CODES OF SAFETY PRACTICE

United Kingdom & Republic of Ireland

December 2009

INDEX

Appendices

FOREWORD

These Codes of Safety Practice are just an attempt to provide more detail in support of the Seventh-day Adventist Church's Health and Safety Policy.

Codes of Practice as they directly affect building and construction, with specifics about machine guarding, asbestos removal, breathing apparatus, scaffolding, abrasive wheels, excavations, welding, head protection, and noise levels etc., have been left out of this document, as they are not felt to be widespread across Seventh-day Adventist premises, however, where appropriate, specific advice will be sought, and policies and procedures produced and implemented if it is felt that this is necessary, in specific locations or circumstances.

Individuals with lead responsibility for Health and Safety should always ensure that they are operating under the most recent policy and should seek additional advice/consider best practice when addressing issues.

ASBESTOS: THE USE AND EXISTENCE OF ASBESTOS IN BUILDINGS

Asbestos was widely used as a building material for many years, although its use, as such, is now severely restricted, it can still be found in a variety of locations. Exposure to Asbestos can lead to fatal diseases.

These Codes of Practice are not intended to go into the technical details of carrying out surveys and ensuring such specialist work is performed by a competent contractor. It is simply to give a layman's knowledge of its uses and existence. Information on how to fulfil your responsibilities regarding asbestos management can be found in the HSE guide "Manage Buildings? You must manage Asbestos" which can be downloaded from www.hse.gov.uk. This guide includes changes which came into force in 2006.

There are many forms of Asbestos, the main types being:

- White Asbestos (Chrysotile)
- Brown Asbestos (Amosite)
- Blue Asbestos (Crocidolite)

Although all types of Asbestos are dangerous, both Blue and Brown Asbestos are considered more hazardous to health. It is not possible to identify Asbestos by its colour as the age of the product and its combination with other products can alter the appearance. Asbestos only causes problems when fibres are released into the atmosphere such as:

- When it is being worked on;
- Where the material is friable and may suffer abrasions or there are strong air currents.

If the Asbestos is in good condition and protected against damage, the danger will be negligible. More problems can be caused by removing sound and protected Asbestos, than by leaving it in place. Asbestos can be found in many forms and in many places in a building and in various states of repair:

- Lagging boilers;
- Lagging pipework;
- Sprayed fire protection on structural steelwork ceiling tiles;
- Acoustic and thermal insulation;
- Wall lining boards;
- Roofing materials.

Asbestos insulation board used as an internal building material for:

- Fire protection;
- Thermal and Acoustic insulation;
- Ceiling tiles;
- Partitioning between roofs;

- As an insulation layer between wall panels.

It commonly contains 40% Amosite and has a pale grey appearance with common product names such as ‘Asbestoslux’ ‘Marinite’ and ‘Turnasbestos’. Asbestos cement is widely used as a building product and can be found in:

- Corrugated roofing sheets
- Guttering
- Water tanks
- Flue pipes

Asbestos cement is a harder substance than insulation board and commonly contains around 12-15% of Chrysotile and is grey in appearance. Because the potential for fibre release is low, it is generally classed as less hazardous than insulation board or lagging.

Asbestos lagging was often used to insulate pipes or as a structural fire protection on steel girders and beams. This lagging contains the highest percentage of any Asbestos product and will often contain Blue Asbestos. Its friable nature and location means that the potential for fibre release is great. Indications that the product may contain Asbestos include:

- Warning symbols affixed to the product;
- Fibrous or powdery material;
- Smooth hard material around boilers and pipework (normally painted);
- Fibrous or powdery debris on the floor or surrounding surfaces;
- Grey or pale grey appearance.

Note: This should not be taken as an indication that the materials may contain Asbestos and if in any doubt, a competent person should assess the situation. It is relatively easy to confuse other materials with Asbestos, e.g. Asbestos may be found in small quantities in materials that do not appear to contain any fibrous materials. For further information, the legislation relating to Asbestos at Work is:-

- Health and Safety at Work Act 1974 (General Duties on Employers Etc.).
- Control of Asbestos at Work Regulations 1987 (as amended).
- Asbestos (Licensing) Regulations 1983.
- Asbestos (Prohibitions) Regulations 1992.
- Asbestos (Prohibitions) Regulations 1999.

The legislation relating to the control of Asbestos in the workplace is extensive and is supported by a number of approved Codes of Practice and HSE Guidance Notes.

The latest piece of asbestos related legislation that has been enacted is the Control of Asbestos at Work Regulations 2002, which impose a duty on all employers to manage asbestos in non-domestic premises.

ACCIDENTS AT WORK AND RIDDOR '95'

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Accidents at Work:

1. An employee who has an accident at work involving injury should report immediately to the designated person or manager in charge, who will ensure that the person receives appropriate first aid treatment. All accidents on church controlled premises whether they involve volunteers, members, self employed contractors or the public should be recorded.

2. The designated person or manager in charge will ensure the details are recorded in the accident book as soon as is practically possible.

3. Whether notifiable or not the designated person or manager in charge will need to satisfy themselves that they have investigated the accident, reassessed the risk, and where necessary instituted the appropriate measures to prevent its recurrence.

Notifiable Accidents:

In the event of an accident resulting in death or injury the Functional Head of the Organisation must be advised immediately by the designated person at each local centre who will report the details to the enforcing authority as soon as is possible by telephoning the Incident Contact Centre on 0845 3009923. All cases of death, major injury or dangerous occurrences (near misses) must be reported immediately by telephone. If the ICC confirmation report has errors these should be corrected by contacting the ICC.

In the following cases incidents may be reported either by telephone or by posting or emailing form F2508:

1. Cases where injuries either prevent normal working and/or cause an absence from work for more than 3 days. These must be reported within 10 days from the day after the accident.

2. Reportable work place diseases should be reported upon receipt of a Doctors notification.

When calculating lost time involving accidents, please note, there are no non-working days i.e. Saturday and Sunday are included. However, the day of the accident is not counted. Where people are employed (and this includes volunteers) the address and telephone number of both the Medical Advisory Service and the Environmental Health Department (covering health and safety) must be recorded on the mandatory ‘Health and Safety Law’ poster which must be displayed in a prominent place at the work site or all employees must be informed how they can readily access this information. This information should be updated every 5 years.

Death or Major Injury Accidents:

If there is an accident connected with work and your employee (or self-employed person working on your premises) is killed or suffers a major injury (including as a result of physical violence) or a member of the public or a member/volunteer is killed or taken to hospital, you must notify the enforcing authority without delay e.g., by telephone. They will ask for brief details about your business, the injured person and the accident.

Definitions of Major Injuries, Dangerous Occurrences and Diseases

Reportable Major Injuries are:

- Fracture, other than to fingers, thumbs and toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or absorption through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable Dangerous Occurrences (near misses):

- If an incident occurs which does not result in a reportable injury but it is obvious that it could have done so then it must be reported immediately as a dangerous occurrence.

Reportable Dangerous Occurrences are:

- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Mailure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- Unintended collision of a train with any vehicle.
- Dangerous occurrence at a pipeline.
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains.
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.

- A dangerous substance being conveyed by road is involved in a fire or released.
- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipe work.
- Failure of any freight container in any of its load bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Collapse or partial collapse of a scaffold over five metres high or erected near to water where there could be a risk of drowning after a fall.
- Dangerous occurrence at a well (other than a water well).

The following Dangerous Occurrences are reportable except in relation to offshore workplaces:

- Unintended collapse of any building or structure under construction, alteration or demolition, where over five tonnes of material falls; a wall or floor in a place of work; any false work.
- Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air.
- Explosion or fire causing suspension of normal work for over 24 hours.
- Accidental release of any substance which may damage health.

The full details are in the list of dangerous occurrences outlined in the RIDDOR Regulations 1995.

Disease:

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must send a completed disease form F2508A to the enforcing authority. A summary of the reportable diseases is as follows:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung disease including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand arm vibration syndrome.

The full list of reportable diseases are found in the detailed guide to regulations or can be obtained by ringing the enforcing authority related to particular work activities or by visiting the Health and Safety Executive's website – http://www.hse.gov.uk.

ACCIDENT INVESTIGATIONS

Need to ascertain the following:

1. The people involved and their occupation.
2. The exact place, time and date of accident.
3. The nature of any injuries.
4. Whether or not first aid given and/or hospital attended.
5. How the accident occurred.
6. Whether or not people involved were authorised to do the work concerned.
7. Whether employee(s) were doing their normal jobs.
8. How long they had been doing their job.
9. Whether or not instruction/training had been given and the details of such.
10. If there were any witnesses; who they were; what they saw.
11. Whether overtime was worked regularly on the job – how much.
12. If plant involved – make, type of machine as well as part causing injury.
13. Whether it was in operation or not. When last serviced.
14. When work stopped and when restarted.
15. Whether HSE/Environmental Health need to be informed.
16. What action may have prevented accident?
17. What action should be taken to prevent a recurrence?
18. Who should take this recommended action?

Causes

1. At what point did things go wrong?
2. What factors caused the accident?
3. Poor working practices?
4. Bad housekeeping?
5. Lack of discipline or bad practices condoned?
6. Failure of supervisor?
7. Lack of knowledge/ability?
8. Lack of instruction or poor training?

9. Carelessness/thoughtlessness/apathy/over confidence?
10. Being pre-occupied/horseplay?
11. Alcohol or drugs?
12. Domestic problems?
13. Poor hearing/eyesight?
14. Design faults?
15. Lack of maintenance?
16. Wrong tools?
17. Faulty equipment?
18. Wrong or no protection?
19. Noise/dust/fumes?
20. Working space inadequate?

If there are any differences of opinion as to cause, these should be recorded.

Where possible/necessary it is also useful as part of the investigation to take photographs of the accident scene, recording date and time when the photographs were taken.

BOMB THREAT PROCEDURE

Company Policy:

It is not policy to evacuate on every occasion that a bomb threat is received. The designated person or manager in charge will be responsible for deciding whether or not to evacuate the premises on receipt of a bomb threat. In his absence, the appointed deputy will assume the responsibility.

The Procedures for dealing with bomb threats are as follows:

Normal Business Hours

1. The recipient of the threat (usually telephone operators) will follow the instructions contained in Appendix 'A' (Appendix A forms are readily available from Reception/Switchboard). They will then relay the information to the designated person or manager in charge or appointed deputy. They will **NOT** inform any other person. If no designated person, deputy or manager is readily available then the call recipient should contact the police themselves and follow the procedure below.

2. The designated person or manager in charge, after consultation with the local police will decide whether the threat is genuine or a hoax. If the designated person decides that it is a hoax, no further action will be taken.

   If the designated person or manager in consultation with the local police decide that the call is a real threat he will determine from the information available whether to evacuate all or selected zones.

The designated person or manager will be responsible for ensuring that the fire assembly points to which people will be evacuated are thoroughly searched. (These instructions assume that the fire assembly points are far enough away from the buildings to also be able to be used as the assembly point in the event of a bomb threat).

The designated person or manager in charge will then give instructions for the buildings to be evacuated and put into operation evacuation/search procedures.

Outside Normal Business Hours:

Outside normal business hours all incoming telephone calls are received, in most cases by a night security person or porter who on receipt of a bomb threat will follow the instructions laid down in Appendix 'A'. They will then contact the designated person or manager in charge, or his nominated deputy and act on his instructions.

General Instructions

1. Unlike fire evacuation, bomb threat evacuation may not have the same degree of urgency. Whilst there should not be undue delay in clearing the premises, employees should endeavour to take with them their shopping bags, etc., to facilitate search procedures.

2. No person, employee or otherwise, or any vehicle will be allowed to enter the site during an emergency.

3. Persons wishing to leave the site must be allowed to do so, but their identity must be checked and recorded.

4. Vehicles leaving the site should be searched, as should any bags, parcels etc. that are being carried off site. The bomb threat could be a diversion to allow stolen property to be removed.

5. The entrances to the site must be kept clear of obstruction.

6. The civil police must be informed of the threat and that search procedures are in operation.

7. Management of local firms must be informed of the situation.

8. Press and TV personnel are not to be allowed on site and no information should be given without authority.

Telephone Operators:

Most bomb threats will be received by receptionists or security personnel. They play an important part in decision making, for it is on the information they obtain that the designated person or manager in charge must make his assessment. Operators will be supplied with a copy of the instruction set out in Appendix ' A' and the designated person or manager in charge will be responsible for ensuring that they are familiar with these procedures.

Confidential Information:

There is no doubt that the publicity surrounding bomb threats encourages others to make hoax calls. It is recommended that the procedures be communicated on a need to know basis and when it is necessary to refer to them a less provocative title be used.

Procedure Testing:

In order that the procedures may be tested without resorting to an evacuation of the work force, it is suggested that the designated person or manager in charge, conduct bomb evacuation drills, similar to those conducted for fire drills.

CATERING (OUTSIDE) AND CHARITABLE EVENTS

1. Where the service involves the dispensing of hot water and beverages, the under-mentioned requirements must be strictly observed. There must be either a permanent building or a soundly constructed van or kiosk. Note: All of these facilities must have a piped water supply with adequate electric supplies for connecting the urns.

2. Where such a permanent building, van or kiosk, is not available and a conscious decision is made to operate such a service, the under-mentioned rules must be strictly adhered to:

   (a) Tables should be rectangular or square with an adequate number of safe lockable legs, which in the case of corner legs should be positioned as near as possible to the corners. The object is to have tables which are suitable and stable for the intended use.

   (b) The entire table must always be level and when the ground is soft, or grass covered, base boarding must be used for table stability.

   (c) Where base boarding is used, every effort must be made to secure the table legs to this temporary surface.

   (d) Except for drain tap, hot water boilers or tea and coffee urns should not over extend or overlap the legs and support frames of the tables.

   (e) Where these services are provided over soft or grass covered ground, the use of cord matting should be seriously considered and pegged securely down. Such matting should be laid behind the table serveries and in front, where spillage's from taps on water boilers, tea and coffee urns could cause immediate work areas to become slip hazards.

   (f) The tables must be of sound construction with no weaknesses or defects. There should be sufficient numbers of tables to meet the service requirements.

   (g) Again where a permanent building, kiosk or van is not available, then the electric cables for connecting the urns must be above head height or beneath the floor covering so as not to constitute a potential cause for accidents.

   (h) Similarly, for outside catering events there must be near access to water supplies. The use of hoses and the carrying of full urns or boilers are totally unacceptable.

   (i) Particular attention should be paid to the intended superimposed weight which the table is to carry and the positioning of the weight so as to ensure complete stability of the entire table.

CONSULTATION: THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

From the 1st of October 1996, employers must consult with all employees on matters affecting Health and Safety at work. Employees are legally entitled to have their say and employers must listen.

Consultation with employees is not the same as informing them, as the provision of information is a legal requirement under the management regulations. Consultation does require the provision of information to employees but the views of employees must be listened to and considered before any decisions are taken.

Employees or their representatives must be consulted on the following:

1. Changes which may affect their health e.g., the introduction of new equipment or work practices.

2. Arrangements for getting individuals with sufficient training and experience or knowledge and other qualities that will enable him/her to help the employer meet the requirements of Health and Safety law.

3. The information the employer will provide to employees on any risks and dangers arising from their work, action plans to reduce or eliminate these risks and what employees should do if they are exposed to a risk. This information may already be in place as part of the safety management system.

   In some circumstances this information can be withheld but only if:

   (a) It would breach national security or the law.
   (b) It is about someone who has not given permission for its release.
   (c) It would – other than for reasons of its effect on health and safety – cause substantial injury to the organisation, or if supplied by someone else to the business of that person.
   (d) If the information has been obtained for the purpose of any legal proceedings.

4. The planning and organising of Health and Safety training

5. The Health and Safety consequences of introducing new technology

How all employees are consulted is left to the discretion of the employer. Consultations may be either directly with individual employees or through elected representatives of employee safety or both.

