



Diocese of Arundel & Brighton

Health and Safety Topics

(Section 2)

THIS MANUAL WAS PREPARED BY



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The Diocesan health and safety policy and supporting documentation has been split into 4 sections as follows:

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Accidents and Emergencies

Despite efforts to the contrary things sometimes go wrong. You need to be ready to deal with these unplanned events by having a clear and simple emergency action plan.

Emergency Plans

The purpose of an emergency plan is;

- to ensure that the people at the event know what to do if there is a fire; and
- to ensure that the event can be safely evacuated.

The results of your risk assessments will help you to draw up your emergency plan.

Your plan should provide:

- the action people should take if they discover a fire
- how people will be warned about a fire
- how the evacuation of the building should be carried out
- where people should assemble after they have left the building and procedures for checking whether the building has been evacuated
- identification of escape routes, how people will reach them and escape from them to a place of safety
- the fire fighting equipment provided
- the duties and identity of people who have specific responsibilities in the event of fire
- arrangements for the safe evacuation of people identified as being especially at risk e.g. those with disabilities, those unfamiliar with the building, young children
- where appropriate any equipment/ processes/ power supplies which might need to be stopped or isolated in the event of fire
- specific arrangements, if necessary, for any high risk areas of the building
- how the emergency services will be called and who will be responsible for doing this
- procedures for liaising with the fire brigade on arrival and notifying them of any special risks
- what training or information is needed for people and the arrangements for ensuring this training is given.

For larger more complex buildings it may be helpful to support your emergency plan with a simple drawing showing:

- essential structural features such as the layout of the building, escape routes, doorways, walls, corridors, stairways, balconies
- means of fighting fire (including the number, type and location of the fire fighting equipment)
- the location of manually operated fire alarm call points and control equipment for the fire alarm
- the location of emergency lighting equipment and any exit route signs
- the location of any automatic fire fighting equipment and sprinkler control valve

- the location of the mains electricity supply switch, the main water shut off valve and where appropriate, the gas or oil shut off valves.

Where a building is being hired as a venue it would be sensible to discuss your emergency plan with the owner as many elements of the plan may be controlled by them.

First Aid Treatment

You should have at least one person trained to Appointed Person level for First Aid. This person must be available whenever people are at work (voluntary or paid), which may mean that you need to train more than one person. People need to know who the person/ people are.

Routine provision of first aid trained personnel is difficult in a parish environment. It is not unusual that first aid trained personnel are attending church services and events. However, if you wish to rely on personnel to provide you with first aid cover then, to protect both the parish and the person administering first aid, you should ensure they are willing to do this and that they are adequately qualified.

It would be sensible to ensure that first aid trained cover is available for congregations/parish events where numbers attending are likely to be fairly large. Some of your regular volunteers may already have first aid training and these individuals may be prepared to assist. Otherwise you should consider training for those most regularly helping out and therefore most likely to be on site should the need arise.

First Aid Equipment

First Aid equipment must be available and maintained in the workplace e.g. the parish office and the sacristy. First aid equipment must be available for parish activities and events in the parish hall but need not be provided for other users of the hall so long as you make this clear in your terms and conditions of use. If you do provide first aid equipment for other people using your parish hall then you are responsible for making sure that it is suitable and sufficient. You must check it regularly to ensure that no inappropriate items have found their way into the first aid box and that there is enough equipment.

All new first aid kits come with standard contents and a list of these contents to help you restock. (*For a suggested list see 'Contents of First Aid Boxes'*)

The location of first aid equipment must be clear to all those who might need to use it.

All accidents or incidents must be recorded in an Accident Book. Some accidents and incidents need to be reported to the Incident Contact Centre. (*See 'Accident Reporting'*)

What law applies?

Management of Health and Safety at Work Regulations 1999

Health and Safety (First Aid) Regulations 1981

Further information

The event safety guide

HSG 195

HSE Books

ISBN 0 7176 24536

First Aid at work – your questions answered

HSE Books

INDG 214

ISBN 07176 10748

Free leaflet

First Aid at work – Approved Code of Practice and Guidance L74

ISBN 0 7176 1050 0

Available from HSE Books

Basic advice on first aid at work

HSE Books

INDG 347Rev1

ISBN 07176 61938

Free leaflet

Fire Risk Assessment series guides:

Published by the Department for Communities & Local Government

Telephone: 0870 830 7099 and available on the DGLG website:

www.firesafetyguides.communities.gov.uk

Office & Shops ISBN-13:978 1 85112 815 0

Sleeping Accommodation ISBN-13:978 1 85112 817 4

Educational Premises ISBN-13:978 1 85112 819 8

Small & Medium Places of Assembly ISBN-13:978 1 85112 820 4

Large Places of Assembly ISBN-13:978 1 85112 821 1

Open air events & venues ISBN-13:978 1 85112 823 5

Contents of First Aid Boxes

There is no standard list of items to put in a first-aid box. It very much depends on your particular needs. As a guide and where there are no special risks a minimum stock of first-aid items would be:

- a leaflet giving general guidance on first aid such as the HSE leaflet Basic advice on first aid at work (*available from HSE Books 01787 881165*)
- 20 individually wrapped sterile adhesive dressings
- (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages
- (preferably sterile)
- six safety pins
- six medium sized (approximately 12 cm x 12 cm) individually wrapped sterile non medicated wound dressings
- two large (approximately 18 cm x 18 cm) sterile individually wrapped non medicated wound dressings
- disposable gloves
- resuscitation mask with one way valve

You must not keep tablets or medicines in or near the first-aid box.

The above is a suggested contents list only. Equivalent but different items are acceptable.

Accident Reporting

Accident and incident reporting provides important information for health and safety management. Although use of accident records is retrospective (indicates health and safety weaknesses after an accident or incident) well kept records can highlight hazards where frequent reports relate to a particular feature of the buildings or grounds. Keeping accurate records also provides you with the facts of a case should an accident or incident result in investigation by the local authority.

You must have an accident reporting book in which all accidents and incidents occurring on your premises are recorded. A means of accident reporting must be available to people using your facilities either by contacting someone or by completing and submitting an accident form or by recording the accident directly into an accident book. If you choose the latter option then you must ensure that the accident book is data protection compliant i.e. people making an entry must not be able to view details of previous reports.

Some accidents, diseases and dangerous occurrences may need to be reported to the Incident Contact Centre (ICC) under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.

You must report:

- deaths;
- major injuries;
- over-3-day injuries – where the person sustaining the injury or incident is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;

You can report accidents and injuries by visiting www.hse.gov.uk/riddor/online.htm or by contacting the Incident Contact Centre between 8.30am and 5.00pm Monday to Friday on 0845 300 9923

If you are ever in doubt as to whether you should report an accident or incident to the ICC it is best to contact them and ask.

The ICC is not an emergency service. If a fatality, major injury or incident occurs out of hours you should contact your local enforcing authority.

Always report the incident to the Diocesan Finance Office to ensure all insurance liability issues are covered.

What law applies?

Management of Health and Safety at Work Regulations 1999

Health and Safety (First Aid) Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Further information

On line information about the Reporting of Injuries, Diseases and Dangerous Occurrences is available on the Health and Safety Executive website at www.hse.gov.uk/riddor/index.htm

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

ISBN 0 7176 2431 5

Asbestos

Asbestos is the largest cause of work related fatal disease and ill health in Great Britain. Almost all asbestos-related deaths and ill health are from exposures several decades ago, but anyone coming into contact with asbestos is at risk.

Asbestos is likely to be found in buildings built from the mid 1950's to the mid 1980's, in many forms and in many places.

1. Asbestos Insulating Board (AIB) (20-25% asbestos)

Particularly common in the 1960's and 1970's but unlikely to be found in buildings constructed after 1982. Commonly found in ducts, infill panels, ceiling tiles, wall lining, bath panels and partitions. Also used in some warm air heating systems, storage heaters and for lining cupboards or rooms housing central heating boilers.

2. Asbestos-cement products (10-15% asbestos but sometimes as much as 40%)

This is the most commonly used asbestos material and is found as profiled sheets for roofing and wall cladding, in wall and ceiling linings, bath panels, soffit boards, fire surrounds, flue pipes, cold water tanks, roof tiles and slates, guttering and drain pipes.

Asbestos-cement products are unlikely to release fibres because of their method of construction unless they are subject to extreme abrasion.

3. Asbestos lagging (55-100% asbestos)

Found in thermal insulation to pipes and boilers most commonly in the 1960's and 1970's. Rarely found in buildings constructed after the mid 1970's and banned in 1986.

4. Sprayed coating (up to 85% asbestos)

Sprayed asbestos coatings were used to provide fire protection to structural steel and tend to be found in system built buildings constructed in the 1960's. The coatings were applied to the core of the building e.g. service shafts, lift shafts etc. Use of sprayed asbestos coatings was stopped in 1974 and banned in 1986.

The Control of Asbestos at Work Regulations 2006 place an explicit duty to manage asbestos in non-domestic premises on those with responsibility for such premises (referred to as the duty holder). Parish Priests are duty holders under the terms of the Regulations.

What must you do?

1. Identify asbestos in your building(s), the amount of it and the condition it is in.
2. Presume that materials contain asbestos unless you have strong evidence that they do not.
3. Keep a record of the location and condition of any asbestos containing materials (ACMs) or presumed ACMs in your building(s).

4. Assess the risk from the material.
5. Prepare a plan that sets out in detail how you are going to manage the risk from this material.
6. Take the steps needed to put your plan into action.
7. Review and monitor your plan and the arrangements made to put it in place.
8. Provide information on the location and condition of your asbestos to anyone who is liable to work on or disturb it.

Identifying Asbestos

There are three types of survey:

- **Type 1**

A presumptive survey which aims to identify the location and extent of any suspect ACMs in the building and make an assessment of the condition. (e.g. damaged , deteriorating). This type of survey defers the need to sample and analyse the material until later.

- **Type 2**

A sampling survey positively identifies material as asbestos or not. Such a survey would be carried out prior to the commencement of works in a specific area where ACMs are presumed (on the basis of a presumptive survey).

- **Type 3**

A full access sampling and identification survey is an invasive and thorough examination of a building to estimate the amount of ACMs for removal. Such a survey would precede major building or demolition work.

A Type 1 presumptive survey needs to be done by someone who is competent i.e. has sufficient knowledge that they can make accurate presumptions. Ideally if you have a surveyor or some one with sound and proven experience in building methods or management on your Buildings and Finance Committee then they would be the people to ask for help.

Both the Type 2 sampling survey and the Type 3 full access survey must be conducted by a professional. Good survey firms will be accredited by the United Kingdom Accreditation Service (UKAS) which checks that they are properly qualified and trained.

The Regulations allow for duty holders to **presume** that their building(s) contain asbestos without having to go through the costly process of proving it all in one go. If you follow this route then you must ensure that no building or maintenance work, however small, is undertaken until you are absolutely sure there is no danger from asbestos. You may find that you are able to prove the lack of asbestos by reference to building plans and specifications. (Beware of assuming that your building is too modern

to contain any ACM's. Asbestos was used in building materials between the 1950's up to 1985.)

What you need to do now.

You need to undertake a Type 1 survey. You should establish what you already know about the ACMs in your building(s) and begin to create a written record of where they are and what condition they are in. Walk around the building and make a note of any areas of damage or deterioration. In particular look at wall, door or ceiling panels, pipe work insulation and soffits and old guttering.

Remember, you will need to inform anyone likely work on or disturb ACM's, of their exact location or presumed location whether they are undertaking major structural alterations to your building or putting up shelving.

What do I do with it?

Once you have established the presence of asbestos you must decide what to do with the material. Asbestos does not pose a threat to health unless it is damaged, when fibres are released. Undamaged asbestos is best left in place provided it is properly treated (encapsulated) i.e. sealed. Indoor asbestos cement should be sealed by painting with an alkali-resistant paint such as PVA emulsion or primed with an alkali – resistant primer and then covered with normal undercoat and gloss paint. The surface should not be sanded prior to painting.

If you choose to encapsulate it then you must provide warning that it is there by using suitable asbestos warning signs or other appropriate means. You must also regularly check the condition of encapsulated asbestos to ensure that it does not become damaged.

If you choose to remove asbestos then you must engage trained and if necessary licensed personnel to do this.

Working with asbestos

You must satisfy yourself that contractors working on your premises are competent to manage the risk of exposure to asbestos for you. As a duty holder this is your responsibility.

Anyone working with asbestos must be trained and use safe working methods and some work will require a license. (A list of local HSE licensed contractors can be obtained from your local HSE office).

Make sure that where asbestos is being removed from your premises it is being disposed of correctly. Obtain copies of waste transfer certificates as proof of correct disposal. As a duty holder it is your asbestos and therefore you are responsible for ensuring it is disposed of correctly.

What law applies?

Control of Asbestos at Work Regulations 2006

Further information

Information can be found on the Health and Safety Executive website at www.hse.gov.uk/asbestos and at the Asbestos Removal Contractors Association at www.arcaweb.org.uk

A short guide to managing asbestos in premises
INDG223 (Rev 3)
ISBN 0 7176 2564 8

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

Building and maintenance work

When building and maintenance work, of premises or equipment, is underway in or around a building a concentration of hazards present themselves. The scope of this advice covers all building and maintenance work, from repairs to the photocopier to major structural works on buildings. Whilst the hazards associated with the latter will be greater and more obvious, the humble photocopier engineer is capable of causing serious injury by, for example, citing his tools thoughtlessly or, through inadequate training and experience leaving the equipment in a dangerous condition.

Always use reputable contractors when having any building or maintenance work undertaken for you. It is a mistake to believe that because the work is being carried out for you by a contractor or service engineer, your responsibility has been delegated. You still have responsibility to ensure your premises are safe for those using them. You will need to take an active role in building and maintenance work. During the planning stage of building work you must plan, with the contractor, how the hazards are to be managed.

Keep yourself informed about what your contractor is doing and how they are doing it. If it doesn't sound very safe then make enquires to put your mind at rest.

