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