Note: Where Safety Representatives are used they should receive Health and Safety training, a reasonable amount of time off with pay and access to suitable facilities to enable them to fulfil these duties. Given the high regard that the church places upon its employees, volunteers and members, units are encouraged to ensure that consultation is effective and timely and that Health and Safety issues raised by management or employees are given due consideration.

CHEMICALS

Safe Working Practice with Chemicals

None of the chemicals listed in the chemical in use registers are hazardous if treated with care and common sense and in accordance with reasonable standards of industrial practice. However, most chemicals and chemically based industrial products can be harmful if subjected to carelessness or abuse or if made the responsibility of poorly instructed personnel.

As a general rule chemicals should never be allowed to get into the eyes, and prolonged and repeated contact with skin should be avoided. The use of protective clothing, e.g. gloves, eye protection and overalls is recommended, particularly when prolonged and repeated handling is involved.

Splashes of material must be washed off the skin and if protective equipment is accidentally saturated or penetrated by the material it should be changed and disposed of, or thoroughly laundered, before re-use. Should any type of chemical get into the eyes it must be removed at once by irrigation with plenty of clean water. Swallowing of chemicals should always be avoided.

Food and drink should not be brought into, stored, prepared or consumed in areas where chemicals are handled or used. Inhalation of chemical or other dusts, powders or fumes should be avoided as far as possible. Good ventilation supplemented where necessary by efficient local fume or dust extraction is generally adequate.

Spillages of chemicals should be cleaned up at once by the appropriate procedure. Hands to be washed with soap and water as soon as possible after the use of chemicals, and especially before taking food. Label instructions on chemical containers should be read carefully and where a fire hazard is indicated the container should be stored in a lockable metal bin approved under the fire regulations.

Good industrial practice also requires that all chemical containers are labelled correctly to show the contents and that they are stored in an area set aside for the purpose. Do not mix chemicals or chemically based products unless you are absolutely sure that it is safe to do so. Also, it must be re-emphasised that all the operatives, supervisors and management bear the general responsibility of observing due care and precautions whilst carrying out their duties in all Seventh-day Adventist premises.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

People can encounter at work a wide range of substances capable of damaging their health. Of the estimated 40,000 substances covered by COSHH, many are used directly in manufacturing processes, others arise naturally. Some are used in service functions and some are given off as by-products during processes. The regulations cover virtually all substances hazardous to health. Whatever the work **COSHH must be considered,** and its wide-reaching implications to people in the workplace noted.

The COSHH Regulations, place responsibility on all employers to do all that is reasonably practicable, to ensure the safety of their employees and protect them from harmful substances. The Regulations, lay down the essential requirements and a sensible step-by-step approach towards the control of hazardous substances, and for protecting people who may be exposed to some level of hazardous substance, whilst at work and for those people who may be exposed as a result of the acts or omissions of organisations.

The regulations introduce a legal framework for the control of hazardous substances in all types of businesses including factories, offices, shops, farms, quarries, as well as places of leisure and service activities, wherever substances hazardous to health are used, processed, manufactured, given off or produced.

THESE REGULATIONS AFFECT EVERYONE

Directors, managers, supervisors and company employees using substances hazardous to health **ALL HAVE LEGAL OBLIGATIONS.** Additionally, visitors and contractors on the premises are the responsibility of the employers under COSHH.

Substances Hazardous to Health

The term "Substances Hazardous to Health" has far greater meaning than at first apparent. There are literally thousands of substances covered by COSHH, many being dusts, fumes and vapours that might be found in Seventh-day Adventist premises every day. It is up to employers, and employees to identify processes, the hazardous substances and the people affected. Those responsible for training and communication regarding COSSH should ensure that relevant employees and managers are familiar with the relevant hazard symbols.

Procedure for Dealing with Material Not on Approved Chemical Register

1. Requester to check if a suitable substitute, i.e., approved material, is available.

2. If no suitable alternative, obtain detailed information on product/material from supplier (see standard draft letter Appendix 'B').

3. Pass request for material to be considered for inclusion in the Chemical Register to the designated person or centre manager in charge, together with reasons for need and detailed supplier data sheets.

4. The designated person or centre manager in charge will check requests and data and, if necessary, consult relevant experts and/or obtain further data.

   If material acceptable:

   (a) Inform original requester giving reasons;

   (b) Warn any person responsible for buying.

5. Any designated person or manager purchasing materials directly which are not on the Chemical Register e.g., for development, trial and/or analysis must be fully aware of the hazards and risks involved. They must undertake the responsibility of informing/instructing and training all personnel directly involved.

A COSHH assessment must be carried out by the responsible person for each substance to be used.

DOCUMENTATION

Records are to be kept as and where appropriate and made accessible to meet both statutory and operational needs. The main types are as follows:

1. Relevant legislation and Codes of Practice.

2. Accident books, reports, investigation reports, forms F2508/F2508A or other relevant forms.

3. Records, reports, certificates on required inspections of equipment and plant, including repair work.

4. Minutes of Health and Safety meetings should be recorded and kept at the relevant premises.

5. Written copies of Risk Assessments, including DSE assessments where appropriate.

6. Written copies of Manual Handling Assessments.

7. Written copies of COSHH Assessments etc.

8. Records of Safety Inspections and Audits.

9. Copies of Test Certificates.

10. Copies of Fire/Bomb Log Book details.

Responsibility for maintaining records:

1. Persons responsible for the maintenance of records, forms F2508, accident book information, insurance claim details or any other safety documentation will be the designated person or manager in charge.

2. Responsibility for reviewing, updating the Health and Safety policy, Codes of Safety practice or chemical assessment will be that of an agreed competent resource.

3. The designated person or manager in charge is responsible for keeping records on the testing of fire alarms and fire fighting equipment, emergency lighting and evacuation of the premises.

4. Fire certificates and means of escape throughout the various parts of all residential, office and service premises, must comply with current legislation. Where necessary with the Factories Act (register F31) will be controlled by the designated person or manager in charge.

DISEASE

Reporting a Case of Disease

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Seventh-day Adventist Church as an employer has a responsibility to report listed diseases linked to specific types of work. These types cover jobs in which the diseases are a known risk.

A medical doctor or appointed person has the task of viewing all medical certificates where considered applicable, recording these details on a form F2508A, submitting the same to the local HSE office. Due to the fact that the Seventh-day Adventist Church's residential, office and service premises are spread throughout the United Kingdom, should any queries arise, please do not hesitate to contact Employment Medical Advisory Service. The full details of reporting a case of disease are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

ELECTRICAL SAFETY

Electricity can kill. Every year people have accidents at work involving electric shock or burns and some of these are fatal. Most of these fatalities arise from 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 may also cause death or injury to others. Most of these accidents can be avoided by careful planning and straightforward precautions.

The main hazards are:

- Contact with live parts causing shock and burns (normal main voltage, 230 volts AC, can kill);

- Faults which could cause fires;

- Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g., in a spray paint booth.

The first stage in controlling risk is to carry out a risk assessment and is a legal requirement for all risks at work.

Reducing the Risk

- Ensure that the electrical installation is safe.
- Install new electrical systems to a suitable standard, e.g., BS 7671 Requirements for Electrical Installations, and then maintain them in a safe condition.
- Existing installations should also be properly maintained.
- Provide enough socket-outlets – overloading socket-outlets by using adapters can cause fires.

Provide safe and suitable equipment

- Choose equipment that is suitable for its working environment.
- Electrical risks can sometimes be eliminated by using air, hydraulic or hand powered tools. These are especially useful in harsh conditions,
- Ensure that equipment is safe when supplied and then maintain it in a safe condition.
- Provide an accessible and clearly identified switch near each fixed machine to cut off power in an emergency.
- For portable equipment, use socket-outlets which are close by so that equipment can be easily disconnected in an emergency.
- The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals.
- Replace damaged sections of cable completely.
- Protect light bulbs and other equipment which could easily be damaged in use. There is a risk of electric shock if they are broken.
- Electrical equipment used in flammable/explosive atmospheres should be designed to stop it from causing ignition. You may need specialist advice.

Carry out preventative maintenance

All electrical equipment and installations should be maintained to prevent danger. It is strongly recommended that this includes an appropriate system of visual inspection and, where necessary, testing. By concentrating on a simple, inexpensive system of looking for visible signs of damage or faults, most of the electrical risks can be controlled. This will need to be backed up by testing as necessary.

It is recommended that fixed installations are inspected and tested periodically by a competent person.

The frequency of inspections and any necessary testing will depend on the type of equipment, how often it is used, and the environment in which it is used.

Equipment users can help by reporting any damage or defects they find.

Work Safely

Make sure that people who are working with electricity are competent to do the job. Even simple tasks such as wiring a plug can lead to danger – ensure that people know what they are doing before they start.

Check that:

- Suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person.
- Where possible, tools and power socket-outlets are switched off before plugging in or unplugging.
- Equipment is switched off and/or unplugged before cleaning or making adjustments.

More complicated tasks, such as equipment repairs or alterations to an electrical installation, should only be tackled by people with knowledge of the risks and the precautions needed.

You must not allow work on or near exposed live parts of equipment unless it is absolutely unavoidable and suitable precautions have been taken to prevent injury, both to the workers and to anyone else who may be in the area.

A number of publications and guidance documents are available from HSE Books or can be downloaded (often for free) from the HSE website. Many HSE titles are also carried by local bookstores.

"Maintaining Portable Electrical Equipment in Offices and other Low-risk Environments"
HSE 04/2004.
ISBN 0717612724.

HSE Books,
PO Box 1999,
Sudbury,
Suffolk CO10 2WA

Tel: 01787 881165

Fax: 01787 313995

(www.hse.gov.uk/electricity).

Machine Operation and Breakdown Maintenance:

Formal locking-off procedures do not need to be implemented in the workplace during day-to-day production running other than where workers on a machine may not be visible from the control point. The following are the standard operating principles required to be observed:

- Each machine must be numbered and this number must appear on the isolation switch box.
- All machines must be provided with guards so as to maintain them in a safe condition in accordance with BS5304.
- Where the operator requires frequent access an opening guard effectively interlocked must be provided. Opening an interlocked guard will stop the machine and prevent the drive motor being re-started until the guard is closed and the start button operated.
- Where infrequent access is required for breakdown maintenance or adjustment purposes then fixed guards must be provided with fastenings (not wing nuts or similar) that require the use of

hand tools for their removal. The use of hand tools for the removal of fixed guards must be restricted to craftsmen.

- In addition to stopping machines at the normal control point, it may also be essential for the electrical supply to be isolated because with some modern sequentially operated plant a movement further along the system may start a section unexpectedly.

- Any adjustments under power to unguarded running machinery must be carried out by specially appointed machinery attendants in accordance with The Operations of Unfenced Machinery Regulations 1938 to 1976.

Preventive Maintenance and Cleaning:

Machinery must be isolated and 'locked-off' from all power supplies before work is commenced during preventive maintenance and cleaning work, when machinery normally inaccessible by guarding is opened up and put into an unsafe condition. Some heaters are provided with power on a separate supply/isolator to enable temperature to be maintained. Where these exist, suitable labelling must be applied.

The lock-out procedure guards against the potential danger of electric shock and the accidental start-up of plant and is one sure way of avoiding accidental injury. Care must also be taken to prevent further movement of any part of the machine by gravity or other forces and in some instances blanking-off of steam water, gas or compressed air supplies will be necessary. It is the designated person or manager's job to determine what has to be locked-off or blanked-off to ensure safety and to provide a safe system of work.

Electrical isolation is achieved either by means of a padlock applied to the electrical isolator to prevent the handle being moved into the 'on' position, or by withdrawal of fuses. In either case, to make doubly sure that the machine is not getting any electrical power the start switch on the machine itself must be tried. On completion of the work, it must be ensured that all guards have been replaced before the padlock is removed or the fuses replaced and the main power switch energised.

Electrical maintenance should be carried out while the machine is isolated from its power supply. If the equipment has to be made live during the course of such work, the person carrying out the work must be competent to perform the task and must comply with the requirements of the Electricity at Work Regulations.

Following any cleaning, maintenance or repair work and before any machine is handed back for production, it must be ensured that it is in a safe condition with all guards and safety devices in place and in full working order.

- Electricity must be treated with respect and any repairs carried out by a qualified electrician.

- Electrical accidents are not confined to shock.

- It is essential that power tools are used only for the jobs for which they were designed. It is the operator and management’s responsibility to see that they are properly used in good condition and that the operative authorised to use the tools has been fully instructed in their safe use.

- Do not work near trailing cables - get them suspended.

- Unqualified persons must not tamper with electrical connections.

In case of a failure in breathing due to electric shock, artificial respiration must be started immediately.

Look out for:

- Faulty leads;
- Trailing leads;
- Faulty plugs;
- Unearthed equipment.

Portable and Transportable Electrical Equipment:

The policy for the electrical supply to equipment falling into the above categories is as follows:

1. The permissible supply to hand-held tools is 110 volts AC.

2. The 110 volt transformer secondary winding is to be connected to earth potential at a centre tap point.

3. Transportable equipment will be generally supplied at 240 volts AC, providing that the socket outlets are of Martin Lunel manufacture and are monitored by a current-balance earth leakage circuit breaker with a tripping characteristic of not more than 30 MA.

4. Inspection and testing of the earthing and tripping system to be carried out quarterly. A suitable label must be applied to the device to indicate safety usage date.

5. The 'Electricity Regulations' and the 'I.E.E. Regulations' 15th Edition must be complied with at all times.

Working on Live Equipment:

The agreed definitions for working on live equipment are listed below.

Testing:

The use of suitably insulated measuring instruments, for test purposes, is permissible where it is reasonably impracticable to isolate the apparatus.

Working:

Electrical maintenance should, where reasonably practicable, be carried out on circuits which have been isolated from all supplies of electricity above 50 V.A.C. Where electrical maintenance has to be performed on 'live' equipment the person performing the work must be competent and authorised to perform the task and comply with the requirements of the Electricity at Work Regulations.

Competent: To be regarded as competent, one must have an:

(a) Adequate knowledge of the technicalities of electricity.

(b) Adequate experience of work in connection with electricity.

(c) Adequate detailed knowledge of the system upon which work is being carried out so that the persons avoid causing danger to themselves as well as others.

(d) Adequate level of information, instruction and training.

Authorised:

Means a person employed, appointed or selected by the occupier to carry out certain duties incidental to the distribution or use of electrical energy. Usually the employment of a competent, qualified electrician is the safest course of action, especially for larger more complex tasks/types of work e.g., maintenance and testing.

ELECTRICAL SHOCK

When a person receives an electric shock, the unpleasant sensation is due to the flow of current though the body. The effect of this current flow can be much more than just 'unpleasant'. The victim will die if current flows near the heart because its beating mechanism will be interrupted. Current flowing in the nervous system will stop the action of the lungs and the victim will die. If current travels over the surface of the body, very painful burns are caused. These burns can be enough to cause death some time after the shock is received.

It is apparent therefore that the path taken by the current though the body decides whether death occurs or not. The following table shows:

1 to 6 milliamps -	Can just be felt
7 to 20 milliamps -	Causes a painful sensation
20 to 75 milliamps -	In the nervous system controlling the lungs can stop their action and cause death
75 to 200 milliamps -	Flowing near the heart causes death
more than 200 milliamps -	Causes burns over the body surface

All electrical equipment and work should be treated with, and carried out with care and respect by competent persons.

ELECTRICAL TESTING

In compliance with the Electricity at Work Regulations 1989, the Seventh-day Adventist Church has the following arrangements in place for testing electrical installations every 5 years in all of their premises.

The inspection and testing does not include earthed portable appliances or apparatus connected to socket outlets as this is carried out on a more regular frequency and as a separate exercise.

The person responsible for initiating the service checks and certification is the Head Deacon and through the various governing boards.