If you are using an employee or volunteer to undertake any building and maintenance work for you, be sure that they are competent to do the work.

The most common hazards associated with building and maintenance work include:

- Falling from height
- Being struck by falling materials
- Contact with electricity
- Exposure to harmful substances e.g. asbestos, chemicals
- Striking buried gas pipes or electricity cables
- Burial by excavation collapses

It is not just workmen who are at risk, other people who use your premises while works are going on need to be protected. You should ensure that all reasonable means are undertaken to prevent deliberate or accidental unauthorised access to the work site.

Contractors

Always use reputable contractors. As such the contractor will be able to provide evidence of:

- Appropriate liability insurance
- Any qualifications and licensing required to undertake the work
- References from prior clients
- Membership of a professional body

When appointing a contractor it is advisable to provide them with a copy of the Health and Safety Statement of Intent and ask them to sign and return the 'Acceptance of safety rules for contractors' form located in the forms section of this manual. In signing this form the contractor accepts your health and safety policy and agrees to co-operate fully in upholding it.

You should also request a copy of the contractor's health and safety policy statement and copies of any safety rules for clients.

Prior to the commencement of work your contractor should provide you with a method statement (details of how he proposes the work will be done) and information about any hazardous substances he intends bringing onto the work site in the course of the work. You should take the time to read these and discuss any concerns you have. Be satisfied that what the contractor proposes is safe.

You have a duty to inform a contractor about any hazards in or around your building(s) which could endanger their health and safety. Such hazards include asbestos. You should read the section on 'Asbestos' prior to the commencement of any building work.

Additional Requirements

Refer to the following sections in the Parish Administration Manual prior to the commencement of any building or repair works:

- Building and Repair Projects
- Insurance

What law applies?

Construction (Design and Management) Regulations 2007 (CDM 2007)

Workplace (Health, Safety and Welfare) Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Control of Asbestos at Work Regulations 2006

Further Information

A Guide to the Construction (Health, Safety and Welfare) Regulations 1996 INDG220
ISBN 0 7176 1161 2

Managing Contractors: A Guide for Employers HSG159
ISBN 0 7176 1196 5

The Approved Code of Practice (ACoP) Managing Health and Safety in Construction
L144
ISBN 0 7807 17662234

Chemicals and hazardous substances

Thousands of people are exposed to all kinds of hazardous substances at work. These can include chemicals that people make or work with directly, and also dust, fumes and bacteria which can be present in the workplace.

Exposure can happen by either breathing hazardous substances in, contact with the skin, splashing them into the eyes or swallowing them. If exposure is not prevented or properly controlled, it can cause serious illness, including cancer, asthma, dermatitis, and sometimes even death.

The Control of Substances Hazardous to Health Regulations 2002 aim to make sure the risks from dangerous substances are adequately controlled. In an office or similar low risk environment hazardous substances are those which carry a warning label. These are likely to be cleaning chemicals and office supplies such as toners for photocopiers and printers.

The supplier, whether it is a retail or trade outlet, must tell you whether or not the substance is hazardous and what precautions you should take to ensure the safety of those exposed to the substance. This information is normally displayed on the product packaging and/ or in a safety data sheet. Safety data sheets for retail products can be obtained by contacting the telephone number displayed on the product packaging.

Where your use of chemicals is limited to those supplied in reputable supermarkets it is reasonable for you to assume that the product is safe to use so long as basic good practice is followed.

When chemicals are used on your premises you should consider the following:

1. Purchase products from a reputable supplier.
2. Carry out risk assessments on the chemicals you use:
 - a. Gather information about the substances, the work area and the working practices;
 - b. Evaluate the risks to health;
 - c. Decide what you need to do to control the risks associated with the products you use;
 - d. Record you findings;
 - e. Review your assessment regularly.
3. Tell all those who might use chemicals about the products they are using and how to use them safely.
4. Only use chemical products for the purpose intended.

5. Keep chemicals safely out of reach of those who are not involved in their use, preferably in locked cupboards or away from the public domain.
6. Avoid decanting chemical products into alternative containers. Where this is unavoidable ensure that the container is clearly labelled with the product details.
7. Make sure you do not allow incompatible products to be mixed.
8. If you use personal protective equipment to control the health risks associated with a product, ensure that this is provided to all those who need it. (*See 'Personal Protective Equipment'*).

Other hazardous substances

Other hazardous substances which you may find yourself or others exposed to include:

- Asbestos
- Dust from decorating work
- Legionella (the bacteria associated with Legionnaire's disease). This can grow in water storage tanks and air conditioning units. (*See 'Legionella'*).
- Disease spread by pests e.g. Weil's disease spread by rats.

What law applies?

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Further information

COSHH a brief guide to the regulations: What you need to know about the Control of Substances Hazardous to Health Regulations 1999 (COSHH) INDG136 (rev3)
HSE Books
ISBN 0 7176 22982 1

Children and Young People

Young people are defined as those individuals under the age of 18 years of age, including work experience students.

A child is anyone who has not reached the minimum school leaving age, just before or just after their 16th birthday.

Assessing the risks

Health and Safety law requires that you assess the risks to young people before they start work (voluntary or paid) / work experience and that you discuss these risks with them.

You should also:

- take into account that these young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature;
- put in place measures to control the risks which will remove them altogether or reduce them to the lowest possible level;
- let the parents/guardians of any individuals below minimum school leaving age know the key findings of the risk assessment and the control measures taken before the young people start work / work experience;
- keep a record of the main findings of the risk assessment.

You may be able to use or adapt a general risk assessment for young people doing the same job or work experience. But in all cases you will need to:

- cover all the necessary features listed under the heading 'What to include in a Risk Assessment';
- keep the risk assessment up to date;
- look again at the risks if you have reason to believe that the original assessment no longer holds good;
- bear in mind any information about the young person's needs which may be passed on by the work experience organiser, the school or the parents.

What to include in a Risk Assessment

A risk assessment should look at the following factors from the perspective of the young person who will be coming into the work place.

1. How the workplace is fitted and laid out (and the particular site where they will work);

2. What type of work equipment will be used and how it will be handled;
3. How the work is organised;
4. The need to assess and provide health and safety training;
5. The nature of any physical, biological and chemical agents they may be exposed to, for how long and to what extent;
6. The risks from certain work hazards. This includes any work they cannot do because of their age).
7. You must not allow the young person to do the work where you find that a significant risk remains in spite of your best efforts to take all reasonable steps to control it.

Restrictions on work

The overall rule is that young people under 18 years old must not be allowed to do work which:

- cannot be adapted to meet any physical or mental limitations they may have;
- exposes them to substances which are toxic or cause cancer;
- exposes them to radiation;
- involves extreme heat, noise or vibration.

Young people who are over the minimum school leaving age can do this work under very special circumstances, which are:

1. the work is necessary for their training;
2. the work is properly supervised by a competent person;
3. the risks are reduced to the lowest level, so far as is reasonably practicable.

Children below the minimum school leaving age must never do work involving these risks whether they are employed or under training such as work experience.

Information that may be required by work experience organisers:

- Copy of health and safety policy.
- What the work experience student's duties will involve.
- Copy of risk assessment specific to the individual joining you for work experience. This should be completed by the parish priest or other responsible person and take into account not only the general

risks but those associated with the individual such as any disabilities or learning difficulties.

- The person who will be responsible for the work experience student.
- The induction procedure.
- Supervision procedure.
- Any personal protective equipment which the student will be required to use.
- Details of your Employer's Liability Insurance and Public Liability Insurance indicating that you are adequately covered for work experience students. (*See Parish Administration Manual 'Insurance.'*)

Child Protection

Refer to 'Safe and Sound Guidelines for the protection of children and young people in the Diocese of Arundel and Brighton' for detailed information.

What law applies?

Health and Safety at Work etc Act, 1974

Management of Health and Safety at Work Regulations, 1999t start

Further information

Young People at Work: A guide for employers

HSE Books

HSG 165

ISBN 0 7176 1889 7

The Right Start: Work experience for Young People: Health and Safety Basics for Employers

HSE Books

INDG 364

ISBN 0 7176 2547 8

Safe and Sound Guidelines for the protection of children and young people in the Diocese of Arundel and Brighton

Can be viewed and/ or downloaded from www.dabnet.org

Display screen equipment

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

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

A few simple precautions will help to avoid the distress and pain associated with long term use of Display Screen Equipment.

Seat and Back

Sitting properly reduces the risk of back problems. Your chair should be comfortable and all adjustment controls must be in working order. Adjusting the back height will greatly improve lumbar support.

Chairs with arms allow your forearms to rest and your shoulders to relax. The arms should not prevent you from getting close enough to your workstation to work comfortably. Height adjustable arms give the option to change position to suit different tasks.

Legs and Feet

Correct sitting height is essential. Your feet should be able to rest flat on the floor. A foot rest can be used to support your feet relieving pressure on the back of the thighs and improving circulation.

Hands, Wrists and Arms

To avoid long term health problems associated with Repetitive Strain Injury place the keyboard at a comfortable angle with space in front to support your hands and arms. A Wrist Rest can help you attain the best position for comfortable typing.

Neck and Shoulders

You should be able to view the screen and the copy you are working from with the minimum of repetitive movement of your neck. The use of a monitor arm to lift your monitor off the work surface will allow you to move the screen to suit your task. A copy holder at the correct height allows you to view both the screen and the copy in the same plane avoiding tension in the neck muscles.

Eyes

Eye strain and headaches can be a problem. The display screen itself should be kept clean, and the image should be free of flicker movement.

Try adjusting the screen to improve the image. A screen filter improves contrast and reduces reflections, radiation and glare.

Rearrange the workstation layout to minimize reflected glare from natural and artificial light. Task lighting provides contrast between the screen and the background environment.

Employers are required to provide appropriate eye and eyesight tests to users of display screen equipment where the user requests one. Employers are also required to provide 'special' corrective appliances (normally spectacles) where a need is identified.¹ 'Special' corrective appliances are those prescribed to correct vision defects specifically associated with display screen work. An employer is not required to provide 'normal' corrective appliances prescribed for any other purpose.

Eye and eyesight tests and special corrective appliances are provided to employees at the expense of the employer.

Stress

Hardware and or software which are not suitable for the task or the person using them can lead to frustration and stress. Ensure that workers are trained in the use of the software associated with the tasks they are expected to undertake and that this training is updated in step with any software updates.

Portable Display Screen Equipment

Increasing numbers of people are using portable display screen equipment as part of their work. Research suggests that some aspects of using such equipment are no worse than using full sized equipment; this is not true of every aspect. The design of portable display screen equipment can include features (e.g. smaller keyboards or a lack of keyboard/ screen separation) which make it more difficult to achieve a comfortable working posture. Portable display screen equipment is also used in a much greater variety of environments, and not all of these are necessarily well suited to display screen work.

Users of portable display screen equipment need to be aware of the associated health and safety issues and report any problems to their employer at an early stage.

As well as the risks common to both portable and desktop display screen equipment work, the following issues are associated specifically with portable equipment:

1. manual handling risks when moving between locations (not only is the computer moving around but associated equipment e.g. mains leads, spare batteries, the carrying case and paperwork).
2. The risk of theft of equipment and the possibility that this might include an assault.

Some practical points to consider when selecting portable computers include:

¹ Regulation 5 Health and Safety (Display Screen Equipment) Regulations 1992
H&S Policy Section 2 08/01
Display Screen Equipment

1. Keep the weight of the equipment as low as possible. 3kg or less for the computer and keep accessories as few and as light as possible.
2. Choose as large a screen as possible, that can be used comfortably for the task (14inches or more)
3. Choose a detachable or height adjustable screen if possible.
4. Specify as long a battery life as possible. If possible provide additional transformer/ cable sets so that the user has a set in each main location where the portable equipment is used and does not necessarily need to carry transformer cables with the computer.
5. Ensure the carrying case is as light as possible and includes a handle and shoulder straps. Manufacturer branded carrying cases should be avoided to reduce the risk of theft and assault.
6. Look for tilt-adjustable key pads on laptops.
7. Choose portable equipment which can be used with a docking station or has the facility to attach an external mouse and keyboard.
8. Ensure that equipment has friction pads underneath to prevent it sliding across work surfaces when in use.
9. Ensure that the computer has adequate memory and processing speed for the tasks required.
10. For equipment which requires use of a non keyboard input device, select touch pad, roller ball or external mouse options.
11. Additional comfort is often achieved by selecting equipment which includes a space (wrist pad) between the keyboard and the front edge.

When planning tasks involving portable computers some useful points to consider include:

- 1. Weight**

Avoid the need to carry unnecessary additional equipment and paperwork.

- 2. Location**

E.g. resting the portable on the user's lap for extended periods is likely to result in poor posture and discomfort.

Provide docking stations or similar equipment for extended use.

- 3. Theft and assault**

Avoid the need for equipment to be taken into high risk situations.

Do not leave equipment unattended or on display in a car.

Do not carry in a branded case.

- 4. Breaks or changes of activity**

Where equipment is being used without a docking station or external input devices it is likely that more frequent breaks or changes in activity will be necessary to compensate for poorer working environments which can impact on posture in particular.

- 5. Eyes and eye sight**

Users should inform their optician that they use portable display screen equipment as viewing distances tend to be shorter than for desk top equipment.

6. Information and Training

- a. Users of portable display screen equipment should receive adequate training on the safe use equipment. Training should include:
- b. Advice on how to set up and use the equipment in the locations where it is required to be used.
- c. Guidance on setting up and using a docking station or similar equipment, and additional precautions when external features are not available.
- d. Encouragement and advice on reporting any discomfort or difficulty likely to be attributable to use of portable display screen equipment.
- e. How to avoid unnecessary manual handling.
- f. How to minimise the risk of theft and mugging.
- g. The need to take regular breaks to avoid the discomfort of prolonged use.

Workstation

The work surface should be made of low reflectance material and be large enough to allow a flexible arrangement of the VDU monitor, keyboard, documents and related equipment so that you can work comfortably. All cables should be safely routed, with no trailing wires. Workstations with a cable management system can be especially useful here.

In the open plan office, screen dividers with sound deadening qualities e.g. upholstery, can be used to reduce sound levels and improve concentration.

Ventilation and heating should be maintained at comfortable levels.

Work with display screen equipment is not generally high risk, but it can lead to muscular and other physical problems, eye fatigue and mental stress.

Problems of this kind can be overcome by good ergonomic design of equipment, furniture and attention to the working environment. Workers should be aware of the importance of organizing the work place to avoid awkward and repetitive movements. They should be trained in how to adjust their equipment to avoid the risks.

Try to encourage the habit of good posture and keep stress and fatigue to a minimum by varying tasks and taking regular breaks.

Seating and posture for normal workstation activity

- Adjustable seat back
- Good lumbar support
- Adjustable seat height
- No excess pressure on underside of thighs or backs of knees
- Foot support when necessary
- Space to adjust posture (no obstacles under the desk)
- Forearms approximately horizontal



- Wrists not excessively bent (up, down or sideways)
- Screen height and angle allows for comfortable head position
- Space in front of keyboard to support wrists and hands during pauses in keying

It is recognised that personal preferences must be taken into account when considering suitability of workstations. Individuals should be encouraged to undertake their own assessment of their workstations using the Workstation Self Assessment Form. (*See H&S Policy Section 4 'Forms & Notices'*)

Completed forms should be given to the responsible person within an establishment and actioned appropriately.

What law applies?

Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002

Further information

Working with VDU's
INDG36 (rev3)
HSE Books Free Leaflet

Electrical Safety

The three main hazards associated with electricity are contact with live parts, fire and explosion. When assessing the risks from your use of electricity remember that normal mains voltage can kill. The risks are greatest when electricity is used in harsh conditions e.g. portable equipment used outdoors.

Electrical equipment, wiring installations and everything connected to them, must be maintained to prevent danger. This means carrying out checks and inspections and repairing and testing as necessary.

Certified inspection of the fixed electrical system

The Diocesan insurers require that the fixed electrical system of a building should be tested and inspected every 5 years by a NICEIC (National Inspection Council for Electrical Installation) qualified contractor. A certificate will be issued by the electrician undertaking the inspection and this should be kept on file.

Visual inspection of the fixed electrical system

The fixed electrical system must also be visually inspected each year. This inspection need not be carried out by an electrically qualified person, but they should be familiar with the installation and be able to recognise defects.

Visual inspection means exactly that. It is about **looking** at the electrical superstructure in your buildings. It does not involve unscrewing sockets and delving into the inner workings of your electrical system. This must be left to qualified engineers.

A visual inspection should look at 10% of the electrical superstructure in a building. The superstructure is considered to be those parts of the electrical system that are easily accessible, e.g. power sockets, light switches and distribution boards.

The visual inspection would involve checking that your sample does not highlight anything defective e.g. damaged socket covers or switches, missing parts e.g. screws or covers, any evidence of overheating, switchgear is not obstructed and labelling is adequate.

A sample of the superstructure should be tested by operating switchgear where it is reasonable to do (i.e. gaining access to equipment does not put you or others at risk), and by switching equipment on and off. This would include testing Residual Current Devices using the test button. Where damage or defects are found then a qualified electrician should be employed to execute repairs.

Records of annual visual inspections should be maintained.

Inspection and testing of electrical equipment will depend on the equipment you use and where you use it. (*See 'Suggested testing and*

inspection schedules for Electrical Equipment'). Records of inspection and combined inspection and testing should be maintained.

Portable Electrical Equipment test and inspection

Portable electrical equipment refers to any electrical equipment which can be plugged into the fixed electrical system from the office photocopier to a desk light or kettle. Also included in portable electrical equipment are extension cables and multi socket adaptors.

It is a good idea to keep an inventory of all your portable electrical equipment including purchase dates (if known), location, classification and frequency of testing and inspecting (see below), fuse rating and details of tests and inspections. All portable appliances in the church and parish hall should be included in your test and inspection schedules. Appliances in the presbytery should include all those which are used in association with parish activities including extension cables, multi socket adaptors, portable electric heaters, laundry equipment and kitchen equipment, office equipment and gardening equipment.

You should also formulate a policy for the management of personal portable electrical equipment e.g. music group equipment, volunteers bringing gardening equipment etc. Your policy should either prohibit the use of personal electrical appliances or require people bringing such equipment on site to ensure that it is in a safe condition i.e. meets current standards used for the test and inspection of portable electrical equipment. This information should be included in safety information to those responsible for groups hiring/ using the parish hall.

User checks

People using portable electrical equipment should be encouraged to undertake basic, systematic checks before they begin to use equipment and report problems so they can be remedied.

User checks BEFORE PLUGGING EQUIPMENT IN TO THE MAINS SUPPLY would involve:

1. A visual inspection of the equipment to check for any damage which might affect safe operation e.g. if the casing of a vacuum cleaner is broken this could reduce protection from exposure to live parts, particularly if the equipment is Class 2 (double insulated).
2. A visual inspection of the plug to ensure that it is not damaged. E.g. blackening suggesting burning, loose wires, broken plug casing and exposed wires or other parts.
3. A visual inspection of the cable to ensure that it is not damaged. E.g. cuts or abrasions which could result in exposure to current.
4. Users should also be advised to visually check the socket into which they are plugging portable equipment for damage e.g. blackening, broken casing, exposed parts.

5. Any damage noted should be reported to the parish office and the equipment should be removed from use until it can be made safe. A notice should be displayed on equipment (DO NOT USE) and as a further precaution the plug can be removed.
6. In the case of damage noted to sockets, this should be reported and warning displayed on the socket (DO NOT USE) until an electrician effects repairs.

Formal visual inspections of portable electrical equipment

Visual inspections of portable electrical equipment do not have to be undertaken by a qualified electrician. Individuals must be sufficiently competent to check the following:

1. That the body/ casing of a piece of equipment is not damaged in any way.
2. That the flex is not damaged in any way. (This is best established by running the entire length of the flex slowly through the fingers so that damage can be felt and/ or seen).
3. That the plug is not damaged in any way.
4. That the plug is wired correctly.
5. That the fuse is of the correct rating.

When considering the frequency of inspection for a given piece of equipment consider the history of the equipment (if it is prone to frequent repair then you should inspect it more often).

Formal test of portable electrical equipment

Some equipment must be tested for electrical safety. This requires specialist equipment and must be carried out by a qualified electrician. Equipment which has been tested for electrical safety should be identifiable by a electrical safety test label displayed on the plug or on the equipment. The label will indicate the date of the test, due date of the next test and the initials or details of the person carrying out the test.

The table below sets out suggested testing and inspection intervals for portable electrical equipment based on current good practice.

Suggested testing and inspection intervals for portable electrical equipment in offices and other low risk environments

Equipment/ environment	User checks	Formal visual inspection	Combined inspection and testing
Battery operated: (<20 volts)	No	No	No
Extra low voltage: (<50volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology: e.g. desktop computers, VDU screen	No	Yes, 2-4 years	No if double insulated – otherwise up to 5 years

Suggested testing and inspection intervals for portable electrical equipment in offices and other low risk environments continued...

Photocopiers, fax machines: NOT hand held. Rarely moved	No	Yes, 2-4 years	No if double insulated – otherwise up to 5 years
Double insulated equipment: NOT hand held. Moved occasionally, e.g. fans, table lamps	No	Yes, 6months – 1 year	No
Double insulated equipment: <i>HAND-HELD</i> e.g. some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6months – 1 year	No
Earthed equipment (Class 1): e.g. electric kettles, some floor cleaners	Yes	Yes, 6months – 1 year	Yes, 1-2 years
Cables (leads) and plugs connected to the above. Extension leads and plug boards (mains voltage)	Yes	Yes, 6 months– 4 years depending on the type of equipment it is connected to.	Yes, 1-5yrs depending on the type of equipment if is connected to.

Classification of Electrical Equipment

The table above refers to 'earthed' equipment (Class 1) and 'double insulated equipment' (Class 2).

Earthed (Class 1) Equipment

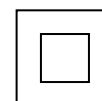
Equipment is provided with one layer of insulation over the live conductors, and exposed metalwork is bonded to earth so that it cannot become live in the event of an insulation failure. The external metal casing of any item of electrical equipment must be earthed as a legal requirement.

NB: Certain metal bodied kettles, manufactured to British Standard, do not require the metal body to be earthed. Such kettles should carry the British Electro technical Approvals Board mark (BEAB)

Double Insulated (Class 2) Equipment

This equipment has all exposed metalwork separated from the conductors by two layers of insulation, so that the metalwork cannot become live. There is no earth connection and the operator's safety depends on the integrity of the two layers of insulation.

British double insulated equipment is marked with the symbol:



Emergency lighting

Lighting that is designed to operate independent of mains electricity is invaluable in helping the evacuation process during a fire. Emergency lighting is expensive and once installed must be correctly maintained to ensure it is working properly.

If you have emergency lighting installed make sure it is subject to the necessary inspections and tests. You should check that the lights are operating (usually indicated by a glowing red light within the fitting). This should be checked daily.

Every month you should allow the emergency lights to activate by testing them using the key provided with them. This test should last for one third of the battery life of the fitting. Therefore a 3 hour emergency light should be turned on for 1 hour.

Every 6 months you should allow the lights to fully discharge. Check that they remain lit for the duration of their battery time.

Some emergency lights may not be easily accessible making testing with individual keys difficult. If you have to take unreasonable risks to reach a light (e.g. you would have to exceed the working at height restriction) then check to see if you can interrupt the power supply easily by turning off the power at the distribution board. Make sure you are not likely to turn off important equipment in doing this.

If you do not have emergency lighting consider ways of improving safety by installing hand held torches in key locations. Make sure you check batteries regularly to ensure they are still working.

New rules for electrical safety in the home

The 2000 Building Regulations (Part P Electrical Safety) extends the rules regarding electrical work to work in domestic premises.

The regulations require you to notify your local authority Building Control Department about certain electrical work being done on your electrical installation before work commences. They also require you to use a contractor or installer registered with a competent person scheme to carry out the work in most cases.

All notifiable work will have to be certified. The qualified installer or contractor will issue you with a signed BS7671 electrical safety certificate. You will also receive a Building Regulations compliance certificate from the operator of the registered scheme to which your installer belongs. If you are using an unregistered installer for any notifiable work you will have to arrange for the Building Control Service to inspect the work. If they are happy that the work complies with the Building Regulations they will issue a certificate.

Non notifiable work

You do not need to notify your local authority Building Control Department about the following work:

1. Repairs, replacements and maintenance work on your electrical installation.

2. Extra power points or lighting points or other alterations to existing circuits (with the exception of those in kitchens, bathrooms or outdoors).

These works do not need to be undertaken by a registered installer and do not require a certificate.

By using a contractor or installer registered with a competent person scheme you receive the following benefits:

1. Qualified, competent persons can deal with the new rules for you.
2. They are qualified to carry out the work for you.
3. They can provide you with the certification required by the new rules upon completion of the work.
4. You will not need to pay Building Control charges.
5. You will have access to a formal complaints procedure should you not be happy with the work undertaken for you.
6. You will have the option of taking out an insurance – backed guarantee for the work undertaken for you.

How will I find a registered installer?

Authorised competent person self-certification schemes for installers who can undertake all electrical work.		Authorised competent person self-certification schemes for installers who can do all electrical work only if it is necessary as part of other work they are carrying out.	
	BRE Certification Ltd Phone: 0870 609 6093 OR www.partp.co.uk		CORGI Services Ltd Phone: 01256 372200 OR www.corgi-gas-safety.com
	British Standards Institution Phone: 01442 230442 OR www.bsi-global.com/kitemark		ELECSA Ltd Phone: 0870 749 0080 OR www.elecsa.org.uk
	ELECSA Ltd Phone: 0870 749 0080 OR www.elecsa.org.uk		NAPIT Certification Services Ltd Phone: 0870 444 1392 OR www.napit.org.uk

Authorised competent person self-certification schemes for installers who can undertake all electrical work.		Authorised competent person self-certification schemes for installers who can do all electrical work only if it is necessary as part of other work they are carrying out.	
	NAPIT Certification Services Ltd Phone: 0870 444 1392 OR www.napit.org.uk		NICEIC Certification Services Ltd Phone: 0800 013 0900 OR www.niceic.org.uk

	<p>NICEIC Certification Services Ltd Phone: 0800 013 0900 OR www.niceic.org.uk</p>		<p>OFTEC (Oil Fired Technical Association for the Petroleum Industry Ltd) Phone: 0845 658 5080 OR www.oftec.co.uk</p>
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What if I don't follow the Building Regulations?

1. You might have an unsafe electrical installation which leaves you and others using your property vulnerable to the risk of death, injury or fire.
2. You will not have any records of work undertaken on your electrical installation.
3. Without the necessary electrical certificates you may have difficulty should your property be offered for sale.
4. Insurance premiums may increase or you may be required to comply with the Building Regulations to receive insurance cover.

Top Tips for electrical safety:

- Consider whether you need to use electricity to complete the task.
- Where possible reduce the voltage.
- There may be times when provision of a residual current device which acts as a safety trip when there is a fault, would be appropriate e.g. using electrically powered garden tools.
- Check that residual current circuit-breakers work by operating the test button regularly.
- Equipment and power sockets should be switched off before plugging in or unplugging.
- Check that suspect or faulty equipment is taken out of use and labelled 'Do Not Use' and kept secure until checked by a competent person.
- You must prevent access to electrical danger by keeping isolator and fuse box covers closed and if possible locked, with the key held by a responsible person.
- Anyone carrying out electrical work must be competent to do it safely.

What law applies?