The completion and inspection certificate is to certify that the buildings electrical installation has been inspected and tested in accordance with the regulations published by The Institution of Electrical Engineers and that to the best of the competent persons knowledge and belief, complies at the time of testing with the current edition of these regulations except as indicated.

A schedule has been included in these Codes of Safety Practice which outlines the areas and scope of these inspection requirements.

Note: Completed inspection certificate, inspection report and schedule will be kept on file at each respective centre of church activity.

EMPLOYEES WORKING AT HOME - SAFE SYSTEM OF WORK

In order to comply with the statutory regulations for employees working at home and to ensure, as far as is reasonably practicable their Health and Safety in the workplace, the Seventh-day Adventist Church has laid down a safe system of work which needs to be strictly followed.

1. All earthed computer and associated electronic equipment supplied by The Seventh-day Adventist Church will be checked by a competent electrician at a minimum frequency of every 24 months to comply with the Electricity at Work Regulations.

2. The user will make arrangements, with the designated person or manager in charge, for this equipment to be brought to the appropriate site for testing, labelling and dating.

3. Stocks of paper and other stationery materials including inks, liquid paper and similar substances must be stored in a cool dry place.

4. Where employees are using chemical substances they must be aware of the potential risks.

5. The person who owns or rents the premises, e.g. the employee is responsible for:

   (a) The supply and safety of electrical power, plugs, leads and sockets.

   (b) Ensuring that the equipment is safe through regular visual safety checks and compatible with the power supply (advice can be sought from the designated person or manager in charge).

6. The employee is responsible for carrying out a risk assessment of his/her workplace and submitting a report to his/her manager in writing. This assessment must be reviewed annually and any changes recorded and submitted to his/her manager.

FIRE ACTION

The general instructions to staff are:

If you discover a fire

1. Operate the nearest fire alarm break glass unit.

2. Make contact by telephone or the quickest available route with the duty officer or receptionist, asking them to contact the designated person or manager in charge.

3. Attempt to control the fire with extinguisher or hose reel if it is safe to do so. Do not place yourself at risk. Ensure the correct appliance is used for electrical fires.

4. If you cannot extinguish the fire immediately, leave the building via the nearest exit and go to your assembly point.

On hearing the Fire Alarm

1. **DO** use the nearest available exit.

   DO (if time permits) shut windows and doors, switch off machinery.

   DO proceed quickly to your fire assembly point.

2. **DO NOT** panic.

   DO NOT stop to collect personal belongings.

   DO NOT use the lifts once the alarm has sounded.

   DO NOT re-enter the building until instructed to do so.

Specific department instruction, together with nominated fire wardens are contained in this safety manual.

What is Fire?

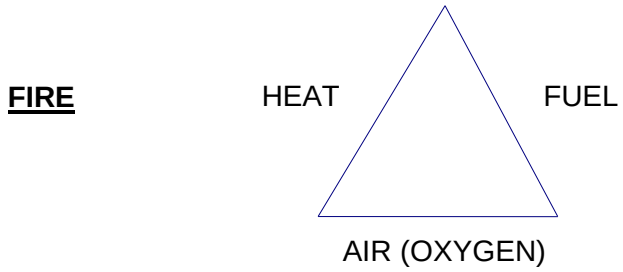
For an outbreak of fire to occur and continue, the following are essential:

(a) Fuel - A combustible substance either solid, liquid or gas

(b) Oxygen - Usually air which contains about 20% oxygen

(c) Heat - The attainment of certain temperature

These essentials are known as the fire triangle and may be depicted thus:



The Fire triangle: removal of any component obviates risk of fire.

Methods of Extinction

Because three ingredients are necessary for fire to ensue, it follows that if one or more of these are removed, the fire will be extinguished. To achieve this, three basic methods are employed:

1. Removal of Heat or Cooling

Water is normally used for cooling a fire as it has the greatest heat absorbing properties of all liquids and it absorbs the greatest amount of heat when turned into steam. Cooling by water absorbs heat to the point where more heat is being absorbed than is being generated – the fire goes out.

2. **Removal of Fuel or Starving**

   Examples of starving a fire or removal of fuel are the switching off of the supply, the draining of a burning oil tank or the pulling apart of a haystack/wood etc.

3. **Removal or Limitation of Oxygen (blanketing or smothering):**

   By removing the oxygen in the air from 20% down to 15% or less, fire will be extinguished. In other words, combustion becomes impossible even though a considerable proportion of oxygen remains in the air.

Types of Fire Risk:

For all practical purposes there are four main classes of fire and the method of extinguishing are normally dictated by the 'class' of risk.

1. Class A – Fires involving solid normally carbonaceous, materials which form a glowing ember, e.g., wood, paper and their derivatives. Most effective extinguishing agent is water, in the form of a jet for a deep seated fire, and a spray for a surface fire.

2. Class B – Fires involving liquids or liquefiable solids, e.g., oils fats, petroleum jellies, petrol, paraffin, etc. Extinguish by way of either (a) dry powder (b) carbon dioxide (c) foam (d) non-toxic vaporising liquid or in some cases (e) an incombustible sheet. Water **MUST NEVER** be used on these substances, unless known, to be miscible with water and then only in a spray form.

3. Class C – Fires involving gases or liquefied gases in jet or spray form, e.g., propane, butane or methane. Extinguish by way of sprayed water to cool containers and foam to control resultant fires which may include spilled liquid.

4. Class D – Fires involving metals – extinguish by way of either (a) dry powder (b) carbon dioxide or (c) dry sand. The use of water is not recommended.

5. Class F – fires involving cooking oil or fat – are a new classification and extinguishers are commercially available.

Electrical Fires:

These are not now treated as a separate class since, if electricity is the cause, one of the other classes will be the result, also many of the other types will include electrical appliances and wiring in their spread. Extinguish as indicated above if the electrical supply can be isolated. However, if this is not possible, then a non-conductive extinguishing agent must be used, i.e. dry powder, carbon dioxide, vapourising liquid.

FIRE EXTINGUISHERS

The Seventh-day Adventist Church has, on its premises, all types of portable fire extinguishers, which are colour coded for quick identification:

RED	-	Water
BLACK	-	Carbon Dioxide
CREAM	-	Foam
BLUE	-	Dry Powder
GREEN	-	BCF (Bromochloroflours Methane) ILLEGAL for the public to use since 2003 any retained extinguishers of this type must be disposed of legally.

These extinguishers are for the use of all personnel in dealing with small outbreaks of fire and should only be used by those who are competent and confident to tackle it – should be no bigger than the size of a small waste paper basket sized fire. Similarly, there are numerous fire hoses strategically placed within the building for the use of all personnel in an emergency. External fire hydrants are also available for use by the fire brigade and should be clearly marked out and kept clear of obstruction. On no account are fire hoses or hydrants to be used for any other purpose other than fire fighting.

Re-charging of Equipment:

As soon as practicable after an appliance has been used, the designated person or manager in charge must be informed in order that a replacement appliance may be issued. If because of the type or number of appliances used this is not practicable, all appliances will be re-charged within 24 hours.

Maintenance of Equipment:

This is carried out on a contract basis every twelve months supervised by the appointed or responsible person. Any appliance found to be missing or defective must be reported to the designated person or manager in charge as soon as possible, who will take the necessary action.

Training:

Approximately once per annum training sessions should be arranged by the designated person or manager in charge in the use of portable extinguishers. On the dates of such training sessions appointed members of staff, in all centres, will be encouraged to use extinguishers.

New Information on Extinguishers:

In compliance with an EEC directive 1996, all new fire extinguishers will be red in colour and just 5% of the canister surface i.e. a coloured label affixed to the extinguishers will indicate what they should be used for. Older extinguishers may have one colour over the whole body of the extinguisher.

Type	**Old Code**	**BS EN 3 Colour Code**	**Fire Class**
Water	Red	Red	A
Foam	Cream	Red with a cream panel	AB
Dry Powder	Blue	Red with a Blue panel	ABC
Carbon Dioxide	Black	Red with a Black Panel	A(limited)B
Wet chemical	N/A	Red with a yellow panel	A,F
Special Powders	Blue	Red with a Blue panel	D

Therefore when new extinguishers or replacements are made they should be red in compliance with these changes.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The Regulatory Reform (Fire Safety) Order 2005 (FSO) place an emphasis on fire safety and prevention. Fire risk assessments must be carried out which specifically focus on Fire prevention systems and people's safety (including visitors, volunteers and members of the public).

A further requirement is for an 'Emergency Plan' to be completed and outlined in writing.

Peoples understanding and training is of critical importance, a checklist which is a 'Hands On' approach, can be helpful ensuring that people have carried out practical exercises so as to encourage confidence. In the Appendices there is a list of readily available and often free guides suitable for each type of premises and activity including a checklist to be used for training purposes. (Appendix F & G).

All units must ensure that Fire (and general safety) risk assessments are conducted frequently and any necessary improvements are made to arrangements, equipment and premises. It is vitally important when conducting risk assessments and emergency planning that the diverse nature of the churches membership and visitors is considered including our diversity in terms of language, age range and physical and mental ability.

FIRST AID: THE HEALTH AND SAFETY FIRST AID REGULATIONS 1981

A Code of Practice, approved by the Health and Safety Commission, came into force on 1st July 1982. Its purpose is to provide practical guidance with respect to the above regulations and covers equipment, facilities and arrangements to be made by the employer in order to provide suitable coverage for all employees during working hours.

It should be noted that for serious incidents the Emergency Services should be called as soon as possible as first aid is just that – first aid.

Summary of the Main Points of the Regulations

1. Failure to comply with the code is not in itself an offence, although failure may be used in criminal proceedings as evidence that a person has contravened the regulations.

2. An employer is expected to provide a number of first aiders relevant to the number of employees at work; to the nature of the work; to the extent to which employees are working in scattered locations within large buildings or a site.

3. As a guide it is recommended that it is not necessary to provide a first aider in offices unless 150 or more employees are at work.

4. At least one first aider should be present in large residential or service premises, when the number of employees at work is between 50 and 150 and one additional first aider for every other 150.

5. Where fewer than 150 are employed in offices and fewer than 50 in factories and warehouses, then there may be no need for a first aider but an employer must provide an appointed person at all times employees are at work.

6. Where there is shift working, the employer should ensure that sufficient first aiders are appointed to provide coverage for each shift in respect of employees at work on the shift.

7. In general, an employer need only provide a suitably equipped and staffed first aid room where more than 400 or more employees are at work.

8. Where establishments have a large number of employees and are divided into a number of more or less self-contained working areas, the employer will need to provide both centralised facilities (e.g. a first aid room) and supplementary equipment and personnel in other locations.

9. Where employees work alone and travelling for long distances in remote areas is involved, from which access to National Health Service accident and emergency facilities may be difficult, small travelling first aid kits should be provided for them. There would be no need to make first aid provision in the case of employees whose work is in the nature of sales and delivery in urban areas, other than permanent provision at the establishment from which they operate.

10. It is recommended that first aid rooms and boxes should be identified by means of a sign complying with the 1996 Safety Sign Regulations. The sign required is a white cross on a green background.

11. There should be attached to the door of the first aid room a note showing clearly names and locations of the nearest first aiders and the times they are available, also of appointed persons.

12. In some cases, it *may* be necessary to move a sick or injured employee to a safer or more hygienic environment, e.g., the first aid room. Where first aiders are provided, employers should ensure appropriate equipment such as a stretcher or carrying chair is readily available for use, clearly identified and in a readily accessible location. Where an establishment covers large areas, then suitable carrying equipment should be provided at a number of places.

13. An employer is required to inform their employees of the arrangements made in connection with the provision of first aid, including the location of equipment, facilities and personnel when they first join the establishment, it should always be part of any induction training given and when they move to another part of the establishment which involves different personnel, equipment or facilities.

14. There should be at least one notice posted in a conspicuous position in all work places within the establishment, including Main Office Buildings, giving the location of first aid equipment, facilities and the name(s) and location(s) of the personnel concerned.

Chemical Register: Please Note:

Where a manufacturer instructs specific treatment for a chemical, the specified antidote/solution must be at hand when the dangerous substance is being used.

The Emergency Services should be called as soon as possible and made aware of the chemicals involved.

First Aid Treatment

Code

A. Flood with large quantities of gently running water from the tap or eye wash bottle for *at least 10 minutes.* Ensure the water bathes the eyeball by gently prising open eyelids and keeping apart until treatment is completed.

B. Flood surface with large quantities of running water and continue for *at least 10 minutes* or until satisfied that no chemical remains in contact with the skin.

If clothing is also contaminated allow the casualty to remove his own clothing. However, if the casualty is unable to do so, assistance should be given after having ensured your own safety, e.g., by

wearing gloves, etc. Inform the manager in charge and if necessary remove the patient to hospital.

C. Remove casualty from danger area after first ensuring your own safety.

Loosen clothing, administer oxygen if available.

If unconscious, place the casualty face down. If breathing stops, apply artificial respiration by mouth-to-mouth method. It is important that the first aider informs the manager in charge as soon as possible. If emergency warrants it, remove the casualty to hospital and provide information on the chemical responsible and the first aid treatment given.

D. If chemical is confined to mouth, give large quantities of water as a mouthwash.

Ensure that mouthwash *is not* swallowed.

If unconscious - give nothing by mouth.

If conscious - do not induce vomiting.

If casualty has swallowed chemical and there is blistering in the mouth - give nothing by mouth.

If casualty swallowed chemical - give one pint of milk by mouth.

Inform the manager in charge or in their absence, the departmental manager or first aider, who will arrange for transportation to hospital by ambulance.

When casualty is removed to hospital, details of first aid treatment given and manufacturer's information should accompany him/her.

E. Wash well with soap and water. Remove any contaminated clothing. Wash thoroughly before re-use.

F. Do not attempt to remove adhesive but immerse affected part in warm soapy water. This treatment would result in the adhesive wearing off.

G. In case of eye contact, do not attempt to remove adhesive but seek medical attention. If the eyelid adheres to the eyeball, again do not attempt to remove adhesive but allow natural fluid surrounding the eye to break down the adhesive gradually. Inform the manager in charge, who will arrange to remove the casualty to hospital if necessary.

H. If confined to the mouth only – wash mouth with water and then dilute bicarbonate solution. If swallowed, then give plenty of water to drink and then Milk of Magnesia. It is important that action is taken without delay.

I. If the casualty is still conscious induce vomiting very quickly. Otherwise follow procedure 'D' (Although this procedure is not normally used, it is essential because of the rapid absorption of the dangerous material into the blood stream and the consequent increased risk of death before the casualty can be moved to hospital). Inform the manager in charge.

J. Wash thoroughly with soap and water. Apply replenishing cream.

First Aiders:

It is the responsibility of organisations that operate shift working to identify the names and shift coverage, where it applies, of its qualified first aid personnel in the local Health and Safety policy arrangements. Names of first aiders need to be displayed on prominent notice boards and medical

supplies boxes as considered necessary and practical around the premises. Central records of any registered first aiders will be kept by the manager in charge at each Seventh-day Adventist establishment.

A check should be kept on the period for which a first aider qualification is valid. First aiders will receive refresher training at the appropriate intervals.

GAS CONTAINERS

GENERAL DUTIES UNDER THE HSW ACT (SECTION 2(1), 2(2) AND 3) RELATING TO HANDLING, LIFTING, TRANSPORT, STORAGE AND LUBRICATION OF TRANSPORTABLE GAS CONTAINERS

Handling:

There are a number of general duties as follows:

(a) Containers which require protective valve caps or covers should have the caps or covers in position before they are despatched from or to filters/testers.

(b) Containers should not be used for any purpose other than the storage and supply of fluids, e.g., as rollers or supports, although if suitably constructed may support either other similar containers in a properly assembled container stack during storage, or suitably designed appliances.

(c) Containers should be safely stored when not being moved about. They should be secured, unless designed so as to be left free-standing in safety.

(d) Containers should not be dropped in service except onto suitable handling mats.