Electricity at Work Regulations 1989
The Building Regulations 2000 Electrical Safety Part P
The Electrical Equipment (Safety) Regulations 1994

More information

Electricity at work. Safe working practices
HSG85
ISBN 0 7176 2164 2

Electrical safety and you
INDG231
Free leaflet
ISBN 0 7176 1207 4

Maintaining portable electrical and transportable equipment
HSE Books
ISBN 0 7176 28051

Information about The Building Regulations Part P can be found on line at
www.communities.gov.uk/electricalsafety

Events and activities

The activities of the Diocese inevitably include the organisation of events such as fetes, rallies, parties and fund raising sales. Parish life includes many regular activities which extend to the wider community e.g. coffee mornings. Good planning from an early stage will help the event or activity run safely.

When planning an event or activity appoint an 'event committee' ensuring that everyone involved is clear what their responsibility is and is competent. The 'event organiser' (the parish priest or individual with responsibility for the venue) has final responsibility for the health, safety and welfare of all those involved and attending the event.

Conduct a risk assessment for the event making sure you record it. You may find it useful to conduct a number of risk assessments for particular aspects of the event e.g. fire safety, first aid provision, crowd management.

An event that is properly planned and managed will ensure that everyone enjoys a safe and successful day.

Key points to consider in planning and managing an event include:

1. Expected turnout

Look at information from previous and similar events.

The level of publicity surrounding the event.

The effect that Bank Holidays, school holidays and good or bad weather will have on the event.

Large numbers of people attending the event, possibly unexpectedly.

2. Who will attend

Pay particular attention to vulnerable groups e.g.:

Children (See – 'Safe & Sound' procedures for the protection of children and young people.)

The elderly

Disabled persons

3. How people will get to and from the event

Is car parking adequate?

Are any other events going on near by?

Where are car parks/ coach parks located in relation to the venue?

How close are bus and train stations to the venue and how frequent are services?

Is there any construction work going on in the area?

4. The venue

- Capacity.

- Location and number of entrances and exits.

- Means of escape in an emergency.

- Provision for people with special needs.
- Maintenance of the venue and equipment. If you are hiring equipment e.g. a bouncy castle, make sure you use a reputable hire company and follow the equipment manufacturer's instructions for use.
- Facilities e.g. toilets. Are there enough for the number of expected visitors.
- First aid facilities. There is no requirement for organisers of an event such as a fete to provide first aid for people not employed by them. It is advisable to provide first aid for the public. There may be people involved in the organisation of the event who have current first aid training. You may wish to seek cover from voluntary first aid organisations e.g. St. John Ambulance.
- Access/ exit for emergency services.
- Provision for adverse weather.

5. Layout of the venue for your event

If you are planning an event which includes stalls and stall holders you will need to think about spacing between the stalls. Some stalls will need more space than others and all will need a minimum amount of space to be accessed safely.

6. Fire Safety

Temporary events and activities introduce new fire hazards or change existing hazards. It is essential that you adequately control these hazards. You must carry out a fire risk assessment for your event or activity and use this as the basis for managing fire safety. (See Health & Safety Topics: Fire Safety)

7. Temporary equipment

Make sure that tables are stable and suitable for the purpose. This is particularly important where there are hot liquids.

Hot water urns should be located on stable surfaces where they cannot be accidentally knocked over. They should include a clear warning notice that they contain hot liquid.

You will need to think about electrical cables reaching such equipment and make sure these are run safely.

There are likely to be temporary electrical cables and wiring for a PA system. Make sure that these are laid in such a way that they do not cross public thoroughfares. Where an unavoidable trip hazard occurs, make sure you control it by covering the wire and providing clear warning.

8. Manual Handling

Whenever an event is being set up or put away, there is the need to move items around. Give some thought to who will be doing this and how they will do it. Make sure you:

Keep manual handling activity to a minimum.

Give clear guidance on safe lifting.

Provide safe and suitable equipment to assist in manual handling.

9. Emergency Planning

You need to be ready to deal with unplanned events by having a clear and simple emergency action plan. (*See Accidents & Emergencies for information on compiling an Emergency Plan*).

10. Communication

Health and safety works when everyone involved understands what is expected of them and why. Not only do the members of your event committee need to understand this but the people helping to run the event e.g. stall holders, marshals, supervisors need to be given clear instructions on what you expect for the event to run safely.

Keep information brief and limited to high priority items e.g. emergency procedure, accident reporting, rather than overwhelming them with too much detail.

11. Public Entertainment Licensing

(*See: Parish Administration Manual: Legal Matters and Property Management*).

12. Parish Hall Hiring

See: Parish Administration Manual: Legal Matters and Property Management & Health & Safety Topics: Fire Safety

13. Bonfires and firework displays

Not surprisingly events of this nature need to be heavily regulated as the additional hazards they bring have the potential to cause severe loss and damage to people and property on a large scale.

If you are considering an event of this nature look carefully at the controls for 'Fireworks and Bonfires' in the risk assessment section of this manual. You should also study the information specific to these events given in 'Further Information' in this section.

The Firework Regulations 2004 make it illegal to use fireworks between 11pm and 7am except for official Council operated displays and for a few hours on four 'Fireworks Nights' during the year. These are;

- Diwali
- New Year's Eve
- Chinese New Year

- November 5th (extensions up to 1am on the day following the 5th November with a extension from 11pm on November 5th until 12am on the day following).

14. Other special attractions

You will need to consider carefully the health and safety requirements for attractions such as:

Tractor rides

Animals

Bouncy castles and other inflating devices

If in doubt contact your local authority or the HSE.

15. Food Hygiene

When food is being provided at an event care needs to be taken to ensure it is safe. Refer to the section on 'Kitchen and food safety' in the health and safety topics section and the risk assessments covering food safety in the risk assessment section of this manual.

16. Accidents

Make sure you record any accidents, however insignificant they may seem at the time and regardless of whether any injury was sustained. Keep a supply of accident forms or an accident book at key locations e.g. first aid points, the main entrance or a permanently manned information point.

More serious accidents will need to be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. You should refer to '*Accident Reporting in the Health and Safety Topics section of this manual.*

17. Cash

Think very carefully about how you will manage the cash raised at your event. At a fete where there are a number of stalls there needs to be a safe system for cash to be collected at regular intervals rather than it being left in public view.

18. Clearing up

Don't forget that there will be a lot of waste generated from your event. Include this in your event management plan and dispose of waste safely and responsibly.

19. Evaluation

Take some time after the event to record the successes and short comings. These details will be valuable in helping you plan other similar events. Look particularly at:

How many people attended and whether there were any particular types of people who attended more than others e.g. lots of very young children.

Which procedures worked and which didn't.

Who you applied to for advice and help e.g. local authorities, fire services, local police. How useful their response was.

Were there any accidents or incidents and how were they dealt with?

What law applies?

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations 1999
Regulatory Reform (Fire Safety) Order 2005
Health and Safety (First Aid) Regulations 1981
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Provision and Use of Work Equipment Regulations 1999
Control of Substances Hazardous to Health 2002
Disability Discrimination Act 1995
Firework Regulations 2004

Further information

The event safety guide
HSG 195
HSE Books
ISBN 0 7176 4536

Fire Risk Assessment series guides:

Published by the Department for Communities & Local Government
Telephone: 0870 830 7099 and available on the DGLG website:
www.firesafetyguides.communities.gov.uk
Small & Medium Places of Assembly ISBN-13:978 1 85112 820 4
Large Places of Assembly ISBN-13:978 1 85112 821 1
Open air events & venues ISBN-13:978 1 85112 823 5

Managing crowds safely – A guide for organisers at events and venues.
INDG 142
HSE Books
ISBN 0 7176 1834 X

Giving your own firework display – how to run it safely
HSG 124
HSE Books
ISBN 0 7176 61628

Working together on firework displays
HSG 123
HSE Books
ISBN 0 7176 2478 1

Information can be found on the Health and Safety Executive website at
www.hse.gov.uk/explosives/fireworks/index.htm

Parish Administration Manual – Legal Matters/ Appendix to Insurance

Fire Safety

In order for a fire to start three things are needed: Fuel, Oxygen and Ignition. If any one of these elements is missing, a fire cannot start. Taking steps to avoid the three coming into contact with each other will reduce the chances of a fire occurring.

The fire safety arrangements for your premises will often have been approved under fire safety, licensing or building regulations. As such, an assessment of the necessary fire precautions will have been made at the time by, or in consultation with, the fire authority or the building control authority.

Fire Risk Assessment

In October 2006 changes to the fire regulations imposed a duty on the 'responsible person' i.e. the person in control of premises specifically to ensure that a fire risk assessment focusing on the safety in case of fire of all 'relevant persons' is carried out for each building for which they are responsible. The risk assessment should identify any persons at particular risk, such as disabled people, very frail and elderly people and children. The assessment should identify risks that can be removed or reduced and the nature and extent of any fire precautions you need to take to achieve this end.

The findings of the fire risk assessment should be recorded, particularly if you employ more than 4 people (including volunteers) or your premises are licensed.

The fire risk assessment must be carried out by a competent person i.e. a person with enough training and experience or knowledge and other qualities to enable them properly to assist in identifying the hazards and any preventative and protective measures necessary to remove or reduce the consequences of those hazards.

Other fire safety duties placed on the responsible person include the following:

- The appointment of at least one competent person to carry out any of the preventative and protective measures required by the Order.
- Provide employees and other relevant persons with clear and relevant information on the risks identified by the fire risk assessment, about the measures taken to prevent fire, and measures to protect them in the event of fire.
- Consult employees about nominating people to carry out particular roles in connection with fire safety and about proposals for improvement to fire precautions.
- Before employing a child, provide a parent/ carer with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/ protect

them from fire and inform any other responsible person of any risks to that child arising from their undertaking.

- Inform non-employees, e.g. contract workers, of the relevant risks to them, and provide them with information about who are the nominated persons, and about the fire safety procedures for the premises.
- Co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find, and how you will seek to reduce/ control those risks which might affect the safety of their employees.
- Provide the employer of any person from an outside organisation who is working in your premises (e.g. agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventative and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.
- Where an individual or organisation is not the employer but has any control of premises which contain more than one workplace, that individual or organisation is responsible for ensuring that the requirements of the Order are complied with in those parts over which they have control.
- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Establish a suitable means for contacting the emergency services and provide them with any relevant information about dangerous substances.
- Provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in the workplace, at induction and from time to time throughout the period they are employed in the workplace.
- Ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- Employees must co-operate with the employer to ensure that the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

In accordance with the policy of the Roman Catholic Diocese of Arundel and Brighton the term employee also includes all those involved in voluntary work for the Diocese or their parish.

Responsibilities for short term hiring or leasing and for shared use of premises

Where premises are leased as an empty or unsupervised facility e.g. parish halls it is essential that the fire safety responsibilities of those leasing the building (and therefore responsible for the activities carried

out within the building) and those of the person in control of the building (the owner/ lessee) must be established as part of the contract of hire.

The person in control of the building must be satisfied that the building is essentially safe for use including:

- That the building is structurally safe (to limit the development and spread of fire).
- All fixed installations e.g. heating equipment, the fixed electrical system are safe for use.
- That any portable electrical equipment is safe for use.
- That there is suitable and sufficient means of giving warning of fire.
- That there are suitable and sufficient means of fighting fire.
- That there is suitable and sufficient means of giving information about how to respond to fire.
- That there are suitable and sufficient means of escape from the building.
- That the activities being carried out in the building are appropriate the numbers of persons attending are consistent with the available means of escape and there is adequate provision for any vulnerable persons e.g. disabled people or young children.

The person responsible for hiring the facilities is responsible for working within the limits of the terms and conditions of the hire agreement and that use of the facilities is appropriate e.g. the numbers of persons attending are consistent with the available means of escape and there is adequate provision for any vulnerable persons e.g. disabled people or young children.

Scope of the fire risk assessment

Assessment of risk is well established in occupational health and safety as a means of identifying what precautions are necessary to mitigate the likely outcome of hazards which are present or anticipated in a given situation. This concept has now been adopted as a more appropriate means of assessing fire safety risks.

There is no single correct way to conduct a risk assessment. However, considering that the results of an assessment, if it is to be of any value, will lead either to corrective or preventative action, modification of the working methods, or a level of confidence that presents conditions which are safe, the risk assessment needs to involve systematic and logical consideration of all factors involved. Decisions about levels of prevailing or anticipated risk and prioritization of intended action can only be made if assessments are well informed.

The aims of the fire risk assessment are:

1. To identify all potential fire hazards:
 - a. Identify sources of ignition e.g. heat sources
 - b. Sources of fuel e.g. combustible material
 - c. Sources of oxygen e.g. mechanical air management systems

2. Identify people at risk
 - a. People in and around the premises
 - b. People at particular risk e.g. disabled, young children

3. Evaluate, remove, reduce and protect from risk:
 - a. Evaluate the risk of a fire occurring
 - b. Evaluate the risk to people from fire
 - c. Remove or reduce fire hazards
 - d. Remove or reduce the risks to people by means of:
 1. Detection and warning
 2. Fire fighting
 3. Escape routes
 4. Lighting
 5. Signs and notices
 6. Maintenance
4. Record, plan, inform, instruct and train
 - a. Record significant findings and action taken
 - b. Prepare an emergency plan
5. Inform and instruct relevant people; co-operate and co-ordinate with others
 - a. Provide training
 - b. Review
 - c. Keep assessment under review
 - d. Revise as necessary

Further guidance on fire risk assessment is contained in a series of comprehensive guides published by the government and detailed under 'Further Information' below. Any one attempting to carry out a fire risk assessment in their parish or other Diocesan premises should first acquire the relevant guide and use this as their basis for the assessment.

Fire risk assessment in the presbytery

Most presbyteries are essentially domestic premises, however because of the parts of the presbytery are often used in association with parish work e.g. parish office, meeting room, storage area it is considered good practice to carry out a fire risk assessment of the parish buildings. Some latitude in the implementation of fire protection and precaution measures can be acceptable in the presbytery because of the low occupancy and normally low risk of ignition however; the person carrying out the assessment should have suitable and sufficient experience or qualification in fire safety to make an accurate judgment to avoid the potentially serious consequences of errors. If in doubt seek professional advice.

Minimising the risk of fire

Should a fire break out you will want to have the best possible chance of minimising the danger. Some general housekeeping can go a long way to achieving this.

- Diocesan policy requires that all presbyteries must have smoke detectors on all floors.
- If you have a fire alarm or smoke detectors fitted in your premises, ensure you test them regularly and keep them maintained.
- Ensure fire fighting equipment is suitable and sufficient, well maintained and regularly inspected.
- Provide information and training to key individuals on the use of fire fighting equipment.
- Maintain safe gas and electrical equipment and installations.

- Ensure fire doors are not propped open. They are there to stop the spread of smoke and flames.
- Fire exits and escape routes should be clearly marked, easy to operate and not obstructed.
- Everyone should know what to do in the event of fire. Display clear instructions.
- Keep rubbish to a minimum and store items with the required elements for fire in mind.
- The risk of arson is reduced by having good security and by ensuring that any flammable materials stored outside the building do not put the workplace at risk.

What law applies?

The Regulatory Reform (Fire Safety) Order 2005

Management of Health and Safety at Work Regulations 1999

Further information

Fire Risk Assessment series guides:

Published by the Department for Communities & Local Government

Telephone: 0870 830 7099 and available on the DGLG website:

www.firesafetyguides.communities.gov.uk

Office & Shops ISBN-13:978 1 85112 815 0 (Most appropriate guidance for the presbytery)

Sleeping Accommodation ISBN-13:978 1 85112 817 4

Educational Premises ISBN-13:978 1 85112 819 8

Small & Medium Places of Assembly ISBN-13:978 1 85112 820 4 (Most appropriate guidance for churches and parish halls)

Large Places of Assembly ISBN-13:978 1 85112 821 1

Open air events & venues ISBN-13:978 1 85112 823 5

See also Diocesan Health & Safety Manual: Section 3: Risk Assessment/
Fire Safety

Kitchen and food safety

Regardless of whether you are responsible for a commercial kitchen or small, domestic kitchen it is common sense that food needs to be stored and served properly. Most of us will have experienced the consequences of not eating safe food at some time, and this should encourage us to applying strict hygiene controls in this area.

Strict hygiene rules apply to the preparation and storage of food especially when it is intended to be supplied to the public or to people in our employ (be that paid or voluntary).

Registration

Premises which are used for the purpose of one or more food businesses i.e. the supply, sale or provision of food or drink, and centres where there is a permanent or frequent bar, where alcohol and soft drinks are stored on the premises on five days or more, whether consecutive or not, in any period of five consecutive weeks must be registered with the district or borough council.

Application for registration must be made in writing to the district or borough council by the parish priest. Premises which are to be used as food premises for the first time must apply for registration at least 28 days before the first use.

Registered premises will be subject to regular spot checks by the local environmental health authority (LEHA). Whilst all LEHA's enforce the requirements of the Food Safety Regulations, there is a certain amount of local variation in interpretation and focus.

When a LEHA official calls to inspect your kitchen he/ she will be looking for sound evidence that the facilities are clean and in good order and that sound procedures are followed to ensure the delivery of a safe product i.e. food.

Smaller, domestic kitchens e.g. in church halls or presbyteries would not normally warrant a visit unless an incident had been reported to the local authority e.g. an outbreak of food poisoning following a church event for which the kitchen was used in the preparation of food supplied at the event, or where a member of staff suffered a reportable injury from faulty kitchen equipment. It is, therefore sensible to ensure high standards of hygiene and maintenance.

Exemptions

The following premises are not required to register:

- Places controlled by voluntary or charitable organisations and used only by those types of organisations, if no food or drink (except tea, coffee, sugar, biscuits, potato crisps or similar dry products) is stored on the premises.

- Places where the main activity is not to do with food but where biscuits, cakes or drinks are served without charge.
- Premises which are not used for the purpose of a food business for 5 weeks or more than 5 days (consecutive or not) in any period of 5 consecutive weeks.
- Places where the only food sold is through vending machines.
- Places where food is sold stored or prepared for use only in the event of an emergency or national disaster.

Requirements

If you are responsible for a kitchen which requires registration with the local authority then you must make yourselves aware of the requirements of the Food Hygiene (England) (No 2) Regulations, 2005 and the Food Safety Act 1990.

For all other kitchen situations, following sensible guidelines for the maintenance of good standards of kitchen and food hygiene is recommended.

Food Hygiene (England) (No 2) Regulations 2005

The 2005 regulations replace the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995 and became enforceable in January 2006.

The main new requirement of these regulations is that persons responsible for registered premises must be able to show what they do to supply food that is safe to eat and that what they do is written down.

If you are the responsible person you must put in place food safety management procedures which are based on the principles of HACCP (Hazard Analysis Critical Control Point). (*See below*) You must also:

- a. Keep food safety management procedures permanently in place
- b. Keep up to date documents and records relating to your procedures
- c. Review your procedures if you change what you produce or how you work.

Hazard Analysis Critical Control Point (HACCP)

Identifying the hazards and controlling the risks associated with the storage and preparation of food should follow the same process as for any other risk assessment.

Risk assessment in food safety is often referred to as Hazard Analysis Critical Control Point (HACCP). In commercial kitchens your HACCP must be thoroughly detailed, recorded and reviewed.

The key areas you should assess are:

1. Purchase and receipt of food

2. Food storage
3. Food preparation
4. Cooking of food
5. Storage of prepared food
6. General food safety

You should refer to the relevant risk assessment in the risk assessment section (Section 3) of this manual for each of these areas.

General guidelines for kitchens

1. Clean kitchen surfaces after preparing foods. Try to 'clean as you go'.
2. Raw meat, poultry, fish and other raw foods can easily cross-contaminate other foods. After handling these foods always wash hands, utensils and surfaces thoroughly and before any contact with other food, especially cooked and ready-to-eat foods.
3. After use, wash all crockery and utensils with hot water and washing up liquid. Change the water regularly then rinse in clean, hot water. Where possible leave to drain until dry.
4. Tea towels can be a source of cross-contamination so use them sparingly; make sure they dry out after you've used them, change them regularly and wash in a hot wash cycle. Preferably, use disposable cloths or paper towels.
5. If you have a dishwasher use the right amounts of salt and detergent and keep the filter and all surfaces clean. The highest temperature cycle will be most effective against germs.
6. Keep all food cupboards clean, cool, tidy and dry. When you take cans from the cupboard, before opening wipe over the tops to remove any dust. And don't forget to clean the can opener.
7. Give your kitchen a thorough 'spring clean' periodically.

Cleaning

1. Use the right cleaning materials for the job:
 - a. Detergents such as washing up liquids are designed to dissolve grease, oil and dirt.
 - b. Disinfectants, such as bleach, are designed to kill germs. These are powerful agents and should not be used indiscriminately.
 - c. Anti-bacterial cleaners are types of disinfectant and can kill germs. They often come in spray form.

2. Disinfectants and anti-bacterial cleaners won't work if you don't use them properly, so always follow the instructions.
3. Always clean surfaces first with detergent to remove any grease and dirt, then apply disinfectant to kill any remaining germs.
4. Use separate cloths or sponges for separate tasks; where practicable use disposable cloths. If using them more than once, wash in hot water and soap then place in a suitable disinfectant, rinse thoroughly and allow to dry.
5. Do not soak overnight as disinfectant solutions weaken and may allow bacteria to grow.

Rubbish

1. Kitchen rubbish bins are an obvious breeding ground for germs, so empty them regularly - especially in the summer.
2. Use a lidded bin and a bin liner.
3. Tie up the rubbish bags before removing them to avoid food waste spilling onto the floor.
4. Even with a liner, bins get dirty so clean them out with hot water and disinfectant at regular intervals.

Pests and pets

Make sure that insects, birds and rodents are kept out of the kitchen and throw out any food they come into contact with. To control flies and wasps hang up an insecticidal strip (do not use aerosol sprays in the kitchen) and use traps for mice and rats. If the problem is serious, or if you have an infestation of cockroaches, ants or other pests, you might need to seek professional advice from your local environmental health department or a commercial pest control agency.

As much as we love our pets they do carry germs. Keep them - and their feeding bowls - away from your food and food preparation areas and wash your hands after touching them.

Give pets their own feeding bowls and clean these separately from other utensils.

Personal hygiene

Some germs can stay alive on our hands for up to three hours and in that time they can be spread to all the things we touch - including food and other people. So wash your hands regularly throughout the day and especially at these times:

Before:

- Preparing food
- Eating
- Caring for the sick; changing dressings, giving medicines
- Looking after babies or the elderly

- Starting work; especially if you are a food handler or health professional
- Putting in contact lenses

Between:

- Handling raw foods (meat, fish, poultry and eggs) and touching any other food or kitchen utensils.

After:

- Handling raw foods, particularly meat, fish, and poultry
- Going to the toilet
- Touching rubbish/waste bins
- Changing nappies
- Caring for the sick, especially those with gastro-intestinal disorders
- Coughing or sneezing, especially if you are sick
- Handling and stroking pets or farm animals
- Gardening - even if you wear gloves
- Cleaning cat litter boxes

Kitchen safety

First aid kit

This should be easily accessible and adequately stocked. (See '*Contents of First Aid Boxes*'). NB: Where food is being prepared the first aid box must contain waterproof dressings and these should be coloured blue.

Fire fighting equipment

This should be as recommended by the Fire Officer and should include a fire blanket.

Equipment

1. Make sure portable electrical equipment is maintained in a safe condition. (See '*Electrical Safety*').
2. Gas equipment should be regularly inspected by a competent engineer and certified safe. (See '*Gas: Mains*' and '*Gas: Portable*').
3. Knives should be kept sharp.
4. Ensure that people using your kitchen equipment know how to use it properly.

Notices

- Important notices to be displayed in the kitchen include:
 - No smoking
 - Essentials of food hygiene (See '*Forms and Notices*').
 - Fire precautions
 - Fridge notice (if applicable)

For smaller kitchens the key advice boils down to basic good practice when supplying food for other than domestic consumption.

Important control measures to implement should include:

1. Purchase food from a reputable supplier.
2. Keep frozen food at or below -18°C and refrigerated food between 2°and 5°C.
3. Keep dry goods in conditions which prevent damage or deterioration of food products. E.g. Food should be protected from pest damage.
4. Do not use food which has exceeded its safe use by date.
5. If food doesn't look or taste quite right it probably isn't safe. Don't take risks with other people's health – don't serve it.
6. Store food in covered, labelled containers to prevent cross contamination.
7. Keep raw food separate from cooked foods.
8. To avoid cross contamination, food chopping boards are colour coded to indicate which type of food should be prepared on them.

Red:	raw meat
Blue:	raw fish
Yellow:	cooked meat
Green:	salad and fruit
Brown:	vegetables
White:	bakery
9. Cooling or thawing food should be covered.
10. Food designed to be eaten hot should be thoroughly cooked before serving.
11. Refrigerated food should be disposed of if it is exposed to room temperature for a period in excess of 4 hours. (Exposure time will be reduced if room temperature is very warm e.g. a hot summer's day).
12. Thoroughly clean food preparation surfaces and equipment after each use and whenever the food changes from raw to cooked food.
13. Keep kitchen equipment, food preparation and storage areas clean and in good order.
14. Prevent slips, trips and falls in the kitchen by avoiding obstructions that could cause such incidents e.g. storing items on the kitchen floor, and wiping up spills when they occur.
15. Keep people not involved in food preparation out of the kitchen.
16. Do not use cleaning products which could taint or contaminate food.

Personal hygiene and fitness to prepare food is an important factor in providing safe food. Good practice should include:

1. Always washing hands before handling food.
2. Not smoking, eating or drinking while preparing food.
3. Avoid wearing jewellery (plain wedding rings usually excepted) when preparing food.
4. Keep long hair tied back
5. Do not work with food if you have suffered from sickness and diarrhoea within the last 48 hours.
6. If you employ kitchen staff then make sure they are trained to Basic Food Hygiene standard and keep a copy of their certificate on file. Remember to update training regularly (good practice suggests refresher training every 3 years).
7. Display 'Essentials of Food Hygiene' notice in the kitchen to remind those handling food of the importance of personal hygiene. (See: '*Forms and Notices*' section of this manual).

Difficulties arise when you are not able to control the food preparation environment. For example: the cake stall at the church fete. Under such circumstances make every effort to ensure food safety by showing you have thought about it (risk assessment) and written your findings down.

- Ask donators to provide an ingredients list for the food they supply.
- Display prominently a notice warning that you are unable to guarantee that nuts and nut products are not present in food.
- If food doesn't look safe, dispose of it.
- Store donated food items safely. E.g. keep refrigerated items cool for as long as possible and dispose of them if they have been at room temperature for a period of more than 4 hours.

What law applies?

Food Safety Act 1990

The Food Hygiene (England) (No 2) Regulations 2005

Further information

Food Hygiene: A Guide For Businesses Food Standards Agency Publication 2006

Advice on health and hygiene matters can found via your local authority environmental health office.

www.food.gov.uk contains a wealth of useful information on safe catering.

Fuel: Use and Storage

The fuels you are most likely to be using or storing in and around your buildings are heating oil, gas, petrol and solid fuel. For gas (both portable and mains) you should refer to the appropriate sections in this manual.

Petrol

Petrol is a flammable liquid with a low flash point i.e. it will explode and burn very easily. It is essential that petrol used or stored on your site is done so safely and that everyone involved with it understands how you expect them to do that.

The following points should be considered when storing and using petrol:

1. Keep the amount stored to a minimum.
2. A licence may be required where more than 15 litres of petrol is stored on site. Clarification should be sought from your local authority fire officer as there is some regional variation in requirements both for licensing and for how fuel is stored. (For amounts in excess of 15litres).
3. When storing petrol you should use suitable closed containers.
4. Petrol should be stored in a secure, safe, well ventilated place which is separate to occupied buildings.
5. Avoid the build up of combustible material in areas where petrol is stored and prohibit smoking and other potential sources of ignition near the storage area.
6. Dispense petrol in a safe place following a strict safety code.
7. Ensure you have suitable absorbent material available to contain accidental spillages and dispose of contaminated material safely.
8. Make sure those involved with the use and storage of petrol understand exactly what you expect of them and what to do in an emergency.
9. Never use petrol as a means of starting or encouraging a bonfire.