(e) Valves should be kept closed while the container is not in use. Where replaceable dust caps are provided, they should be fitted to prevent moisture or dirt accumulating in the valve while the container is not in use.

Lifting:

There are a number of general duties as follows:

(a) Valves, shrouds and caps should not be used for lifting containers unless they have been designed and constructed for the purpose.

(b) When a hoist or crane is used for lifting containers, suitable cradles, slings, clamps, or other effective means should be used to ensure the safety of the containers.

(c) Containers should not be raised or lowered on the forks of lift trucks unless adequate precautions are taken to prevent the containers falling from the forks.

Transport:

During transport, containers should be firmly secured in cradles, multi-pallets, trolley or similar suitable frameworks, or other methods adopted to limit container movement and prevent the containers from falling off the vehicle or projecting beyond the sides or end of the vehicle, while being conveyed.

Storage:

There are a number of general duties as follows:

(a) Containers should be stored in a safe place in the open air or if this is not reasonably practicable, in an adequately ventilated building or compartment of a building reserved for such storage.

(b) Containers should be protected from external heat sources which may adversely affect their mechanical integrity and thus place them outside their design criteria and original manufacturing specification.

(c) Containers should be stored in such a way that they do not normally stand or lie in water.

(d) Special consideration should be given to the storage of containers of flammable, oxidising or toxic gases having regard to the nature of the gases they contain.

(e) The guidance in this paragraph is in addition to and not in substitution for the requirements of regulations 7(1)(d) of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.

Lubrication:

Oils or other lubricants should not be used on valves or other fittings of any container unless either they are compatible with the gas within the container or cannot come into contact with the gas.

GAS REGULATIONS - SUMMARY OF REQUIREMENTS

This summary is for background only and is intended to provide a general indication of some of the main requirements. It should not be taken as a statement of the legal position, for which reference needs to be made to the relevant statutory instrument (51 1998 No 2451). These Regulations, subject to certain exceptions/provisos:

- Require work on a gas fitting to be carried out only by a competent person; and employers of gas fitting operatives, together with other specified persons (e.g., those in control of the work such as building contractors), to ensure that operatives have the required competence for the particular work being done. Employers of persons carrying out work on gas fittings/service pipework and self-employed persons doing this work are required to be a member of a class of persons approved by HSE; at the time of this revision this means that they should be registered with the Gas Safe Register. Always ask to see their Gas Safe Register ID card before allowing them to commence work.

- Require any employer or self-employed person requiring work to be done on a gas fitting, or in control to any extent of such work (e.g., a contractor), to take steps to ensure the person doing the work is, or is employed by a member of a class of persons approved by HSE.

- Require an installer of a gas fitting to ensure that the fitting is suitable for the purpose for which it is to be used. Installation of lead pipe/fittings is prohibited and controls are placed on the use of non-metallic pipe/fittings. Any work on a gas fitting/storage vessel is required to comply with appropriate standards and to be done in a manner which avoids danger to any person.

- Specify measures to be taken by any person working on a gas fitting against danger from gas release, and requirements for sealing gasways and testing gastightness after work is completed. Use of ignition sources is prohibited where there is a risk of fire/explosion, e.g., in searching for a gas leak. Requirements are specified for safe installation of gas (e.g., LPG) storage vessels, and the storage of natural gas at domestic premises is prohibited.

- Require gas fittings to be protected from damage, including corrosion, and from blockage by a foreign body, e.g., dirt/dust.

- Prohibit any alteration to premises in which a gas fitting or storage vessel is installed which causes the fitting or storage vessel no longer to comply with the Regulations, as well as work on a gas fitting or associated flue/ventilation system which results in danger to any person.

- Require an emergency control to be provided when gas is first supplied to premises. Where this control is not adjacent to a meter, a notice is required, to be posted adjacent to the control, describing the procedure in event of a gas escape.

- Require electrical continuity to be maintained during work on a gas fitting, where necessary to avoid danger.

- Require gas meters to be installed so as to avoid, as far as is reasonably practicable, adverse effect on means of escape from premises, and specify requirements concerning construction of certain meters. Other requirements are imposed for meter installation, e.g., to avoid electrical hazards and facilitate inspection/maintenance, and for pipe connections, gastightness tests and purging of meters.

- Specify requirements for meter housings concerning safe dispersal of any gas escape, avoidance of combustible materials, and provision of keys to enable consumer access.

- Stipulate protection arrangements to maintain gas pressure within safe limits, in the case of systems supplied from gas (e.g., LPG) storage tanks, or from certain cylinder configurations. Requirements are also included for sealing of regulators against unauthorised interference.

- Require an emergency notice to be posted at a primary meter, giving the procedure to be adapted in event of a gas escape; a notice showing the position of the emergency control is also required in certain cases.

- Prohibit installation of a pre-payment meter as a primary meter in certain cases and specify requirements for notices at primary meters where gas is supplied to more than one secondary meter. Precautions, e.g., for isolation/sealing, are also specified for situations where a primary meter has been removed.

- Require any person supplying or permitting the supply of gas through a primary meter to a secondary meter (e.g., a landlord), to display at specified positions, a notice showing the configuration of the gas system.

- Require installation pipework to be installed in a safe position having regard to factors which might affect safety, e.g., location of other pipes, drains, cables and electrical apparatus. Any person connecting installation pipework to a meter is required to inform the person responsible for the premises (e.g., the occupier) of the need for equipotential bonding.

- Specify restrictions and protective measures for pipes passing through solid walls and floors, cavity walls and building foundations; conditions are stipulated whereby pipework associated with `living flame effect fires' may be run in a wall cavity. Ducts and voids accommodating installation pipework are required to be adequately ventilated.

- Require installation pipework to be installed so as to avoid impairing the structure of fire resistance of a building.

- Require a receptor to be fitted to installation pipework where liquid or solid deposits may occur, e.g. , from 'wet gas'.

- Specify requirements for gastightness testing after work has been done on installation pipework, and for purging/sealing of such pipework both in cases where gas is being supplied to the premises where it is installed, and where gas is not being so supplied.

- Require installation pipework, other than in premises or part of premises used only as a dwelling or living accommodation, to be marked, e.g., colour coded, in any position accessible to inspection, to identify that it is carrying gas.

- Require a valve to be fitted in certain installation pipework and a system diagram provided (e.g., for use by emergency services), where service pipe/pipework exceeding specified sizes feeds certain buildings or floor areas.

- Appliance after work has been done, and for notification of any defect to the owner/user.

- Require any person installing a gas appliance to ensure it is safe for use; is not left connected to the gas supply unless it can be used safely; it complies with other relevant safety requirements (e.g., gas appliances safety legislation), and that any second-hand appliance is in a safe condition for further use. Any work on an appliance is required to maintain safety standards and requirements are specified for the examination of any appliance after work has been done and for notification of any defect to the owner/user.

- Require any flue to be suitable and in a proper condition for safe operation of the appliance which it serves, and any power-operated flue system to prevent operation of the appliance if the draught fails. Requirements to enable inspection of, and to prevent spillage of combustion products from, certain flues are specified; and any flue is required to be installed in a safe position.

- Require a gas appliance to be installed in a position readily accessible for operation, inspection and maintenance.

- Require the installer of a gas appliance to leave the manufacturer's instructions for the appliance, for use by the owner or occupier of the premises where the appliance is installed.

- Prohibit installation of certain gas appliances in specified rooms unless the appliance is room-sealed. In other specified locations, certain appliances are required to be room-sealed or fitted with a device to cause shutdown before a dangerous quantity of combustion products can build up in the room concerned; a general prohibition is placed on the installation of any instantaneous water heater, unless it is room-sealed or fitted with such a device.

- Prohibit installation of suspended appliances unless the installation pipework is capable of supporting the weight imposed and the appliance is designed to be so supported.

- Specify requirements for interlocking of automatic flue dampers, and their inspection. Installation of a manual flue damper on a domestic appliance is prohibited, and where an appliance is installed to an existing flue incorporating a manual flue damper, the damper is required to be permanently fixed in the open position.

- Specify requirements for testing gastightness and examining appliances, flues, ventilation etc., and action where adjustments are necessary; in cases where a gas appliance is installed at a time when gas is being supplied to the premises concerned. Requirements are also specified where installation takes place when gas is not being supplied to premise.

- Require a responsible person for any premises (for instance, the occupier/owner of the premises, e.g., landlord) not to use or permit the use of any unsafe appliance. Persons carrying out specified work, e.g., on service pipes or gas fittings, are required to report any appliance they suspect as being dangerous to the responsible person for the premises, or where this person is not available, to the gas supplier or transporter, as appropriate.

- Require an employer or self-employed person to ensure that any gas appliance, flue or installation pipework installed at a place of work they control is maintained in a safe condition.

- Require landlords, in specified circumstances, to ensure safe maintenance to gas appliances, flues and installation pipework installed in premises under their control, that annual safety checks are carried out on such appliances/flues and that a record is kept and issued (or in certain cases, displayed) to tenants. Landlords are required to ensure that no gas fitting of a type that would contravene regulation 30 (e.g., certain instantaneous water heaters) is fitted in any room occupied or to be occupied as sleeping accommodation after the Regulations came into force. This includes any room converted into such accommodation after that time.

- Specify action to be taken by gas suppliers and persons responsible for premises in event of an escape of gas other than natural gas (as covered by the Gas Safety (Management) Regulations 1996); this extends to the emission of, or suspected emission of, carbon monoxide from an appliance using gas, other than natural gas supplied from a network.

- Require protective measures as stipulated by the gas transporter, to be taken by a consumer where gas is used with plant (such as a compressor or engine) liable to cause dangerous fluctuation of pressure in the gas supply, or where an extraneous gas (e.g., compressed air) is used in connection with the consumption of gas.

Interface with other safety legislation:

The Regulations have an interface with requirements under other legislation, as referred to in this ACOP/guidance.

This includes:

Health and Safety at Work etc., Act 1974 (HSW Act); Gas Acts 1986 and 1995 (GA)

Pipelines Safety Regulations 1996 (PSR); Gas Safety (Management) Regulations 1996 (GSMR)

Workplace (Health and Safety) Regulations 1992 (WHSR)

Management of Health and Safety at Work Regulations 1992 (MHSWR) [updated to 1999]

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Gas Appliances (Safety) Regulations 1995 (GASR)

Construction (Design and Management) Regulations 1994 (CDM)

Pressure Systems and Transportable Gas Containers Regulations 1989 (PSTGCR)

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

Building Regulations 1991 and Building Standards (Scotland) Regulations 1990

Gas Safety (Installation and Use) Regulations 1998

LEGIONNAIRES DISEASE

Legionella Pneumophila thrives on the conditions characteristically found in poorly maintained cooling towers, old pipe feeds and water supplies associated with air conditioning systems.

In 1989 a considerable number of people were infected with this very dangerous disease, the causes are now very well known and prevention is relatively simple. There can be no excuses.

It is important that all employers check whether they have relevant plants and systems and if so that their maintenance programmes are correctly specified and carefully followed. If they fail to do so they will be in breach of the law and could face very serious consequences. The responsibility for advice and guidance is that of the Local Environmental Health designated person or Department. However, the enforcing authority is that of the Health and Safety Executive, i.e., Factories Inspector or Environmental Health designated person.

Contained within the arrangement section of the Seventh-day Adventist Church's Safety Policy is outlined its procedures and treatments for dealing with its water cooling and supply systems. Please find listed a five-point action plan which should be used as a form of measurement:

1. Those in charge of premises where Legionella could be found should establish a procedure for ensuring that they identify any danger spots.

2. They should operate the system as designed and take full note of any operating instruction manual.

3. They should ensure their maintenance cleaning and disinfecting systems are effective.

4. They should monitor and record inspections and carefully ensure those responsible for undertaking these activities endorse that they have been properly done by signing to this effect.

5. If in doubt on any issue they should seek advice from the manufacturers or suppliers of the plant or from Health and Safety Executive's Area offices or the Environmental Health Department of the Local Authority.

Technical Information:

'Minimising the Risk of Legionnaires Disease', technical memorandum T13, Chartered Institution of Building Services Engineers, Delta House, 222 Balham High Road, London SW12 9BS.

LIFTS

The mechanical safety of lifts is regularly checked by insurance lift engineers. Certificates of confirmation that repairs have been carried out/effected need to be kept by the designated person or manager in charge as a central record. The safety working load must be marked on the lift and also the maximum number of passengers who can be carried at any one time. If the lift is goods only, this must be clearly indicated and use by human passengers strictly prohibited.

The interlocks on the gates are essential safeguards and if they are defective or put out of action, report it immediately to the designated person or manager in charge. Under no circumstances should the lift be used until the necessary repairs are completed. Where a pedestrian controlled power truck is entering the lift, the load must go in first to prevent the operator being crushed against the back of the cage.

LIFTING OPERATIONS & LIFTING EQUIPMENT REGULATIONS (LOLER)

Equipment & Operations Covered:

Lifting Operations & Lifting Equipment Regulations (LOLER) covers all equipment, which includes existing equipment, second-hand or leased equipment and new equipment. The Regulations require that in general, lifting equipment or accessories used for lifting persons need to be thoroughly examined at least every 6 months, whilst for other lifting equipment or accessories it would be at least every 12 months. Examples of the types of Lifting Operations & Equipment covered include:

- A passenger lift in an office block.
- A rope & pulley used to raise a bucket of cement on a building site.
- A dumb waiter in a restaurant or hotel.

- A vacuum lifting crane.
- A vehicle inspection hoist.
- A scissor lift.

LOLER also applies to a range of other lifting equipment which presents risks which are similar to those associated with the traditional equipment listed above. Some non-exhaustive examples of the types of equipment and operations will now be covered.

- Ropes for climbing or work positioning on tele-communication towers, overhead lines, and structural examination of a rock face or external structure of a building.
- Paper roll hoist on a printing system.
- Automated storage and retrieval system.
- Front end loader on a tractor used for raising and lowering loads, such as a bale of hay.
- A bath hoist, lifting a resident into a bath in a nursing home.
- A loader crane fitted to a lorry for delivery duties.
- Refuse vehicle loading arm used for tipping.
- An air cargo elevating transfer vehicle.
- Vehicle recovery equipment and vehicle tail lifts.

Application:

The requirements imposed by these Regulations on an employer in respect of lifting equipment shall apply in relation to lifting equipment provided for use or used by an employee at work.

- To a self employed person in respect of lifting equipment he uses at work.

To a person who has control to any extent of:

- Lifting equipment;
- A person at work who uses or supervises or manages the use of lifting equipment; or
- The way in which lifting equipment is used.

Suitability of Lifting Equipment

- Every employer shall ensure that work equipment is so constructed or adapted for the purpose for which it is used or provided.
- In selecting work equipment, every employer shall have regard to the working conditions and the risk to Health & Safety of persons which exist in the premises or undertaking at which that work equipment is to be used and any additional risk posed by the use of that work equipment.
- Account should be taken of ergonomics, size, shape of the human body, operating positions, working heights, reach distances etc., the placing of unique strain on the user, physical reach, and limitation to carry out tasks.

- Material of manufacture should be made of materials which are suitable for the conditions under which it will be used as all materials have unique physical properties and will behave in different ways depending on the conditions to which they are exposed.

- The risk assessment will need to include how often the lifting

    - Equipment will be used;

    - Where the lifting equipment will be used;

    - The nature & characteristics of the load;

    - Limitations on use specified by the manufacturer or supplier.

Means of Access

- Where access to or egress from any part of the lifting equipment is required you should provide a safe means of doing so.

- Any means of access or egress which forms part of the lifting equipment should be suitable for the purpose.

Protection against Slips, Trips & Falls

- The workplace or platform should be such as to minimise the risk of accidents arising from slips, trips, falls.

- The workplace where people need to be present should to be of adequate size and strength for them and any items they need.

- Where there is a risk of people falling more than 2 metres, then edge protection should be provided which should be suitable and securely fixed.

- Similar conditions apply to those parts of lifting equipment where people may need to be present in order to operate, maintain, inspect and/or carry out repairs.

- There are other situations where a potential fall of less than 2 metres may also require edge protection for example

    - Where traffic routes pass close to the edge of lifting equipment;

    - Where large numbers of people are present;

    - Where a person might fall onto sharp or dangerous surface material or substance;

    - Where a person might fall into fast flowing water.

Operator Protection:

Where operators may be adversely affected by the environment in which they are using lifting equipment you should provide them with adequate protection. Situations where protection would be necessary include where the operator of the lifting machinery is exposed to:

- Extremes of temperature, e.g., in steel foundry or cold store.

- The weather, air contamination, e.g., waste disposal operation.

- Levels of noise that could damage the hearing, operator protection will depend on the nature of the hazards.
- Adequate visibility to perform the tasks.
- Protection from harmful substances.
- Heating or ventilation as necessary.
- Suitability of ergonomics to the operator.

Effects of High Winds:

Where lifting equipment and/or its load may be affected by high wind, the equipment should be fitted with appropriate devices so as to detect dangerous situations and allow measures to be taken to cease using the equipment. Guidance is as follows:

- Wind maps, weather forecasting, the need to set wind action levels, i.e., wind speeds and direction.
- Shape of the load and the way it is lifted may also increase effects of winds and also the stability of the lifting equipment.
- The wind could also affect the stability of equipment indoors particularly where doors are open allowing the wind to create a funnel effect.

Strength & Stability:

- Lifting equipment should be of adequate strength and stability for each load having regard in particular to the stress induced at its mounting or fixing point.
- Every part of the load and anything attached to it and used in lifting it is of adequate strength.
- A competent person should ensure that the strength and stability of the lifting equipment continues to be of adequate strength for the tasks that the equipment is intended for.

Adequate Stability:

A number of factors can affect the stability of the lifting equipment:

- The strength of the ground surface;
- Stability of the surface under load conditions;
- The size and nature of the load;
- How the load is intended to be lifted;
- Maximum wind loading.

Methods to improve stability

- Designing a suitable base on which to position the equipment;
- Using an anchorage system;
- Using ballast, out riggers or stabilisers.

Examples of Mobile Lifting Equipment include

- Mobile cranes, fork lift trucks, forwarders and cable cranes in forestry.

Examples of Lifting Equipment which can be dismantled and reassembled include

- Tower cranes, construction site hoists, mast climbing work platforms.

Lifting Equipment used for Lifting Persons

The raising and lowering of people by work equipment which is not specifically designed for this purpose should be undertaken, only in exceptional circumstances, when it is not practicable to gain access by less hazardous means. Where it is necessary to use such work equipment you should ensure that all necessary precautions are taken to ensure safety including appropriate supervision.

Fork Lift Truck (FLT)

- Only those suitably trained on approved training schemes and medically fit may drive lift trucks.
- FLT must be regularly maintained and visually inspected before use and subjected to thorough examination at frequencies determined by a competent person and reports issued.
- The FLT should have appropriate audible and visual warning devices fitted and used to alert pedestrians and other workers (e.g., flashing lights, audible reversing alarms).
- No one may be carried as a passenger, or raised on the forks, except in a purpose built personnel carrying adaptation.
- Persons carried on the platform should be prevented from reaching any dangerous parts (e.g., chains of the truck) by effective screen or guards, they should also be protected against any overhead hazards that might exist (e.g., from coming into contact with rafters in the ceiling).

Telescopic Handler

- Telescopic handlers are a specific type of fork lift truck and should never be used for lifting people unless safety working platforms as outlined already with lift trucks are used. In order to prevent inadvertent operation, the operator should scotch or lock out the tilt mechanism when the equipment is used with a working platform.
- Suitable means of communication between the operator and platform should be provided (manual signals may be sufficient in many circumstances).

Hydraulic Hoists/Platforms (Cherry Pickers)

If a hydraulic platform is used/hired in:

- It may only be obtained from an appropriate competent supplier.
- It must only be operated by people who are trained and competent to do so.
- There must be evidence that it has a current report of thorough examination.
- It is the operator's responsibility to ensure the safe operation of the platform and work area.
- A risk assessment must be carried out and any significant findings and control measures incorporated into an appropriate lifting plan which is reported to the manager responsible for approval, prior to work commencing.

- There must be a named operator responsible for all hoist activities and who must not leave the ground in the cage.
- The operator must confirm that they regard the position of the machine as safe.
- The number of people in the cage must be kept to a minimum.
- There must be effective communications between the operator and the cage.
- There must be adequate provision to prevent unauthorised access to the base of the platform.

Lifting Equipment

If lifting equipment is not marked to indicate it can be used to lift people, it should only be used if a risk assessment has confirmed it can be used safely and adequate precautions taken. It should then be appropriately marked to indicate that it is for lifting people and the number of people it can lift safely.

The term 'Carrier' is a generic term used to describe the device which supports people while being lifted or lowered and includes the following:

- A car of a passenger lift.
- A platform on a mobile elevating work platform.
- A cradle suspended from the hook block of a crane.
- A bosun's chair or cradle.

Marking of Lifting Equipment

- Machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads.
- Accessories for lifting are also marked in such a way that it is possible to identify the characteristics necessary for their safe use.
- Lifting equipment which is designed for lifting persons is appropriately and clearly marked to this effect.
- Lifting equipment which is not designed for lifting persons but which might be so used in error is appropriately and clearly marked to the effect that it is not designed for lifting persons.
- A safe working load is a value or set of values based on the strength and/or stability of the equipment when lifting. A range of safe working loads can be specified for the same equipment when used in different configurations. The SWL is usually expressed in terms of the maximum load that the equipment may safely lift or the actual capacity of the equipment in the case of fork lift trucks.
- Where lifting machinery has a safe working load which varies with its operating radius or is dependent upon how it is configured, it is either clearly marked or adequate information is provided to indicate to the user the corresponding safe working load. Any marking should be clearly visible or information readily available to the operator or user.

Organisation of Lifting Operations

Every lifting operation involving lifting equipment should be as follows:

- Properly planned by a competent person;
- Appropriately supervised;
- Carried out in a safe manner.

Initial Planning

You may need to use appropriate equipment for lifting particular types of loads, or specialist handling equipment in conjunction with fork lift trucks, e.g., reel handling attachments for paper reels or similar loads.

Planning of Individual Lifting Operations

For routine lifting operations the planning of each individual lifting operation will usually be a matter for the people using the lifting equipment such as a slinger, the fork lift truck operator etc. The person carrying out this part of the exercise should have appropriate knowledge and expertise.

Working under Suspended Loads

- Where practicable, loads should not be carried or suspended over areas occupied by persons.
- Where this is not practicable, you should establish a safe system of work which minimises the risks to persons (who may need to be below the load).
- Where it is necessary to leave loads suspended you should ensure that access to the danger zone is prevented ensuring that the load has been secured properly.

Visibility

If the operator of lifting equipment cannot observe the full path of the load either directly or by means of auxiliary devices, the employer should ensure that a responsible person has appropriate means of communication to guide the operator (e.g., banksman). Measures should be taken to prevent the load striking anything or any person.

Environment

The use of lifting equipment in the open air should be halted where meteorological conditions deteriorate to the point that it could affect the integrity of the lifting equipment or expose people to danger.

Location

Lifting equipment should only be used where there is sufficient headroom. Ensure that you have adequate access and egress for lifting equipment.

Overturning

Lifting equipment should not be used in a manner likely to cause it to overturn. This could arise for example:

- When turning a lift truck with a raised load;
- During excessive & uneven loading of a mast climbing work platform;
- When using a crane to lift an unknown (an excessive) load;

- When using a mobile elevating platform in excessively high winds or in locations where traffic could collide with it.

These circumstances should be avoided.

Proximity Hazards

You should take suitable measures to minimise risks from lifting equipment due to its proximity to other objects. Such hazards include:

- Contact with overhead power lines;
- Contact with other work equipment structures;
- Trench work & excavations;
- Other lifting operations in the vicinity;
- Low bridges;
- Warehouse racking;
- Underground services such as drains or sewers.

Pre-use Check

- Ensure that employees have appropriate training and instructions so that they are able to ensure the lifting equipment is safe to use.
- The user and the operator are best placed to identify faults or damage to equipment.
- The purpose of these pre-use checks is to identify faulty equipment. The operators of equipment should act as the first line of defence in identifying faults or damage.
- Such checks should be carried out before the lifting equipment is used by an operator during each working day or at the beginning of each shift.

Thorough Examination

Identify the equipment which require a thorough examination and ensure that it is thoroughly examined and a report produced to that effect. Risks which could arise from the failure of the lifting equipment will determine how thorough the examination needs to be.

Competent Person

Ensure that the person carrying out a thorough examination has such appropriate practical and theoretical knowledge and experience of lifting equipment to be thoroughly examined as to enable them to detect defects, and to assess their importance in relation to the safety and continued use of lifting equipment.

Where the competent person identifies the defects which need to be made good within a specified timescale, they should submit the report promptly to allow the employer to take the necessary action within the required period and the piece of equipment should be taken out of use until the defects have been rectified.

Keeping Information

The information or copies should normally be stored at the premises where the lifting equipment is being used. However, in circumstances where this is not possible, due to space restraints or security reasons, then it can be stored elsewhere provided that it is readily accessible.

MANUAL HANDLING OPERATIONS REGULATIONS 1992

General Information:

In compliance with the Manual Handling Operations Regulations 1992, the Seventh-day Adventist Church throughout the United Kingdom will cover these requirements in risk assessment and where necessary, take the necessary action.

Definition:

The definition manual handling, is any transporting or supporting of a load, by one or more workers, including lifting, putting down, pushing, pulling, carrying of load, which by reason of its characteristics or unfavourable ergonomic conditions, involve a risk, particularly of back injury to workers.

The Regulations suggest that consideration is given to mechanised handling equipment, training in handling methods including paying particular attention to the load, its weight and stability. The difficulty of grasping it, also physical effort and risk of injury because the work activity is too strenuous involving twisting, sudden load movement or an unsuitable posture, the work environment with adequate available space, underfoot conditions, difficulty of manoeuvring, including unsuitable humidity or temperature.

What We Should be Doing

The Seventh-day Adventist Church in compliance with these regulations places the responsibility with the designated person or manager in charge to ensure that a risk assessment of the manual handling and lifting tasks is carried out identifying areas of concern in lifting and carrying out work activities, where serious consideration is given to inclusion of mechanical handling equipment, as well as special training in ergonomics and kinetic handling as appropriate. It may be necessary for specialist help to be made available from an experienced occupational health resource.

Storage/Handling/Stacking

Manual handling is any form of activity that entails pushing, pulling, lifting and carrying. Before moving any load the job should be sized-up and possible hazards moved or rectified. An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others. If the load is awkward or too heavy and mechanical aids are available USE THEM. Operatives who use such aids must be fully instructed on their safe use. Check for sharp edges. An added protection is to use protective clothing e.g. gloves. When lifting an object always:

(a) Keep the back straight;

(b) Tuck the chin in;

(c) Keep the feet as close to the load as possible, slightly apart and one foot slightly more forward than the other;

(d) Bend the knees and crouch to the object;

(e) Get a firm grip using the whole hand, not just the fingertips;

(f) Keep the elbows well tucked in;

(g) Lift using the legs smoothly in a controlled manner (raising the object) and move in a forward direction;

(h) Reverse the above procedure when setting the load down, taking care not to pinch the fingers.

When carrying objects, ensure you can see where you are going. The object must not obstruct the vision. Loads should not be pushed onto stacks above chest level; if a stack is this high stand on a sturdy platform.

Note: If the load to be lifted exceeds half the weight of the person lifting it, it is more likely that the individual will lose his balance. When stacking on the floor, sufficient consideration must be given to the weight of the stack in relation to the maximum safe loading of the floor.

Stability, a fundamental of safe stacking, becomes even more important when the stack is on a trolley or wagon and is likely to be shaken about. Climbing on to stacks instead of using a ladder is forbidden. Care must be taken when working in close and dangerous proximity to overhead services. Where such risks exist stacks must be restricted to a safe height and/or the danger points must be securely fenced.

PEDESTRIAN SAFETY

Generally the sites conform to Road Traffic Act regulations in providing warning and mandatory signs to control traffic flows, but in places of more than usual danger, larger warning notices are to be displayed.

Pedestrian crossings are provided at vulnerable places where staff need to cross roads to reach their various places of work. A system of limited parking must be operated to ensure that the roads are kept as clear as possible.

PERMIT-TO-WORK CERTIFICATES

It is important that a permit-to-work certificate should be designed to suit the circumstances of its use. In particular, the permit should assist the authorised person who will ultimately sign it after thorough deliberation in prescribing all the necessary precautions. In this connection, so called 'blanket permits' can be a danger because of the lack of detailed specification.

Guidance in Compiling a 'Permit to Work' Certificate:

In general terms a permit-to-work system is a formal system designed to ensure that all the parties involved are aware of:

1. The nature of work to be performed.

2. The place the work is to be carried out and the equipment or plant involved.

3. The period of time in which the work may be carried out (with possible provision for time extension, thus reducing paperwork).

4. The hazards which are, or might be present.

5. The tests and checks which have to be made and the precautions to be taken before starting the work.

6. The precautions to be taken while undertaking the work.

7. The equipment to be used or to be made available on a standby basis.

8. The personal protective equipment to be used by those involved in the work.

9. The requirement, if any, for further periodic tests and checks.

10. The emergency/rescue procedure and other arrangements for the evacuation of personnel.

11. The personnel permitted to do the work.

See Appendix 'C'

RISK ASSESSMENT

A risk assessment has the following three purposes:

1. To identify all the things which may cause harm to your employees and others. (The Hazards)

2. To consider the chance of that harm actually befalling anyone in the circumstances of your particular case and possible consequences which would come from it. (The Risks)

3. To enable you to plan, introduce and monitor preventative measures to ensure that the risks are adequately controlled at all times for without effective assessment, there can seldom be control. (The Controls)

A risk assessment doesn't have to be complicated to be effective but it does have to be conducted regularly and be sufficiently comprehensive.

The 5-Step Risk Assessment Process

Step 1 Identify the hazards.

Step 2 Decide who might be harmed and how.

Step 3 Evaluate the risks and decide on precautions.

Step 4 Record your findings and implement them.

Step 5 Review your assessment and update if necessary.

Key Points about assessments: Assessments must:

1. Be adequate and sufficient to guide employers' judgements on measures to be taken to fulfil their obligations.

2. Cover all the health and safety risks to which employees may be exposed at work.

3. Cover risks to non-employees who may be affected by what the employer does (e.g., members of the public, volunteers, members or contractors at the same place of work).

4. Be reviewed whenever new or changed working practices are introduced; a regular review is advised as part of good management practice.

How far an assessment proceeds beyond a common-sense estimate of particular hazards will depend on the complexity of the undertaking and degree of risks present. Hazardous agencies can be grouped into families, physical, chemical, biological and natural phenomena. The groupings may not

be perfect but they do enable the task of listing to proceed in a quick and systematic way. Typical examples may be the following:

Physical Agencies:

Gravity (falls of people and objects), manual handling, hand tools, moving parts of machinery/plant/equipment and/or their loads; vehicles (whether on tracks on free moving); electricity (shock, fire/explosion); pressure (including explosions); radiation, noise, vibration, lighting and heat, buildings and their fabric that the building is made up of including floors and floor coverings.

Chemical Agencies:

Fire, explosions, toxic substances, dust, particulate and contamination (direct by contact or indirect via airborne contamination from any harmful chemical source).

Biological Agencies:

Animals (including humans) micro-organisms and plants/vegetation.

Natural Phenomena:

Heat, cold, water and weather (wind, lightning, fog) – natural hazards not only cause harm in their own right but they also exacerbate other hazards (e.g., the use of vehicles in fog).