Heating oil

Heating oil is usually stored in external tanks from where the fuel is piped to the boiler. Strict regulations control the way in which heating oil is handled and stored, largely because of the damage done to the environment in the event of an oil spill either during the delivery process or as a result of a tank failing.

Domestic heating oil supplies

New or replacement tanks fitted in domestic situations since 1st April 2002 must comply with The Building Regulations 2000 – Approved Document J – Combustion Appliances and Fuel Storage. This requires that tanks and connecting pipes are constructed and protected to reduce the risk of oil escaping and causing pollution. A notice must be fixed to the tank giving information about what to do in the event of spillage or loss. An Oil Care Tank Sticker can be purchased from the Environment Agency (www.environment-agency.gov.uk).

A risk assessment must be carried out and if any of the following points apply then secondary containment is required. Secondary containment is a means of safely containing the total oil which the tank is capable of storing +10% should the tank fail.

Secondary containment is required if the tank:

1. Has a capacity greater than 2500 litres (*Refer to Control of Pollution (Oil Storage) (England) Regulations 2001 for tanks greater than 3500 litres capacity.*)
2. Is sited within 10m of "controlled water" such as a stream, ditch, river, lake, pond, canal or coastal water.
3. Is sited where any oil spillage could run into an open drain or loose fitting manhole cover.
4. Is sited within 50m of sources of drinking water, such as a well, borehole or spring.
5. Is sited over hard ground or hard surfaced ground that could allow spilled oil to enter "controlled water".
6. Is sited where the tank vent pipe outlet cannot be seen from the fill point.
7. Where a domestic oil storage tank falls outside these parameters then it is recommended that good practice be followed. This would include regular inspection of the tank and all ancillary pipe work and monitoring of oil consumption to quickly diagnose any leaks.

Non domestic heating oil supplies

The Control of Pollution (Oil Storage) (England) Regulations, 2001 require that an oil container must be situated within a secondary containment system (SCS) such as a bund, or any other suitable system, which will prevent the release of oil that has escaped from its container.

Any valve, filter, sight gauge, vent pipe or other equipment ancillary to the container (other than a fill pipe or draw off pipe or pump) must be situated within the SCS.

When a fill pipe is not within the SCS, a drip tray must be used to catch any oil spilled when the container is being filled.

Compliance dates were set for the above as follows:

At risk installations (where the tank(s) are located within 10 metres of a watercourse or within 50 metres of a well or borehole) must have complied by 1st September 2003.

All other installations must comply by 1st September 2005.

Deliveries

Always ensure that oil deliveries are supervised.

Maintenance of tanks in both domestic and non domestic situations

There are no legal requirements for the maintenance of tanks within the Oil Storage Regulations for either domestic or non domestic installations. However, guidance within Pollution Prevention Guidance (Note 2) recommends that OFTEC qualified registered technicians do an annual check on tank installations when they routinely inspect a boiler and that they produce a tank checklist.

The Environment Agency would expect checks to be done at least weekly and would encourage tank checks to become part of routine maintenance schedules. It is to be recommended that this advice is followed.

Solid Fuel

Solid fuels such as coal and wood have much higher flash points than volatile fuels like petrol. However, stocks of solid fuels will certainly fuel a fire that has already taken hold. Avoid overstocking solid fuel and keep stores in secure outbuildings.

Solid fuel fires are not without their charm but remember to make sure that real fires are maintained properly. Have chimneys swept regularly to reduce the risk of chimney fires. The frequency of sweeping will be determined by the amount of use. Your chimney sweep will be able to advise you.

Gas

See Health & Safety Topics: Gas: Mains & Gas: Portable

What law applies?

Health and Safety at Work etc Act 1974

Management of Health and Safety Regulations 1999

Control of Pollution (Oil Storage) (England) Regulations, 2001

Dangerous Substances and Explosive Atmospheres Regulations, 2002

Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972

Further information

The safe use and handling of flammable liquids

HSG140

HSE books

ISBN 0 7176 0967 7

The storage of flammable liquids in containers

HSG51

HSE books

ISBN 0 7176 1471 9

H&S Policy Section 2 08/01

Fuel: Use & Storage

The storage of flammable liquids in tanks
HSE Books
HSG 176
ISBN 0 7176 14700

Further information on oil storage can be found on the Environment Agency website at www.environment-agency.gov.uk

Gas: Mains

There is a danger of fire and explosion from piped gas supplies and of toxic fumes (carbon monoxide) from appliances which are not working properly or being operated correctly. Precautionary action is to ensure that all gas appliances are regularly inspected and well maintained and that people know what to do in the event of an emergency.

If a gas leak is suspected the supply must be turned off at the meter control valve and the gas supplier must be notified at once. They will take you through the safety procedure. Information on who to contact should be displayed in close proximity to the gas meter control valve. If this information is not displayed then request that your supplier provides it.

Never check for leaks with a naked flame.

Do not turn the gas back on until you have been authorised to do so by a competent person.

Appliances

You must:

- Use a competent fitter who is CORGI Registered (Council for Registered Gas Installers), for all installations and repairs.
- Do not use any appliances you know or suspect are unsafe.
- Check that areas where gas equipment is installed have adequate ventilation – air inlets should not be blocked to prevent draughts, and flues and chimneys should not be obstructed.
- Have your appliances serviced regularly by a competent person (CORGI registered). You should keep a current safety certificate for all your gas equipment on file and hold these records for a minimum of 2 years.

Carbon Monoxide

Poisoning from carbon monoxide can kill or cause ill health. When gas does not burn properly, excess carbon monoxide is produced. You can't see it, taste it or smell it but its effects can be fatal within a matter of hours.

Symptoms of carbon monoxide poisoning include:

- Tiredness
- Drowsiness
- Headache
- Nausea
- Chest pain
- Stomach pain

You should seek urgent medical advice if you experience the above symptoms and believe that carbon monoxide could be the cause.

You are at risk of carbon monoxide poisoning if:

- A gas appliance is poorly maintained.
- A gas appliance is not working properly.
- A gas appliance is not regularly checked for safety and properly maintained.
- There is insufficient ventilation in the room where the appliance is installed.
- The chimney or flue is blocked.
- You allow non CORGI registered engineers to install or maintain appliances.

Top Tips

1. Have appliances checked for safety at least every 12 months by a CORGI registered engineer.
2. Install carbon monoxide alarms as a back up. (Alarms must meet current safety standards – BS 7860 or BSEN 50291 and carry the kite mark).
3. Only allow CORGI registered engineers to do work on gas appliances. DIY work could be dangerous and is likely to be illegal.

Rented parish and Diocesan property

Landlords are responsible for ensuring that gas fittings and flues are well maintained and checked for safety once in a 12 month period. Records of safety checks must be kept for at least 2 years. The latest certificate must be issued to the current tenant before they move in within 28 days of the check being completed.

A landlord is not responsible for gas appliances owned by the tenant and for chimneys and flues solely connected to an appliance owned by the tenant.

Landlords should be aware that restrictions apply on the installation of gas appliances e.g. boilers, fires and heaters, in sleeping accommodation. Check with the engineer prior to purchase. These restrictions include LPG cabinet heaters.

What Law Applies?

The Gas Safety (Installation and Use Regulations 1998

The Health and Safety at Work etc Act 1974

The Management of Health and Safety at Work Regulations 1999

Further Information

Gas Appliances: Get them checked keep them safe

INDG 238(Rev 2)

HSE Publication

Information can also be found on the Health and Safety Executive website at www.hse.gov.uk/gas/index.htm

Gas: Portable

Accidents involving gas cylinders can result in death or serious injury, loss and damage. You have a duty to provide a safe work place and safe work equipment. If you have gas cylinders on your premises then this duty extends to eliminating or reducing the risks associated with using these.

The main hazards associated with portable gas include:

1. Impact from a gas cylinder explosion or rapid release of pressurized gas.
2. Exposure to released gas or fluid.
3. Fire from escaped gas or fluid (e.g. LPG).
4. Impact from falling cylinders.
5. Manual handling.

The main cause of accidents involving portable gas cylinders include:

1. Inadequate training and supervision.
2. Poor installation.
3. Poor examination and maintenance.
4. Faulty equipment and/ or design.
5. Poor handling.
6. Poor storage.
7. Inadequate ventilation.
8. Incorrect filling procedures.
9. Hidden damage.

Gas cylinders are connected to gas appliances in either fixed or portable installation. In either case the following top tips should be observed:

1. Store/ locate cylinders in a safe, well ventilated place, preferably in the open air and away from occupied buildings and sources of ignition, (excepting equipment designed to use LPG such as gas fired barbeques).
2. Maintain the installation in a safe condition keeping records of all safety checks, maintenance and repair work.
3. Secure cylinders with a chain through the handle to the wall.
4. Protect any pipe work or hose from accidental damage. Note the location of any underground pipe work.
5. Report faults and ensure repairs are actioned and completed quickly.
6. Only allow competent engineers to work on portable gas appliances and pressurised cylinders.
7. Conduct regular visual checks on cylinders and associated pipe work, hoses and valves to ensure they have not become damaged.

8. Compile an emergency action plan for dealing with a gas escape. Ensure that all those who might be affected by such an emergency know what to do.
9. Keep all rubbish and other combustible material away from gas cylinders and keep weeds and grass cut down.
10. The use of electrical equipment and vehicles should be prohibited from the vicinity of gas cylinders.
11. Do not allow smoking near cylinders.
12. Warning signs should be displayed and maintained on cylinder installations and gas storage areas.
13. Keep people not involved with the installation away from it.
14. Avoid ordering more cylinders than you need.
15. Use reputable gas suppliers.
16. Check cylinders at delivery and reject any that are damaged or suspect. If the delivery includes installation satisfy yourself that the installation is sound before you accept it.

Rented parish and Diocesan property

Landlords are responsible for making sure that portable gas installations do not present a safety hazard to those using them. Portable gas installations should be subject to the same level of service and inspection as for mains supplied equipment.

What Law Applies?

The Transportable Pressure Vessels Regulations 2001
The Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996
The Gas Cylinders (Pattern Approval) Regulations 1987
The Pressure Vessels (Verification) Regulations 1998
The Pressure Equipment Regulations 1999
The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972

Further information

Information can be found on the LP Gas Association website at www.lpg.co.uk

Legionella

Legionella are bacteria commonly found in natural water sources e.g. ponds, lakes and rivers and in artificial water systems e.g. storage tanks, pipe work and outlets (taps and showers).

Legionella tends to be more of often associated with large water systems, for example in hospitals and hotels. However, they can live in much smaller systems if conditions allow.

Under general health and safety law you have a duty to consider the risks from Legionella to those who work for you (paid or voluntary) and members of the public and manage those risks.

If you are a landlord then you must supply the tenant with assurances that you have taken steps to prevent the growth of Legionella in the property's water system.

You must:

- Identify and assess the risks
- Prepare an action plan to prevent or control the risks
- Implement and manage the plan
- Maintain records and monitor and review your control measures to make sure they remain effective.

Legionnaire's disease

This is a potentially fatal form of pneumonia caused by the bacteria Legionella. It is spread by breathing in droplets of contaminated water. Anyone is at risk but people over 45 years of age and vulnerable groups including smokers, heavy drinkers and people with impaired immune systems, are at higher risk.

Legionnaire's disease is the most serious and well known disease associated with Legionella. Similar but less serious conditions are Pontiac fever and Lochgolihead fever.

Conditions for growth

Legionella thrive in water where the temperature is between 20 and 45°C where there is a supply of nutrients e.g. rust, algae, scale or sludge. They survive low temperatures and are killed by high temperatures.

Prevention

Having identified that there is a risk of Legionella in your water system you must set about controlling the risk.

You must prepare written documentation showing:

1. Your water system

2. Who is to be responsible for carrying out your risk assessment and implementing the subsequent action plan.
3. How to use your water system correctly.
4. What your control methods are.
5. What checks you will use to make sure your control methods are working and how often these checks will be made.

You can prevent the growth of Legionella in your water system by:

1. Avoiding temperatures and conditions that favour growth.
2. Ensuring water cannot stagnate anywhere in the water system. Remove redundant pipe work and run taps and showers regularly to flush the system.
3. Keeping the water system and the water in it clean.
4. Keep water storage tanks well maintained and, if you are at particular risk e.g. responsible for a large system where a lot of people could be at risk, have the water tested and if necessary treated.
5. Keep shower heads clean and free from scale.

What law applies?

Health and Safety at Work etc Act, 1974

Management of Health and Safety at Work Regulations 1999

Control of Substances Hazardous to Health, 2002

Legionnaires Disease: The Control of Legionella Bacteria in water systems, 1995 (revised 2001) Approved Code of Practice

Further information

Legionnaires Disease: The Control of Legionella Bacteria in water systems, 1995 (revised 2001) Approved Code of Practice

ISBN 0 7176 17726

Legionnaire's disease - a guide for employers

HSE Books

IAC 27 (Rev2)

ISBN 0 7176 1773 4

Legionnaire's disease – essential information for providers of residential accommodation

INDG376

HSE Books

ISBN 0 7176 2207 X

Information is also available on the Health and Safety Executive website at www.hse.gov.uk/legionnaires/index.htm

H&S Policy Section 2 08/01

Legionella

Manual Handling

Manual handling is transporting or supporting loads by hand or using bodily force to complete a task. Common consequences of these actions are back injuries and severe pains in the hand, wrist, arm or neck – repetitive strain injury. Injuries occur not just when a load is too heavy for an individual but more often because the load was not moved correctly.

Injuries caused by unsafe moving of loads can have severe long term consequences. Many of us live with irritating, minor 'niggles' which are a result of having moved something incorrectly at some point in our lives. Some of us have to live with far more debilitating consequences. There is no doubt that it makes sense to apply thought and planning to the moving of loads, however small and insignificant they might seem at the time.