Carrying out a risk assessment can be something of an unquantifiable and subjective exercise. To make it slightly more scientific the following scale and frequency rating is worthy of considerations, a method of quantifying the comparative size of risk:

Probable Frequency

1. A highly improbable occurrence.
2. A remotely possible, but known occurrence.
3. An occasional occurrence.
4. A fairly frequent occurrence.
5. A frequent and regular occurrence.
6. Almost a certainty.

Severity

1. Negligible injuries.
2. Minor injuries.
3. Major injuries.
4. Single fatality.
5. Multiple fatalities.
6. Multiple fatalities (including ones off site).

A risk rating number can be compiled using the following table, i.e., multiply the numerical ratings derived from the separate assessment categories of (probable frequency and risk). Such a risk rating enables the most serious hazards (i.e., those with the highest numbers and hence the highest priority) to be highlighted and considered first.

Probable Frequency

		6	5	4	3	2	1
	6	36	30	24	18	12	6
Probable	5	30	25	20	15	10	5
Risk	4	24	20	16	12	8	4
	3	18	15	12	9	6	3
	2	12	10	8	6	4	2
	1	6	5	4	3	2	1

By matching the identified risks with the measures which already exist for controlling them a judgement can be made whether more needs to be done for the control measures to be effective. It is at this point that critical judgements have to be made and help from specialists may be necessary to arrive at the best decisions.

Hazard and Risk Assessment Recording:

Take operations one by one, department by department, and compile a formal assessment record for each. A suggested simple layout for this is included at the end in this section of the Safety Codes of Practice.

Note: The assumption that nothing has been done already about complying with the existing law is bound to be incorrect in a high percentage of cases where the risks have been identified in the past and are already being controlled perfectly adequately and conform with the existing legal requirements.

It is not the intention that these should be repeated, cross-referencing with the other documents will suffice.

Hazard and Risk Definitions:

Hazard means the potential to cause harm, including ill health and injury, damage to property, plant products or the environment, production losses or increased liabilities. Risk means the likelihood that a specified undesired event will occur due to the realisation of a hazard by or during work activities or by the products and services created by work activities.

SAFE SYSTEMS OF WORK

What is a Safe System

A safe system of work is a formal procedure which results from systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that hazards are eliminated or risks minimised.

Four Steps to a Safe System of Work Assess the task, take account of **what** is used, **who** does what; **where** the task is to be carried out and **how** the task is to be done.

1. Identify the hazards, weigh up the risks from them.

2. Define safe methods, preparation, authorisation, planning of job sequence, specifying safe methods, including of access and escape (if relevant), consideration of dismantling and disposal at the end of the job.

3. Implement the system. A safe system needs to be communicated to all concerned, understood properly and applied correctly.

   (a) Brief supervision to ensure skills are learnt and rehearsed;

   (b) Check awareness of potential risks;

   (c) Ensure precautions are understood fully.

A quarter of all fatal accidents at work involve failures in systems of work, so a recent Health and Safety Executive leaflet explained it, then went on to reiterate the legal duty on employers to provide systems of work that are safe and without risks to health, so far as is reasonably practicable. See Appendix 'D'.

SAFETY AUDITS

In order to comply with existing Health and Safety legislation, it is of critical importance that at reasonable intervals (e.g., 3 monthly) a detailed Safety Inspection is carried out by a responsible or designated person in each church or place of functional activity. A full formal audit should be undertaken annually.

In order to assist the Auditor and maintain a similar format, a less time-consuming list of items to be checked has been included in these recent policy updates and replaces the previous documents which were more detailed. Please see Appendix ‘E’.

SAFETY CHECK LIST FOR USE IN OFFICES

Make sure staff who join your section know what to do and where to go in the event of fire.

ENSURE A SAFE WORKPLACE

Condition of floors and stairs:

- Worn stair treads?
- Missing or damaged handrails?
- Worn floor coverings?
- Slippery surfaces?
- Broken glass, etc.?
- Obstructions in corridors:
- Furniture, cartons, trolleys, etc.?

Poor lighting and badly sited switches, particularly on stairs or in storerooms.

Swing doors:

- Obstructed vision panels?

Badly sited furniture and equipment:

- Sharp corners of desks and cabinets?
- Trailing telephone and electrical leads?

Protruding drawers of filing cabinets and desks:

- Open drawers can cause accidents.
- Opening more than one drawer of a cabinet at a time can make it tip.

Insecure means of reaching up:

- Insecure stepladders?
- Standing on swivel chairs?

FIRE PREVENTION

- Ashtrays used.
- Waste regularly disposed of.
- Machines switched off at night.
- Any oil or radiant heaters in danger of being knocked over or setting light to things.
- Storage and use of flammable liquids closely supervised.
- Gas appliances working properly.

FIRE PRECAUTIONS

- Fire doors kept closed?
- Staff familiar with fire instructions?
- Instructions circulated on schedule?
- Staff know how to give fire alarm?
- Fire alarm audible everywhere?
- Escape routes clearly indicated?
- Free from obstructions?
- Fire exit unlocked or easy to open in case of an emergency?
- Evacuation arrangements of visitors and disabled staff?
- Everyone knows the assembly point?
- Fire drills on schedule?
- Fire extinguishers - any ambiguity about use?

ELECTRICITY

- Loose connections?
- Unearthed equipment?
- Damaged cables?
- Defective insulation?
- Overloaded circuits?
- Broken switches?
- Worn or damaged appliances?
- Trailing leads?
- Liquids which, if split, could cause short circuits?

MACHINERY

- Protective guards satisfactory and in place?
- Operators properly trained?
- Staff aware of any potential danger?
- Can everyone stop energy supply in the event of an emergency?
- Guillotines used with care?
- Anything which might detract from the safe operation of lifts?

LIFTING AND CARRYING

- Legs bent, back straight?
- Heavy loads shared?
- Two journeys rather than one?
- Visibility over the top?
- Opening of doors?

WORK EQUIPMENT REGULATIONS 1998

The Provision and use of Work Equipment Regulations:

This is only a skeleton coverage of the Provision & Use of Work Equipment Regulations as may be considered necessary for our work and service operations.

Operations

The Provision & Use of Work Equipment Regulations came into force on December 5, 1998. Some of the regulations dealing with mobile equipment did not come into effect until December 5, 2002 and the date the regulations will apply will depend on whether the work equipment is new or second-hand.

New Work Equipment

Items of equipment first provided for use from December 5, 1998 (New Work Equipment) will need to meet all the requirements of PUWER 1998.

Existing Equipment

If Work Equipment is first provided for use before December 5, 1998 then these regulations are essentially the same as the requirements for the previous WER 1992 except for Regulation 6 and those relating to power pressure, including regulations 26-30 which for existing Mobile Work Equipment came into force December 5, 2002.

- Every employer shall ensure that where the safety of Work Equipment depends on installation conditions it is inspected, after installation and before being put into service for the first time or after assembly at a new site/new location to ensure that it is installed correctly and is safe to operate.

- Every employer shall ensure that Work Equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected, at suitable intervals, and each time that exceptional circumstances which are liable to jeopardise the safety of Work Equipment have occurred to ensure that Health & Safety conditions are maintained and that any deterioration can be detected and remedied in good time.

Second Hand Work Equipment

When existing Work Equipment is sold by one company to another and brought into use by the purchasing company, from December 5, 1998 it becomes New Work Equipment even though it is second hand. This means that the purchasing company will need to ensure that the Work Equipment meets the provisions of PUWER 1998 before it is put into use.

Inspection

Inspection means a thorough inspection by a competent person and includes testing the nature, extent of which are appropriate for the purpose.

Work Equipment

The scope of Work Equipment is extremely wide e.g., hammers, knives drilling machines, photocopiers, laboratory apparatus, lifting equipment (such as hoists, ladders), pressure water cleaners etc., and could include motor vehicles which are not privately owned.

Application

- Applies to all Work Equipment used where the HSW Act applies, i.e., to all sectors, not only Factories, Offices, School, Universities, Hospitals and places of entertainment.

- Work Equipment used in common parts of shared buildings such as lifts, private roads, paths, business parks, and work and construction sites.

- PUWER 1998 place duties on employers, self-employed and people who have control of work equipment.

Suitability of Work Equipment

Every employer shall ensure that Work Equipment is used only for operations and under the conditions for which it is suitable. 'Suitable' in this regulation means suitable in any respect which it is reasonably foreseeable will affect the health and safety of any person.

Maintenance

- Every employer shall ensure that Work Equipment is maintained in an efficient state, in efficient working order and in good repair.

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

Inspection

The requirements of inspection have already been outlined covering the needs and purpose of inspection although the extent of the inspection that is needed will depend on

- The type of equipment, where it is used and how it is used.

- Inspection will vary from a simple visual external inspection to a detailed comprehensive inspection and should be carried out by suitably qualified and competent persons.

Specific Risks

Where the use of Work Equipment is likely to involve a specific risk to health and safety every employer shall ensure that:

- The use of Work Equipment is restricted to those persons given the task of using it; and

- Repairs, modification, maintenance or servicing of that Work Equipment is restricted to those persons who have been specifically designated to perform operations of that description.

Information and Instructions

Every employer shall ensure that all persons who use, supervise, or manage the use of Work Equipment have available to them adequate Health and Safety information and where appropriate, written instructions pertaining to the use of the Work Equipment and include:

- The conditions under which and the methods by which the Work Equipment may be used.

- Foreseeable abnormal situations and the action to be taken if such a situation were to occur.

- Any conclusions to be drawn from experience in using Work Equipment.

Training

- Every employer shall ensure that all persons who use Work Equipment have specific and adequate training for the purposes of Health and Safety, including training methods which may be adopted when using Work Equipment, any risks which such use may entail and precautions to be taken.

- Every employer shall ensure that any of its employees who supervise or manage the use of Work Equipment have received adequate training for the purposes of Health and Safety, including training in methods which may be adopted when using Work Equipment, any risks which such use may entail and precautions to be taken.

Conformity to Community Requirements

- Every employer shall ensure that an item of Work Equipment has been designed and constructed in compliance with any essential requirements relating to its design or construction in any of the instruments listed in these regulations which give effect to community directives.

- Where an essential requirement applied to design or construction of an item of Work Equipment the requirements of a number of regulations (contained within the Provision & Use of Work Equipment 1998) shall apply in respect of that item only to the extent that the essential requirement did not apply to it.

- This regulation applies to items of Work Equipment provided for use in the premises or undertaking of an employer for the first time after December 31, 1992.

Dangerous Parts of Machinery

Every employer shall ensure that measures are taken in accordance with the under-mentioned methods of effectiveness:

- To prevent access to any dangerous part of machinery or to any rotating stock bar, or

- To stop the movement of any dangerous part of machinery or rotating stock bar before any part of a person enters a danger zone.

- The provision of fixed guards enclosing every dangerous part or any rotating stock bar where and to the extent it is practicable to do so but where to the extent that it is not then.

- The provision of jigs, holders, push sticks or similar protection appliances used in conjunction with the machinery where and to what extent that it is practicable to do so but where to the extent that it is not then.

- The provision of information, instruction, training and supervision.

Note: Where more details are necessary, obtain a copy of the published Provision & Use of Work Equipment Regulations 1998.

Protection Against Specific Hazards

This regulation covers risks arising from hazards during the use of Work Equipment with examples of hazards that these regulations cover.

- Material falling from equipment, loose board falling from scaffolding, straw bale falling from tractor, molten metal spilling from ladle.

- Material held in equipment being unexpectedly thrown out, for example swarf ejected from a machine tool.

- Parts of equipment breaking off and being thrown out for example, an abrasive wheel bursting.

High or Very Low Temperature

- Deals with the risk of injury from contact with hot or very cold Work Equipment, parts of Work Equipment, articles or substances in Work Equipment.

- Accessible surfaces of equipment or machinery when hot or very cold represent sources of risk of burn or other injury such as from frostbite.

- Every employer shall ensure that Work Equipment, parts of Work Equipment and any article/substance produced/used or stored in Work Equipment which, in each case is at a high or very low temperature shall have protection, where appropriate, so as to prevent injury to any person by burn, scald or sear.

Controls for Starting or Making a Significant Change in Operating Conditions

Every employer shall ensure that, where appropriate, Work Equipment is provided with one or more controls for the purpose of

- Starting the equipment (including re-starting after stoppage for any reason); or

- Controlling any change in the speed, pressure or other operating conditions of the Work Equipment;

- It should only be possible to start the equipment by using appropriate controls; operating the controls need not necessarily immediately start the equipment as the system may require certain conditions (e.g., relating to protective devices) to be met before starting can be achieved.

Stop Controls

- Every employer shall ensure that, where appropriate, Work Equipment is provided with one or more readily accessible controls the operation of which will bring the Work Equipment to a safe condition in a safe manner.

- Any control as already indicated shall bring the Work Equipment to a complete stop where necessary for reasons of Health and Safety.

Emergency Stop Controls

Every employer shall ensure that, where appropriate, Work Equipment is provided with one or more readily available emergency stop controls, unless it is not necessary by reason of the nature of the hazards and the time taken for the Work Equipment to come to a complete stop.

Controls

- Every employer shall ensure that all controls for Work Equipment are clearly visible and identifiable.

- Controls used in normal running of equipment should normally not be placed where anybody using them might be exposed to risk, unless this is necessary for fault finding procedures.

- Every employer shall ensure that, so far as is reasonably practicable, that all control systems of Work Equipment are safe and are chosen making due allowance for the failures, faults and constraints to be expected in the planned circumstances of use.

- Its operation does not create any increased risk to Health or Safety.

- It ensures, so far as is reasonably practicable, that any fault in, or damage to any part of the control system or the loss of supply of any source of energy used by the Work Equipment cannot result in additional or increased risk to Health and Safety.

Isolation from Sources of Energy

- Every employer shall ensure that where appropriate Work Equipment is provided with suitable means to isolate it from all it sources of energy.

- The means in the above paragraph shall not be suitable unless they are clearly identifiable and readily accessible.

- Appropriate measures shall be taken to ensure that re-connection of any energy source to Work Equipment does not expose any person using the Work Equipment to any risk to a persons Health and Safety.

Stability

- Every employer shall ensure that Work Equipment or any part of Work Equipment is stabilised by clamping or otherwise, where necessary, for the purpose of Health and Safety.

- There are many types of Work Equipment that might fall over, collapse or overturn unless suitable precautions are taken to fix them to the ground.

- Most machines used in a fixed position should be bolted or otherwise fastened down so that they do not move or rock during use.

- Where a machine's stability could be compromised, e.g., by severe weather conditions, additional measures should be taken to ensure its stability.

Lighting

- Every employer shall ensure that suitable and sufficient lighting which takes account of the operations to be carried out is provided at any place where a person uses Work Equipment.

- If ambient lighting provided in the workplace is suitable and sufficient for the tasks involved in the use of the equipment special lighting need not be provided.

- If the task involves the perception of detail you would need additional lighting to comply with the regulation.

Note: Additional guidance is contained in the 'HSC 'Lighting at Work''.

Maintenance Operations

Every employer shall take appropriate measures to ensure that Work Equipment is so constructed or adapted that, so far as is reasonably practicable, maintenance operations which involve a risk to Health and Safety can be carried out while the Work Equipment is shut down or in other cases:

- Maintenance operations can be carried out without exposing the person carrying them out to a risk to a persons Health and Safety; or

- Appropriate measures can be taken for the protection of any person carrying out maintenance operations which involve a risk to their Health and Safety;

- If equipment needs to be running or working during maintenance operations and this presents risks, measures should be taken to enable the operation of the equipment in a way that reduces the risk. Examples are:

    - Providing temporary guards;

    - Limited movement controls;

    - Crawl speed operated by hold to run controls;

    - Other measures, personal protective equipment, provision of information, instruction, training and supervision.

Marking

Every employer shall ensure that Work Equipment is marked in a clearly visible manner with any marking appropriate for reasons of Health and Safety.

- There are many circumstances in which marking of equipment is appropriate for Health and Safety reasons, e.g., 'Stop' and 'Start' controls, speed of abrasive wheels, storage vessels containing hazardous substances, pipework for water and compressed air and other services should be colour coded.

- Some legislation lays down specific circumstances in which markings are needed and what form that they should take.

- You should consider any other marking that might be appropriate for your purposes, e.g., numbering machines, controls, isolators to aid identification.

Warnings

Every employer shall ensure that Work Equipment incorporates any warnings or warning devices which are appropriate for reasons of Health and Safety.

- Warnings or warning devices may be appropriate where risks to Health and Safety remain after other hardware measures have been taken, e.g. 'Hard Hats Must be Worn', prohibitions 'Not to be Operated by People under 18 years', 'Do Not Heat Above 60°C'; etc.

- Warnings can be permanently printed ones.

- Warnings can be portable to be posted during temporary operations.

- Warning devices e.g., audible – reversing alarms on vehicles, a light on a control panel etc.

Note: Warnings must be easily perceived and understood and unambiguous.

Mobile Work Equipment

Employees carried on Mobile Work Equipment: Every employer shall ensure that no employee is carried on Mobile Work Equipment unless:

- It is suitable for carrying persons.

- It incorporates features for reducing to as low as reasonably practicable risks to their safety, including risks from wheels or tracks.

- Requirements which cover risks to people, e.g., people falling from equipment or from unexpected movement whilst it is in motion or stopping.

- Risks associated with the environment, falling objects, low roofs and the surfaces on which it operates.

- Operator stations with seats or work platforms normally provide a secure place on which drivers and people can travel.

Rolling over of Mobile Work Equipment

Every employer shall ensure that where there is a risk to an employee riding on Mobile Work Equipment from its rolling over that this risk is minimised by:

- Stabilising the Work Equipment;

- A structure which ensures that the Work Equipment does no more than fall on its side;

- A structure giving sufficient clearance to anyone being carried if it overturns further than that;

- A device giving comparable protection.

Note: If there is a risk of anyone (being carried on Mobile Work Equipment) being crushed by its rolling over the employer shall ensure that it has a suitable retaining system i.e., Roll Over Protection System (ROPS), unless having such a structure would increase the overall risk to safety.

Overturning of Fork Lift Trucks (FLT)

Every employer shall ensure that a FLT to which regulation 26(3) refers and which carries an employee is adapted or equipped to reduce to as low as is reasonably practicable the risk of safety from it's overturning.

- This regulation applies to FLT fitted with vertical masts which effectively protect seated operators from being crushed between the FLT and the ground, in the event that they roll over.

- The mast of a vertical masted FLT will generally prevent a FLT overturning by more than 90 degrees, providing it is of sufficient strength and dimensions for the purpose.

- If risk assessment shows that an FLT with a seated ride-on operator can roll over in use and there is a risk of the operator leaving the operating position and being crushed between the FLT and the ground, a restraining system such as a seat belt will be required.

Note: If considered necessary more detailed information can be found in The Provision and Use of Work Equipment 1998 and other HSE guidance documents.

Drive Shafts

Where the seizure of the drive shaft between Mobile Work Equipment and its accessories or anything towed is likely to involve a risk to safety every employer shall:

- Ensure that the Work Equipment has a means of preventing such seizures; or

- Where such seizure cannot be avoided, take every possible measure to avoid an adverse effect on the safety of employees.

- Every employer shall ensure that the Work Equipment has a system for safe guarding the shaft.

Self-Propelled Work Equipment

Every employer shall ensure that, where self-propelled Work Equipment may while in motion involve risk to the safety of persons:

- It has facilities for preventing it being started by an unauthorised person.
- It has appropriate facilities for minimising the consequences of a collision where there is more than one item of rail mounted Work Equipment in motion at the same time.
- It has a device for braking and stopping.
- Where safety constraints so require emergency facilities operated by readily accessible controls or automatic systems are available for braking and stopping the Work Equipment in the event of mechanical failure.

Note: More detailed information is available in The Provision and Use of Work Equipment 1998 and other HSE guidance documents.

Remote Controlled Self-Propelled Work Equipment

Every employer shall ensure that where remote controlled self-propelled Work Equipment involves a risk of safety while in motion:

- It stops automatically once it leaves the control range; and
- Where the risk is of crushing or impact, it incorporates features to guard against such risk unless other appropriate devices are able to do so.

WORKING TIME REGULATIONS 1998

The Working Time Regulations 1998 and The Working Time (Amendment) Regulations (2002, 2003, 2005, 2006 and 2009) provide decent minimum standards of protection while maximising the flexibility afforded by the directive. The HSE and local authorities are responsible for enforcing the regulations relating to statutory limits (e.g., weekly working time, night work etc.,) health assessment and working patterns. They introduce

- A limit of an average of 48 hours in a week which a worker can be required to work (though workers can choose to work more if they want to);
- A limit of an average of 8 hours work in 24 hours which night workers can work;
- A right for night workers to receive regular free health assessments;
- A right to 11 hours rest in a day;
- A right to 1 day off each week;
- A right to an in-work rest break of 20 minutes if the working day is longer than 6 hours;
- A right to 5.6 weeks paid leave per year.

Different & enhanced rights for adolescent workers: (A young person over the minimum school leaving age (around 16 years) but under 18 years).

- A right to regular free health and capacities assessments for night workers;
- A right to 12 hours rest in a day;
- A right to 2 days off each week; and
- A right to an in-work rest break of 30 minutes if the working day is longer than 4½ hours.
- A maximum working day of 8 hours or a 40 hour working week

The new rights as regards working hours apply to all workers except:

- The self–employed;
- Those in jobs where they can choose freely how long they will work
- Those working in transport sectors;
- Sea fishing;
- Other work at sea (e.g., off shore);
- Civil protection services (Armed forces, Police etc.,) where certain activities inevitably conflict with the provisions of these regulations.

Copies of these regulations are available from The Stationary Office (Tel: 0345 023474). Also a guide to Working Time Regulations, aimed mainly at employers, is available free via the DTI (Tel: 08456 000925).

RISK ASSESSMENT AND THE HEALTH AND SAFETY OF YOUNG PEOPLE

In compliance with these regulations as outlined in the Seventh-day Adventist Church United Kingdom Health and Safety Policy Arrangements, it has been considered necessary to provide more information.

Introduction

Employment of children and young persons is restricted by statute. The law makes a distinction between children and young persons in the context of Health and Safety provisions.

- Definition of a Child: A Child is a person under compulsory school leaving age, i.e., at present, under 16.
- Definition of a Young Person: A Young Person is a person who has ceased to be a child but who has not attained the age of 18.

Prohibition on the Employment of Children:

No child under the age of 13 can be employed in any capacity, paid or otherwise, as it is unlawful to employ children under the age of 13. There are statutory restrictions in respect of young people between the ages of 13-18. It is forbidden to employ any child, whether paid or not, in any of the following circumstances:

- Where a child is under the age of 13;
- Before the end of school hours;

- Before 7am and after 7pm on any day;
- For more than 2 hours on any school day;
- For more than 2 hours on Sunday;
- For more than one hour before school;
- For more than four hours without taking a one hour rest break;
- For more than 12 hours a week during term times and 25 (if aged 13-14) or 35 (if aged 15-16) hours per week during school holidays.

Employing organisations should liaise with their local authority regarding child employment permits.

Information about Health Risks:

The Department of Health's consultation document sets out suggested changes in the regulations of the employment of children. Local authority by-laws would be revised to include the following:

- A permitted list of occupations for 13 year olds;
- Provision for children to have a period free from working during school holidays;
- The employment of children in cultural, artistic, sports and advertising activities will remain exempt.

Risk Assessment:

It is considered that young persons form a particularly sensitive risk group and that they need to be specifically assessed from their lack of experience, absence of awareness of existing or potential risks and from their immaturity.

The Health and Safety Young Persons Regulations 1999 reflects the growing emphasis on risk assessment before a young person begins work. Employers must take into consideration:

- The inexperience, lack of awareness of risks and the immaturity of young persons;
- The fitting out and layout of the workplace and workstation;
- The nature, degree and duration of exposure to physical, biological and chemical agents;
- The form, range and use of Work Equipment and the way in which it is handled;
- The organisation of processes and activities;
- The extent of Health and Safety training provided or to be provided to young persons.

Specified biological agents and chemical agents being toxic, very toxic, corrosive, and/or explosive substances deemed harmful or irritant in an acute sense are specifically outlined in the approved code of practice. Where such chemicals are used in Seventh-day Adventist premises employees need to be aware of the under-mentioned risks:

- Irreversible effects;
- Sensitisation by inhalation and/or skin contact;

- Heritable genetic damage;
- Infertility or harm to unborn child;
- Lead or lead compounds absorbable by human contact;
- Asbestos;
- High voltage electrical hazard.

The list is non-exhaustive and for more specific detail obtain a copy of the regulations from either HMSO or HSE book shops.

Information for Employees

Every employer is under an obligation to provide his employee, including young people, with comprehensive and relevant information on:

- The risks to their Health and Safety identified by the assessment;
- The preventative and protective measures put in place to prevent or reduce those risks;
- Procedures for serious and imminent danger and for dangerous areas;
- The identity of the persons nominated by the employer to implement evacuation and emergency procedures;
- The risk to other employees Health and Safety, that have been notified to the employer or other employers who might share the workplace.

Protection of Young People

Employers have a general duty to ensure that young persons employed by them are protected at work from any risks to their Health or Safety which are a consequence of their lack of experience, or absence or awareness of existing potential risks or the fact that young persons are not fully mature.

A General Prohibition on the Employment of Young People for Work as follows:

- Work beyond their physical or psychological capacity;
- Work involving harmful exposure to toxic, carcinogenic or mutagenic agents, which in any other way chronically affect human health;
- Work involving harmful exposure to radiation;
- Work involving the risk of accident which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training.

Note: More specific information about dangerous machines, power presses, circular saws, maintenance operations, prohibition from working in any lead process, certain work in the pottery industry, off shore installations and some agricultural activities can be obtained from these regulations and Approved Code of Practice at any HMSO or HSE book shops.

Youth Activities (Voluntary or employee led)

Youth activities across the church organisation are varied and occur in a variety of settings, despite this they should always be planned and managed with safety in mind. Safety practices should vary according to the size of the event, where it is held (including indoor or outdoor) and the range of activities to be undertaken. Risk assessments should be conducted and reviewed and the result used to help inform future events. The HSE produce a booklet "5 Steps to Risk Assessment" which can be downloaded from www.hse.gov.uk and there is a risk assessment section in this document.

Adventure activities (such as abseiling, canoeing etc.,) should be managed through approved licensed centres under the guidance of those who have been trained and where youth leaders (or others) are leading trekking, climbing or water sports the applicable safety standards should be rigorously adhered to including consideration of safety when operating at height (e.g., climbing) or at a distance from sources of assistance (rambling/trekking).

Several sets of considerations may apply to a single activity for example the fire safety concerns for a camping trip would be found in the Fire Safety guide for open air events, the sleeping accommodation guide and (depending upon the circumstances) the places of assembly guide.

More information on the above guides can be found at appendix G.

APPENDICES

APPENDIX A: INSTRUCTIONS TO TELEPHONE OPERATORS

If you receive a call that is either suspicious or threatening, the procedure is as follows:

1. Stay calm and listen.

2. Ensure that any recording facility is switched on.

3. Let the caller finish their message without interruption. Write the message down, **exactly** at the bottom of this form.

4. Obtain as much information as possible - try to get the caller to be precise about the location and timing of the alleged bomb and try to establish whom they represent. If possible, keep the caller talking.

5. Try to get answers to the following :

Bomb Threat	**Product Contamination**
(a) Where has the bomb been put?	What product has been contaminated?
(b) What time will it go off?	In what outlets has the product been contaminated?
(c) Why has it been done?	How and with what has it been contaminated?
(d) When and how was it done?	Why was it done?

   Use the check list below to help you record everything you noticed about the call.

6. Dial 1471 after the call has ended and record the number or make a note of the telephone number if displayed on the phone system.

7. Immediately inform the manager-in-charge or in their absence, an appointed deputy.

8. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give them your impressions of the caller as well as an exact account of what was said

9. Do not leave your post – unless ordered to evacuate – until the police or security arrive.1

10. Stay calm, action will be taken immediately. Do not spread panic by telling anyone else about the threat.

BOMB THREAT/SUSPICIOUS PHONE CALL CHECK LIST						
DATE				**TIME**		
ORIGIN	**CALLER**	**VOICE**	**SPEECH**	**LANGUAGE**	**ACCENT**	**MANNER**
STD	Male	Loud	Fast	Obscene	Local	Calm
Coin Box	Female	Sold	Slow	Coarse	Regional	Rational
Internal	Adult	Rough	Distinct	Normal	Foreign	Irrational
	Juvenile	Educated	Blurred	Educated		Coherent
		High Pitch	Stutter			Agitated
		Deliberate				Humorous
		Deep				Drunken
		Disguised				
BACKGROUND NOISES						
Factory	Road	Traffic	Music	Office		
Party	Quiet	Voices	Other			
TEXT OF CONVERSATION: **REMEMBER**						
When?	Where?	How?	Why?			

APPENDIX B: STANDARD DRAFT LETTER

Dear Sirs,

Request for Information on Substances for use at Work

Substance:

Catalogue/Ref. Number:

Process:

Please supply a copy of any hazard data sheets or other information relevant to use of the above substance. In particular, the following information is required to enable us to assess the hazards to health of this substance.

1. List of chemical components.
2. Occupational exposure limits for each component.
3. Details of any known synergistic reactions with other substances.
4. Recommended precautions for handling and storage.
5. Recommended procedures in the event of emergency, e.g., fire, spillage or toxicity.
6. Results of any relevant tests, e.g., flammability, explosibility or toxicity.
7. Any hazard that research or experience in the use of this substance has indicated may arise.
8. Any information on measured levels of exposure of operators using the substance.

In addition to the current information, we would request you to advise us of any new information on this substance which may become available in the future.

Yours faithfully,

APPENDIX C: GENERAL PERMIT TO WORK

PERMIT ISSUED TO:		
VALID FOR **DATE:**	**TIME** **FROM:** **HRS**	 **TO:** **HRS**
AREA TO BE WORKED IN:		
WORK TO BE CARRIED OUT:		
SPECIFIC WORK INSTRUCTIONS:		
PRECAUTIONS TO BE TAKEN BEFORE WORK COMMENCE:		

I/We have read this form and agree to carry out the work in accordance with the procedures stated above.

Signature_____ Position _____

On Behalf Of_____ Date _____

I/We confirm that the work has been carried out to our satisfactory completion and that the area has been left in a clean and tidy state.