Techniques for safe lifting

1. Stop and think

2. Plan the lift.

Think about where you want the load to end up. Use any appropriate handling aids available. Consider whether or not you need help to move the load. Remove any obstructions.

For a long lift, e.g. floor to shoulder height, think about resting the load mid-way on a table or bench in order that you can change your grip. Check that the item you intend to use to rest the load on is stable.

3. Position the feet

When you have your feet apart you provide a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult).

The leading leg should be as far forward as possible, pointing in the direction you intend to travel.



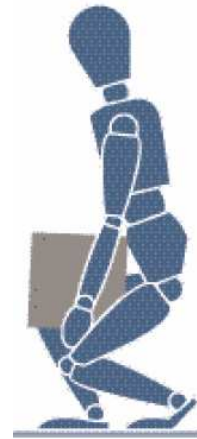
4. Adopt good posture

When lifting from a low level, bend your knees. Do not kneel or over flex the knees. Keep your back straight, (it may help to tuck your chin in). Lean forward slightly over the load if necessary in order to get a good grip. Keep the shoulders level and facing in the same direction as the hips.



5. Get a firm grip

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference, but it needs to be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift progresses then aim to do so as smoothly as possible.



6. Keep close to the load

Keep the load as close to the torso for as long as possible. Keep the heaviest side of the load next to the torso. If a close approach to the load is impossible, slide it towards you before trying to lift it.

7. Move the feet

Avoid twisting the torso when turning to the side.

8. Put down and then adjust

If precise positioning of the load is required, put it down first and slide it into position.

Moving materials mechanically reduces the risk of injury but is also hazardous. People can be struck by material when it falls from a lifting or moving device, or is dislodged from a storage shelf.

When assessing the risks associated with a moving activity you must consider whether the task could be avoided altogether. If not then you must design the task to fit the person undertaking it to take into account human capabilities and limitations.

Guideline weights for lifting and lowering are defined by the HSE and should be applied to manual handling risk assessments. Details of these can be found by referring to: '*General guidelines for manual handling risk assessments*' in the *Risk Assessment* section of this manual.

Always consider automation or mechanisation as an alternative but don't forget that this will introduce new hazards.

What law applies?

Workplace (Health, Safety and Welfare) Regulations 1992

Manual Handling Operations Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment 1998

More Information

Getting to Grips with Manual Handling: A short guide for employers

INDG 143 (Rev 2)

HSE Books

Free leaflet

ISBN 0 7176 28280

Acknowledgements

Pictures reproduced from HSE leaflet 'Getting to grips with manual handling: A short guide for employers ISBN 0 7176 1754 8

New and Expectant Mothers

Being pregnant or a new mother does not prevent a woman from working and developing her career.

In many workplaces there are risks which may affect the health and safety of new and expectant mothers and that of their child. Working conditions generally considered acceptable may no longer be so during pregnancy and while breastfeeding. There are specific laws which require employers to protect the health and safety of new and expectant mothers.

Employers (the parish priest or other responsible person) are required to undertake risk assessments which consider any risks specific to women who are pregnant or have given birth within the last six months or are breastfeeding. These risks, when identified, must be written down and discussed with the individual they refer to.

Employees and volunteers do not have to inform their employer that they are pregnant or breastfeeding but, for the sake of their health and that of their child, it is advisable that they do so, in writing, as early as possible. Until an employer is informed there is no obligation to take any action other than that required by general risk assessment.

Some of the more common risks to new and expectant mothers include:

- Lifting and carrying heavy loads
- Standing or sitting for long periods of time
- Exposure to infectious diseases
- Exposure to lead
- Work related stress
- Work stations and posture
- Exposure to radioactive material
- Other people's smoke in the workplace
- Threat of violence in the workplace
- Long working hours
- Excessive noise in the workplace

You must take into account, when carrying out specific risk assessments in this regard, any medical advice from the individual's GP or midwife in respect of her health and adjust her working conditions accordingly.

The risk assessment needs to be reviewed regularly to take into account changing risks as pregnancy develops.

If stress is identified as a possible risk, then you should, where possible, remove it. If it is not possible, then working conditions or hours need to alter. Rest breaks will need to be more frequent. New and expectant mothers need to use the toilet more and drink plenty of fluids.

A summary of courses of action following specific risk assessment

1. Working conditions and/ or hours may be temporarily adjusted. If this is not reasonable or would not remove the risk then -
2. Offer suitable alternative work (at the same rate of pay, if applicable) should be made. If this is not possible then -
3. An individual must be suspended from work on paid leave (if applicable) for as long as necessary to protect the health and safety of herself and/ or her child.

Maternity rights

- Time off work for antenatal care with pay
- Maternity leave
- Maternity pay
- Protection against unfair treatment or dismissal

Returning to Work

It is a legal requirement that a new mother remains absent from work for the first two weeks after childbirth. Returning to work after this time is for the individual to decide in discussion with her employer.

On returning to work mothers who are breastfeeding should inform their employer in writing, ideally prior to their intended return. It is a legal requirement that breastfeeding women are provided with somewhere to rest. It is good practice, but not a requirement in law that nursing mothers are provided with somewhere private, healthy and safe where they may express and store milk.

A specific risk assessment may be required upon return to work but this is usually in more high risk industries.

What law applies?

The Management of Health and Safety at Work Regulations, 1999

Further information

A guide to new and expectant mothers who work
ISBN 0 7176 26148
INDG 377
HSE Books

Further information is available on the Health and Safety Executive website at www.hse.gov.uk/mother/index.htm

Parish Administration Manual – ‘Personnel’ section

Personal Protective Equipment

Personal Protective Equipment (PPE) refers to all equipment (including clothing to provide protection against the weather) which is intended to be worn or used by a person whilst at work (either paid or voluntary). This equipment protects against one or more risks to the individual's health and safety.

Typical examples of PPE include:

- Gloves and eye protection for individuals using cleaning chemicals.
- Ear defenders, full face protection and in some circumstances (for very rough ground) arm and leg protection for individuals using garden strimmers.
- Ear defenders for individuals using grass cutting equipment.
- High visibility clothing for marshals at events e.g. fetes or firework displays.

PPE should be supplied and used in work activities wherever an assessment of the associated risks indicates that they cannot be controlled adequately without it. PPE should be considered the control of last resort since its effectiveness can easily be compromised e.g. not being used properly.

When deciding on appropriate PPE you must consider the following:

1. The risks involved and the conditions at the place where exposure to those risks might occur.
2. The risks must be reduced or eliminated by the use of PPE.
3. The PPE must allow for adjustment to suit the individual user. (This should not be interpreted as meaning individuals should share PPE. PPE must be issued to each individual requiring it).
4. Individual health conditions might make it difficult or impossible for an person to use some types of PPE. For example: some individuals may be allergic to latex and therefore require latex free protective gloves.
5. The duration of the task will affect your choice of PPE. Some PPE might be suitable for a task lasting 15 minutes but be inappropriate for use over longer periods.
6. Sometimes more than one item of PPE may be required. You need to make sure that each item is compatible with any others being used.

When supplying PPE you must:

1. Provide it at no financial cost to the individual requiring it.
2. Provide it for each individual requiring it.
3. Ensure that the PPE users understand why they need to use it.
4. Ensure users understand how and when to use PPE correctly.
5. Ensure users understand how to store and maintain PPE correctly.
6. Ensure users what to do if PPE becomes damaged or defective.

Individuals requiring PPE must co-operate with you by using the PPE you supply as instructed.

What law applies?

Personal Protective Equipment at Work Regulations 1992

Further information

A short guide to the Personal Protective Equipment Regulations 1992

HSE Books

ISBN 0 7176 61415

INDG 174

Rented parish and Diocesan property

See Parish Administration Manual – Property Management for detailed information on letting of parish and Diocesan property.

A landlord has a duty of care to ensure that a tenant is not put at risk of harm from the fabric of the property he is renting or appliances he supplies within the property. It is a legal requirement that when houses or flats are let information relating to the safety of the following is supplied to the tenant:

Furniture and furnishings

Landlords have a responsibility under the Furniture and Furnishings (Fire) Safety Regulations 1993 as follows:

1. Upholstered furniture manufactured after the 1950's and before 1993, must adequately withstand these flammability tests:-
 - Cigarette test
 - Match test
 - Ignitability test(NB: Tests must be carried out by a competent person in a controlled environment)
2. New furniture produced after 1993 should have been manufactured from flame retardant materials and labeled at source by the manufacturer.
3. Furniture which does not meet the required safety standard must either be replaced or treated with a flame retardant substance.

If you are uncertain whether a particular piece of modern furniture is acceptable, contact the Trading Standards Department of your local enforcing authority.

1. In addition to these regulations there is an implied assumption in the letting of furnished accommodation that any furniture supplied will be fit for its purpose, and capable of withstanding normal use.

Electricity

Electrical system

The electrical infrastructure of the property should be tested, inspected and certified safe at the commencement of its letting life. Thereafter, it is good practice to have further inspections undertaken every 3 years.

A certificate must be issued by the electrical engineer undertaking the works.

Portable electrical Appliances

Any electrical appliances belonging to the landlord must be tested and inspected at the commencement of each new tenancy and appropriately labelled.

For the duration of a tenancy electrical appliances should be tested and inspected and tested annually to ensure peace of mind for all parties.

Gas: mains

Landlords are responsible for ensuring that gas fittings and flues are well maintained and checked for safety once in a 12 month period. Records of safety checks must be kept for at least 2 years. The latest certificate must be issued to the current tenant before they move in within 28 days of the check being completed.

A landlord is not responsible for gas appliances owned by the tenant and for chimneys and flues solely connected to an appliance owned by the tenant.

Landlords should be aware that restrictions apply on the installation of gas appliances e.g. boilers, fires and heaters, in sleeping accommodation. Check with the engineer prior to purchase. These restrictions include LPG cabinet heaters.

Gas: portable

Landlords are responsible for making sure that portable gas installations do not present a safety hazard to those using them. Portable gas installations should be subject to the same level of service and inspection as for mains supplied equipment.

Oil fired installations

Oil fired heating systems should be subject to the same level of testing and inspection as those fired by gas.

Legionella

Landlords should advise tenants of the risks of Legionella and what precautions they have taken to protect against those risks. Tenants should be advised of what they can do to reduce the risks during their tenancy e.g. flushing the water system after periods of non use.

The Housing (Management of Houses in Multiple Occupation) Regulations 1990

A house in multiple occupation is a house which is occupied by persons who do not form a single household. The terms also include any purpose built or converted flat whose occupants do not form a single household.

The regulations make provision to ensure that a person managing a house in multiple occupation observes proper standards of management set out by the local enforcing authority. These standards include:

- Means of escape in case of fire and other fire precautions
- Amenities such as kitchens, bathrooms toilets and wash hand basins
- Overcrowding with regards to the number and size of rooms
- General fitness for occupation
- Management standards
- Gas and electrical safety
- Furniture fire safety

What law applies?

Furniture and Furnishings (Fire) Safety Regulations 1993

Electrical Equipment (Safety) Regulations 1994

The Building Regulations 2000 Part P Electrical Safety

Gas Safety (Installation and Use) Regulations 1998

The Housing (Management of Houses in Multiple Occupation) Regulations 1990

The Regulatory Reform (Fire Safety) Order 2005

Further information

Gas Appliances: Get them checked, keep them safe

Landlords: A guide to landlord's duties

Both available to download from www.hse.gov.uk/gas/index.htm

See also Parish Administration Manual – Property Management for detailed information on letting of parish and Diocesan property.

For more detail on the management of houses in multiple occupation contact your local enforcing authority.

Road Safety (work related)

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. This may account for some 20 fatalities and 250 serious injuries every week. Road traffic law requirements help to ensure the safety of employees, and others, when they are on the road. However, health and safety law applies to on-the-road work activities, and the risks have to be effectively managed.

Health and safety law does not apply to commuting, unless the employee (or volunteer) is travelling from their home to a location other than their usual place of work.

Below are some of the important factors to consider if you have responsibility for people who drive as a requirement of their work activity (whether they are employed or work in a voluntary capacity) or you yourself are involved in work which requires you to drive.

The Driver Competency

Have you ensured that people who are driving as part of their work activity are competent and capable of doing so in a way that does not compromise the health and safety of themselves or others?

1. What is their driving experience and is it relevant?
2. Do you check the validity of the driving licence as part of the recruitment process and regularly thereafter?

Training

Have you ensured that people who are driving as part of their work activity are properly trained?

1. Do you evaluate whether those that drive require any additional training to carry out their duties safely?
2. Do drivers need to know how to carry out routine safety checks such as those on lights, tyres and wheel fixings?
3. Do drivers understand how to use antilock brakes properly?
4. Do drivers know how to check washer fluid levels before commencing a journey?
5. Do drivers know what action to take to ensure their own safety following the breakdown of their vehicle?
6. Are drivers aware of the dangers of fatigue and what to do if they suffer symptoms?

Fitness and health

Have you ensured that people who are driving as part of their work activity are sufficiently fit and healthy to drive safely and not put themselves or others in danger?

1. Do you require drivers to complete a health questionnaire as part of the recruitment process?

2. Are drivers aware of the importance of reporting any health or fitness issues which might compromise their safety or the safety of others?

The Vehicle

Suitability

Do you ensure that vehicles are suitable for the purpose for which they are being used?

1. Do you ensure that privately owned vehicles used in work activity and over 3 years old have a valid MOT certificate and are adequately insured?

Condition

Do you ensure that vehicles are maintained in a safe condition?

1. What are your arrangements for maintenance?
2. Do drivers know how to carry out basic safety checks?
3. Are windscreen wipers inspected regularly and replaced as necessary?

Safety equipment

Do you ensure that safety equipment is properly fitted and maintained in vehicles used in work activity?

The journey

Do you encourage routes to be planned thoroughly?