Signature_____ Date _____

APPENDIX D: SAFE SYSTEM OF WORK ACTIVITIES

The manager is responsible for completing this form before commencement of any work:

Job Start Date:	Time;
Area Of The Factory Where The Work Will Be Carried Out:	
Type Of Equipment, Apparatus, Or Area To Be Worked On:	
Type Of Hazards Or Hazardous Work:	
SAFETY PROCEDURES AND LOCKING-OFF PROCEDURES ARE FOLLOWED AS PER SAFETY CODES OF PRACTICE	
SPECIAL INSTRUCTIONS:	
Authorised Signatures:	
Manager Responsible	
The Contractor	

THIS AUTHORITY WILL COVER THE ENTIRE PERIOD OF THE WORK BEING CARRIED OUT

JOB COMPLETION **The above work has been completed, the area/equipment concerned has been inspected by me and I am satisfied the area/equipment has been left in a safe condition.**		
Date:	**Time:**	**Signature:**

Manager-in-charge

APPENDIX E: SEVENTH-DAY ADVENTIST CHURCH SAFETY INSPECTION DOCUMENT

Area to be inspected:			
Detail of Inspection **Use ticks (✓) in the appropriate columns**	**Yes**	**No**	**If Yes, use continuation sheet for details**
Ensuring Premises are Safe for Use 1. Floor and stair surfaces secure, sound and clean. 2. Worn floor coverings. 3. Untidiness eg. evidence of indiscriminate dumping. 4. Obstructions on stairs and in corridors. 5. Slippery surfaces. 6. Overflowing or dirty waste receptacles. 7. Broken glass. 8. Cleaning chemicals, substances left around when not in use. 9. Unsafe storage on shelves and in cupboards. 10. Kitchens or catering premises with carbonised dirt and grease deposits on equipment, walls, tables etc. 11. Poor lighting and badly sited switches, particularly on stairs and in store rooms. 12. Glass panel doors not marked with signage or logo. 13. Outside perimeters free of debris and rubbish. 14. Badly sited furniture and equipment. 15. Sharp corners of desks and cabinets. 16. Protruding drawers of filing cabinets and desks, eg. open drawers can cause accidents. 17. Insecure means of reaching up. 18. Insecure steps or ladders. 19. Standing on swivel chairs.			
Fire Prevention 1. Waste regularly disposed of. 2. Machines, electrical equipment switched off at night. 3. Gas appliances working properly. 4. Storage of flammable liquids closely supervised. 5. Overloading of electrical plugs.			
Fire Precaution 1. Fire doors kept closed. 2. Familiarity with fire instructions to all users or residents. 3. Do responsible people know how to give and sound the fire alarm. 4. Exits, escape routes clearly indicated and free of obstruction.			

Area to be inspected:			
Detail of Inspection **Use ticks (✓) in the appropriate columns**	**Yes**	**No**	**If Yes, use continuation sheet for details**
5. Fire exit doors unlocked and checked regularly for ease of opening. 6. Evacuation arrangements of persons using the premises including the assembly point. **7.** Suitable adequate fire extinguishers with some competence in their use.			
Electricity 1. Loose connections, unearthed equipment, damaged cables, broken switches. 2. Worn or damaged appliances. 3. Trailing telephone and electrical leads. 4. Evidence of portable electrical equipment having been checked, ie. PAT tested.			
Machinery (where applicable) 1. Protective guards, satisfactory and in place. 2. Operators properly trained. 3. Know how to stop the energy in the event of an emergency. 4. Where passenger or any lifting equipment exists, has this been inspected and certificated as per regulations. 5. Do persons know of the potential danger.			
Lifting and Carrying 1. Has any risk assessment been carried out. 2. Evidence of people handling; lifting heavy or bulky loads. 3. The need to stoop or twist during these activities. 4. Has any training or instruction been carried out.			
Inspected by (Name in Block Letters):			
Signature: Date:			
Position in Organisation:			

Continuation Sheet for More Detailed Information

APPENDIX F: THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005 GUIDES

The following guides are available from:

DCLG Publications
PO Box 236
Tel: 0300 123 1124
Fax: 0300 123 1125

E-mail: communities@capita.co.uk

Or can be downloaded from www.communities.gov.uk/firesafety

General
Regulatory Reform (Fire Safety) Order 2005 - A Short Guide to Making Your Premises Safe from Fire
Product No. 05 FRSD 03546

Additional to all guides below
Fire Safety Risk Assessment - Means of Escape for Disabled People (Supplementary Guide)
ISBN 978 1 85112 873 7

Churches
Gatherings of less than 300 people
Fire Safety Risk Assessment – Small and Medium Places of Assembly ISBN 978 1 85112 820 4

Gatherings of more than 300 people
Fire Safety Risk Assessment – Large Places of Assembly ISBN 978 1 85112 821 1

Outdoor Events
Fire Safety Risk assessment – Open air Events and Venues ISBN 978 1 85112 823 5

Residential Accommodation
Fire Safety Risk Assessment – Sleeping Accommodation ISBN 978 1 85112 817 4

Educational Use including After School Clubs and Sabbath School,
Fire Safety Risk Assessment – Educational Premises ISBN 978 1 85112 819 8

Offices and Shops

Fire Safety Risk Assessment – Offices and Shops ISBN 978 1 85112 815 0

Warehouses
Fire Safety Risk Assessment – Factories and Warehouses ISBN 978 1 85112 816 7

More than one guide may be necessary for multiple use premises. Where buildings are rented or shared it should be made clear where responsibilities for safety lie. Where any uncertainty about safe fire practice arises advice may be sought from the local Fire and Rescue Authority.

APPENDIX G: RECORD OF TESTS

RECORD OF WEEKLY FIRE ALARM TESTING AND EVACUATION

	Fire Alarm		Automatic Door Releases	Automatic Detectors			
Date	Call Point Location or Number	Satisfactory Yes/No	Satisfactory Yes/No	Location or Number	Satisfactory Yes/No	Remedial Action Taken	Signature

Note: Fire drill and evacuation should be carried out at least once per year

SAFETY LIGHTING SYSTEM – RECORD OF TESTS

Date	Satisfactory Yes/No	Remedial Action	Signature

APPENDIX H1: COSHH AND CHEMICAL INFORMATION RECORD

Flash Powder is a Sample for Guidance Purposes

Trade Name of Product Used	Name of Supplier	Name and Address of Manufacturer	What is it used for ?	How is it used ?
Flash Powder	Central Cleaning Supplies and Services	Proctor and Gamble Ltd. Brooklands Weybridge Surrey KT13 0XP	Cleaning floors and similar surfaces	1. Added, decanted into bucket and mopped over the floor 2. Hand washing on wall and similar surfaces

Trade Name of Product Used	Name of Supplier	Name and Address of Manufacturer	What is it used for ?	How is it used ?

APPENDIX H2: CHEMICAL ASSESSMENT RECORD

Flash Powder is a Sample for Guidance Purposes

Trade Name of Product	Hazards in Use				First Aid	Treatment
Flash Powder	Eyes	-	Personal Protection	-	Eye Splash	May cause superficial irritation, rinse immediately with water, if symptoms persist, seek medical advice
	Skin	X	Respiratory	-	Skin Contact	May cause slight irritation, rinse affected area immediately with water, if symptoms persist, seek medical advice
	Inhalation	-	Gloves	X	Inhalation	None Considered relevant
	Ingestion	X	Eye Protection	-	Swallowing	Possible mild gastro/intestinal irritation which may induce vomiting, drink 1 or 3 glasses of water, if symptoms persist, seek medical advice
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	

Trade Name of Product	Hazards in Use				First Aid	Treatment
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	

APPENDIX I: RISK ASSESSMENT - SELF ASSESSMENT AUDIT

Risk Assessment – Self-Assessment Audit

Note:
- In compliance with The Management of Health and Safety at Work Regulations 1992 and more recently the new Fire Regulations 1999, which requires, where more than 5 people are employed, and includes volunteers, a Risk Assessment is to be carried out and completed in writing.
- Should there be less than 5 people employed, a Risk Assessment still needs to be carried out with some indication of the action that this has been taken.
- In addition to the listed categories of potential risks, a blank form is included with category titles for including comments and additional information.

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
Exposure and Duration • How many people would be exposed to risks, including children? • Adults • Children • Number of days in a week • Estimated number of hours per day • Weekends, if mainly Christian Worship		For this section, please use the space below to indicate numbers involved. Also, please Indicate adults or children.
Activities • Meetings of Christian Worship • Sabbath School activities • Parents & Toddlers, Nursery activities • Youth activities • Furniture Handling and Store • Outreach & Feeding Programme • Coffee Mornings • Other activities		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
Fire Risks: • Are the fire alarms tested weekly? • If this alarm testing is carried out, is the date and time recorded? • Is there any emergency lighting? • How often is a 'shut off' test carried out to check the functioning of the emergency lighting? • Where no fixed emergency lighting is in place, are special hand lamps in place and available? • Are there portable gas or electric convectors for use on the premises? • Are there any early warning systems in place, i.e., heat or smoke detectors? • In close proximity to kitchen? • In close proximity to the boiler room or annexe? • Extractor filters above either ovens or frying equipment - are these cleaned regularly? • Is a fire blanket in place in the kitchen? • Are fire or emergency doors clearly marked and free from obstruction? • Fire instructions - are they prominently displayed?		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
Fire Risks: *(continued)* • Are appropriate fire extinguishers in place and serviced annually? • Have some responsible persons been instructed in the use of fire extinguishers? • Could there be more than 16 people above the ground level of the premises at any time? • Do any break glass alarms exist and cover all parts of the premises? • Where no break glass alarms exist, what measures are there in place to inform people of a fire and to evacuate? • Is this method known and understood by regular users? • Where a fire certificate is in place, are the detailed requirements being complied with? • Should an emergency evacuation be necessary, has special consideration been given to people with physical disabilities? • Is any form of fire or emergency evacuation carried out? • If so, is any record kept of the date and time taken to safely carry this out? • In the case of fire or emergency evacuation, does the responsible person know where the shut-off valves are for gas and electricity?		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
Portable Electrical Equipment: • Is it being inspected and checked by a competent resource on a routine basis? • Is there evidence of loose trailing leads? • Is there evidence of electrical plugs, points clearly overloaded? • When portable oil filled and electrical radiators/convectors are in use when the building is closed and there is a possibility of these being left on, what checks or controls are there in place?		
Nursery, Parents and Toddlers: • Exposed, unprotected hot radiators and pipes? • Evidence of careless storage? • Are electrical points fitted with safety plugs? • Playgroup equipment is it being checked on a regular basis for loose screws, sharp metal or lack of stability? • Is the flooring/ play area free from torn and lifting carpets including curling rubber matting? • Are people or persons in charge adequately trained and competent?		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
Floor Levels and Access: • Are pedestrian areas free of obstruction? • Are these areas adequately lit and illuminated? • Are there any uneven surfaces of flooring, loose tiles, carpeting, polished surfaces, which could cause slips, trips and falls? • Clutter and obstruction in escape routes and in front of fire and exit doors		
Outreach and Food Programme: • Have the people preparing and serving food got a basic food hygiene certificate? • Is there a fridge and freezer? • Do temperature gauges exist? • Are checks carried out on temperature levels weekly and recorded? • Is there a risk to staff or violence due to drugs, alcohol mental health problems or any other reason? • If so, has any instruction or training been given to staff and volunteer workers? • In extreme circumstances, what security procedures and controls are there in place?		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
Charity Shop Operations: • Is there a charity shop? • Is it located on the church premises or separately? • When handling and sorting bags of items, do workers wear gloves against potential risks? • Lifting, handling involving bending, twisting - has any instruction been given? • Cash handling – have potential safety risks been considered?		
First Aid and Chemicals: • Are there first aid supplies? • Are there appointed persons or competent people to deal with any first aid requirements? • Cleaning substances, chemicals? • Do chemical data sheets exist? • Have appropriate assessments been carried out and instruction given about their use?		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
Stacking and Storage: • Is there evidence of untidiness, dumping with a potential risk of accident? • Are the outside perimeters free of clutter and rubbish?		
Boiler Rooms: • Is the system, whether diesel or gas fired, inspected and serviced by the appropriate registered engineers? • Is adequate ventilation and fire extinguishers in place? • Are emergency telephone number displayed? • Is this room or annexe secured with a fire door?		
Policies, Documents and Information: • Do your Employees and Volunteers know about the Health and Safety policy, specifically the Policy Statement and Arrangements? • Is the Policy Statement displayed in a prominent place? If not, it should be? • Regulations require the display of a Health and Safety LAD or notification to all employees of how the information can be readily found. This information should be updated every 5 years. Note: a PEP poster needs to be in place by June 2000. (If the answer to any of these questions is negative, then it is a matter of importance that some positive action is taken)		

ADDITIONAL INFORMATION IF NECESSARY
Exposure and Duration:
Activities:
Fire Risks:

ADDITIONAL INFORMATION IF NECESSARY
Outreach and Food Programme
Charity Shop Operation
First Aid and Chemicals:

ADDITIONAL INFORMATION IF NECESSARY
Nursery, Parents and Toddlers:
Floor Levels and Access:
Portable Electrical Equipment:

ADDITIONAL INFORMATION IF NECESSARY
Stacking and Storage:
Boiler Room:

APPENDIX J: EMERGENCY PLANS

Guidance on Emergency Plans

Please Note:

The detail of any Emergency Plan could vary according to the size of premises and the levels of risk that might be involved.

The main principle about the plan is that it works and is understood.

The new Fire Regulations require that some record is made of evacuation procedures, alarm testing, the use of fire extinguishers, fire exits clearly marked and free of obstructions and any risk areas identified which need special consideration.

It is likely that many of you are already fulfilling most of these requirements covered by these latest Fire Regulations. However, that does not eliminate a need for a Risk Assessment to be carried out and recorded in writing.

The guidance given about the contents of an emergency plan does not exhaust the possibility that something has been overlooked. However, no one knows your premises better than you do, which includes any peculiarities or concerns that might exist.

IN ACCORDANCE WITH THE FIRE REGULATIONS
THE REQUIRED EMERGENCY PLANS COULD VARY SIGNIFICANTLY
ACCORDING TO THE PREMISES AND ITS USE

IN SMALL TO MEDIUM SITUATIONS, THIS COULD BE ADEQUATE	IN RESIDENTIAL HOMES, CONFERENCE CENTRES, MAIN OFFICE BUILDINGS, THESE ADDITIONAL CONSIDERATIONS MAY BE NECESSARY
Clear Instructions what to do in the case of Fire, as per a 'Fire Notice': 1. Operate the nearest fire alarm. 2. Leave the building by the nearest exit. 3. Report to an assembly point, which should be clearly indicated. 4. Do not stop to collect personal belongings. 5. Do not re-enter the building until you are informed that it is safe to do so by the Fire Officer or responsible person. Note: These procedures need to be understood. ***Fire Log or Register:*** 1. Break glass alarms need to be tested weekly and to be heard in all parts of the building. Date and Time recorded. 2. Fire exits in place and clearly signed, illuminated and free from obstruction. Checked weekly, date and time recorded. 3. (a) Fire extinguishers - date of servicing recorded. (b) Instruction given about their use, date of training recorded. 4. Emergency lighting, where it exists, date of service or any shut off tests.	1. There could be people in the building who cannot make their own escape and need assistance, e.g., people who are ageing, disabled, move about with walking aids/wheelchairs or are vision/ hearing impaired. 2. If written down, an emergency evacuation plan, whatever that is, must be in place and understood by all parties involved. 3. At least one complete evacuation and more if possible should be carried out and the date, including time taken, recorded. 4. Specific Fire Training carried out for all care staff and responsible persons and duly recorded for inspection purposes. 5. Possible areas not used or visited regularly: boiler room, basement, designated smoking rooms for residents and similar places where fire could start and not be quickly detected to be checked. 6. Location and identification of valves and main isolators for shutting off electric's, diesel and gas supplies. 7. Flammable substances must be stored in a fireproof cabinet and bottle gas supplies in a well-ventilated place, away from the building. 8. Smoke or heat alarms checked regularly. 9. Clear understanding of whom is the point of contact when the emergency services arrive.

ABOUT THIS DOCUMENT

This code of practice, first produced in 2004, has been updated with reference to the following sources:

H&SE re: Reportable Incidents (RIDDOR)

Centre for the Protection of National Infrastructure re: Bomb Threats

“Consulting on Health and Safety a Brief Guide to the Law” HSE October 2008

“Use of Contractors” HSE November 2003

“Working with VDUs” HSE December 2006

“Regulatory Reform (Fire Safety) Order 2005 – A short guide to making your premises safe from fire”

“First Aid at Work” HSE October 2009-11-25

The Health and Safety Information for Employees (Amendment) Regulations 2009

The Work at Height (Amendment) Regulations 2007

“Managing Buildings? You must Manage Asbestos” HSE 01/2008

“5 Steps to Risk Assessment” HSE 06/2006

Revised December 2009