1. Do you encourage drivers to allow sufficient time for their journey including the possibility of taking breaks if they feel the effects of fatigue?
2. Do you try to avoid drivers having to be on the road at peak times?
3. Do you encourage drivers to use alternative methods of transport if possible?
4. Do you encourage drivers to give sufficient consideration to adverse weather conditions which may affect their journey e.g. ice and snow.

What law applies?

Road Traffic Law

The Health and Safety at Work etc Act 1974

The Management of Health and Safety at Work Regulations 1999

Further information

Driving at Work. Managing Work-Related Road Safety

INDG 382 or ISBN 0 7176 2740 3

09/03

HSE Books

www.brake.org.uk

Security and violence

The Health and Safety Executive define work-related violence as:

'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.'

The most common type of incidents are those involving verbal abuse and threats. Physical attacks are comparatively rare.

People can be exposed to work related violence in a variety of ways. For example:

- When their work requires them to deal with the public.
- When their work requires them to enter people's homes or meet people away from their work place.
- When their work requires them to work alone.
- When they are being bullied by work colleagues.

Employers have a legal duty to provide for the health, safety and welfare of those who work for them (Health and Safety at Work etc Act, 1974) and to plan the means by which they will execute that duty (Management of Health and Safety at Work Regulations, 1999). You must consider how you intend to keep your workers (paid or voluntary) safe from the threat of violence.

You must also notify the enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity from normal work for three days or more. This includes acts of non-consensual physical violence done to a person at work. (RIDDOR) (See Accident Reporting)

You should consider under what circumstances the people who work for you are at risk and conduct risk assessments to identify how best to eliminate or control those risks.

Remember to involve the people doing the work. They will provide you with the most reliable information on where and what the risks are. Involving them will also raise their awareness to security and encourage them to take a more active role in prevention methods.

Lone working

The type of work (paid or voluntary) and/ or the nature of the work place may mean that individuals are working with little or no direct supervision. This is often referred to as 'Lone Working'. The risks for these individuals from their work activities are increased as a result of this.

You must undertake risk assessments for these occasions and ensure that you have adequately controlled the risks identified.

Aspects to consider for lone workers:

Communication

Lone workers should inform an agreed person of where and when the lone working is to occur. There must be a means of reporting back to the work base, (or agreed reporting point), to ensure that contact is made e.g. ringing in at agreed intervals.

You need to consider how workers can make contact particularly if there is an emergency or first aid is needed.

Information, instruction and training

Workers need to have enough information to make decisions about what is safe for them to do and about the methods they can use to keep safe.

They need to know enough about the work expected of them to make decisions affecting their safety and the safety of others. Therefore they will need to be reasonably experienced and mature, or routinely show a level of maturity, to enable them to do this.

You will need to provide training on what to do in an emergency.

First aid

You are responsible for meeting the first aid requirements of those you employ (including volunteers) when they are away from their work base. This includes providing first aid when working in isolation within the work base e.g. in more remote parts of the grounds.

You may need to provide a portable first aid kit. Certainly you should if anyone is working off the work site e.g. visiting people in their own homes.

Personal safety

This is particularly important for those coming into contact with people who may be under severe emotional stress, under the influence of drink or drugs, visiting people in environments not under their control or working alone.

The threat of violence does not stop when the work period has ended. It is good practice to make sure that employees (and volunteers) can get home safely. For example where there is a need to work late, you might help by arranging transport home or by ensuring a safe parking area is available.

Off site visits

Wherever possible plan your visit beforehand. Important factors to consider include:

- Familiarity with the proposed route to be travelled, the final location and the person/ people at the location;
- isolation of the location;

- transport being used- public, private car;
- Proximity of the station to the final location;
- Frequency of service;
- Specific issues e.g. identifying people at the site who might present a risk e.g. relatives or friends if visiting someone's home, or any pets likely to be a threat.

Always make sure that someone knows that you are working off site and when you expect to return.

Victims

If there is a violent incident involving someone who works for you, you will need to respond quickly to save them as much long-term distress as possible. It is essential to plan how you are going to provide them with support, before any incidents occur. You may want to consider the following:

Debriefing

They will need to talk about what has happened to them as soon as possible after the event.

Time off

Different people react in different ways to a violent encounter, particularly in the time it takes them to recover.

Specialist support

Some people may need specialist counselling. In serious cases legal help may be necessary.

Other employees

Other employees or volunteers may need help or training to assist them in reacting appropriately.

Handling money

Keep the amount of cash on site to a minimum and never exceed the insurance limits. (*See - Parish Administration Manual - 'Insurance'*)

Never leave safe keys in the lock and store them in a secure location, preferably not the same building as the safe.

When banking cash, avoid establishing any routine. Vary banking days and routes.

At fetes or other events where cash is likely to be on display, plan ahead how you will manage the risks. (*See - Section 2 - 'Events and activities'.*)

General security

1. If you have an intruder alarm installed then:
 - a. Use it.
 - b. Maintain it.
 - c. Install panic buttons at key locations to improve personal security.

2. Make sure that outbuildings are kept locked and flammable liquids such as petrol are kept out of sight, preferably in flammable liquid containers.
3. Provide external lighting in darkness and poor light.
4. Keep external doors locked. Supply keys to authorised persons (keeping records of who has keys in their possession) or install coded security locks.
5. Make sure locks are working and meet current required standards.
6. Install spy holes and security chains on external doors.
7. Avoid leaving ground floor or easily accessible windows open and unattended. The opportunist thief is probably more vigilant than you!
8. Check the credentials of callers.
9. Unknown visitors should not be admitted into the building if you are alone.
10. Encourage clergy, staff and volunteers to discuss any causes of concern they have for the safety of people or property.

What law applies?

The Health and Safety at Work etc Act 1974

The Management of Health and Safety at Work Act 1999

Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

Further information

Violence at work – a guide to employers

HSE Books

INDG 69 (Rev)

ISBN 0 7176 1271 6

On line information from the Health and Safety Executive at www.hse.gov.uk/violence

The Suzy Lamplugh Trust

Telephone: 020 7091 0014

On line at www.suzylamplugh.org

Further help may be available from victim support schemes that operate in many areas. Your local police station can direct you to your nearest one. Alternatively you can contact them yourself by calling the victim support line 0845 30 30 900 or on line at www.victimsupport.org.uk

Slips, Trips and Falls

The most common cause of injury in the work place is the slip or trip resulting in potentially serious falls. It is a particularly important subject because members of the public use your premises.

In assessing the risks consider the following:

- Some of the people using your premises will be disabled, old, infirm or very young.
- You may be used to some of the peculiarities in your floor and ground surfaces. Visitors will not be.
- Are your floor surfaces suitable for the purpose?
- Do you have floor surfaces which are, or can become, slippery?
- Do spills occur and are they dealt with quickly?
- Are paths well lit?
- Are steps well maintained and are hand rails provided?
- Is there good contrast to surfaces where there is a change in level e.g. kerbs, steps. Contrast paint applied to existing kerbs and step nosings define these features and reduce the likelihood of trips and falls.
- Where visitors need to make use of your disabled access ramps can they do so unassisted or is the gradient too steep (greater than 1 in 12) in which case they will need to be helped. You need to make it clear if help will be needed in order to make appropriate arrangements.
- Might temporary work such as maintenance or alterations take place? It could introduce slipping and tripping hazards such as trailing cables.
- Do you use floor cleaning materials anywhere? Are the right methods and materials being used?

Take the time to tour your building(s) and grounds looking out for potential causes of slips, trips and falls. A little time taken on simple preventative measures can be time well spent if it reduces the distress and inconvenience of an accident.

What law applies?

Workplace (Health, Safety and Welfare) Regulations 1992

Further information

Preventing slips, trips and falls at work

HSE Books

INDG 225

ISBN 0 7176 1183 3

Health and Safety Executive on line information at www.hse.gov.uk/slips

Smoking

From July 1st 2007 the Health Act 2006 it will become an offence to smoke in:

1. Enclosed or 'substantially' enclosed places to which the public have access.
2. All workplaces in England.

This includes churches, parish halls and the presbytery if any part of it is used as a workplace (e.g. parish office in which employees or volunteers work, meeting room to which members of the public, employees and volunteers have access).

Previously accepted workplace smoking rooms are no longer acceptable and smokers will have to go outside instead.

What do you need to do to comply?

1. 'No smoking' signs

Signs will have to meet the following minimum requirements:

- Be a minimum of A5 in area (210mmx148mm)
- Display the international no- smoking symbol (a graphic representation of a single burning cigarette enclosed in a red circle of at least 70mm in diameter with a red bar across it).
- Carry the following words in characters that can be easily read: 'No smoking. It is against the law to smoke in these premises.'

See below for an example of a compliant 'no smoking sign



2. Where do signs need to be displayed?

- Display 'no smoking' signs in parish halls.
- Display a 'no smoking' sign in those parts of the presbytery used in association with parish work. This might encompass the whole of the ground floor area of the premises in which case the sign should be displayed at the entrance. Where work areas are restricted to specific rooms then the 'no smoking' sign can be displayed in each room.
- Display a 'no smoking' sign in the entrance lobby of the church.

3. Smoking Policy

Have a written smoke free policy for the parish. Inform all your staff and volunteers about your smoking policy and tell them that their work place is smoke free.

Your smoking policy should provide information to your staff and volunteers about the health hazards of smoking and where to access help to give up smoking. Free leaflets are available by calling the national Giving Up Smoking helpline on 0800 169 0 169.

A pro forma Smoking Policy is included in Section 4 of the Health and Safety Manual: Forms and Notices.

4. Provision for smokers

You must designate an open outside place where people can go to legitimately smoke whilst continuing to protect non smokers from exposure to second hand smoke. Alternatively you could prohibit smoking anywhere on church premises, although this may be difficult to enforce.

To avoid a build up of smokers' litter install cigarette bins or provide personal ashtrays to employees. Make sure you have a sound procedure for the disposal of smokers' waste. This should include ensuring that such material is fully extinguished prior to disposal and that smokers' litter is never tipped directly into an indoor waste bin.

5. Enforcement

District council officers are responsible for enforcing the smoke free legislation. People failing to comply are liable to a fixed penalty notice or prosecution and a fine for the following offences:

- Smoking in a smoke free place.
- Allowing smoking to take place in a smoke free place.
- Failing to display a 'no smoking' sign

What Law Applies

Health Act 2006

Further information

Environmental Health Departments of Local Authorities offer advice on implementation of the smoke free legislation.

www.smokefreeengland.co.uk has on line advice and links to other useful sources of information.

www.hse.gov.uk and follow the links to Smoking at Work

Stress

Stress is the adverse reaction people have to excessive pressure. Stress itself is not a disease, but if intense and continuous stress becomes manifest then it can lead to serious health problems e.g. depression, nervous breakdown, heart disease.

Many people perform better 'under pressure.' The problem comes when that pressure becomes excessive and continuous.

Employers have a duty to make sure that all those who work for them (paid or voluntary) do not become ill as a result of that work. They have a duty to manage work related stress.

It should be clarified that an employer is under no obligation to manage stress which is caused by problems outside work. However, external stress can make it difficult for people to cope with pressures at work which will affect how they do their job. Being sympathetic and understanding, as far as is reasonable, usually yields a more positive end result than ignoring the problem or adding to it by increasing the pressures the individual is suffering.

Recognising stress

In small scale working environments such as those encountered within this Diocese, where there is plenty of communication between workers (paid and voluntary) then the signs that someone is suffering from stress should be evident and could include at least some of the following:

- Mood changes
- Deterioration in relationships with colleagues
- Absenteeism or inconsistent attendance
- Irritability
- Indecisiveness
- Complaints about health e.g. headaches
- Smoking and alcohol consumption may increase

Every one has a different threshold for coping with pressure. It is important that you are aware of what that threshold is and respect it in your expectations of an individual.

Preventing stress

The following suggestions for the prevention of stress are not only text book good management skills but reflect Christian values of how we treat our fellow man.

1. Take stress seriously, and be understanding towards people if and when they admit to being under too much pressure.

2. Parish priests, managers and senior colleagues should have an open and understanding attitude to what people say to them about the pressures of their work.
3. Keep a look out for signs of stress in staff and volunteers.
4. Make sure that staff and volunteers have the skills, training and resources they need to do what is expected of them with confidence and receive credit for what they do.
5. Try where possible to allow flexibility in working conditions and allow people the opportunity to influence the way their jobs are done. This will increase their interest and sense of ownership.
6. Make sure that people are treated fairly and consistently and that bullying and harassment are not tolerated.
7. Ensure good two-way communication, especially during times of change.

What law applies?

The Management of Health and Safety at Work Regulations 1999

Further information

The management standards approach: A short guide

INDG406

HSE Books

Working together to reduce stress at work: A guide for employees

MISC686

HSE Books

Health and Safety Executive on line information at www.hse.gov.uk/stress

Work Equipment

This covers an enormous range of items such as appliances, machinery, office equipment, hand tools and ladders. Any equipment that will be used by parish workers, volunteers or employees, is work equipment.

You should consider the following points:

1. Choose the right equipment for the job.
2. Make sure the equipment is safe through regular maintenance and inspection. (*See also: 'Electrical Safety', 'Gas: mains', 'Gas: portable'*)
3. Train the people who will be using the equipment to use it in accordance with the manufacture's instructions.
4. Unsafe equipment must be removed from use and labelled appropriately until it is repaired or disposed of.
5. Be explicit about who is authorized to use equipment and if appropriate ensure ways to prevent unauthorised use.

What law applies

Provision and Use of Work Equipment Regulations 1998

Further information

A Simple Guide to the Provision and Use of Work Equipment Regulations
INDG291

ISBN 0 7176 2429 3

Safe Use of Work Equipment PUWER 1998 INDG323

ISBN 0 7176 162 66

Use Work Equipment Safely INDG229 (Rev 1)

ISBN 0 7176 2389 0

Working at Height

Falls from height account for some 70 deaths and 4000 major injuries in this country each year. On construction sites falls from height is the biggest killer. In the education sector there have been 5 deaths and some 3000 injuries from falls from height in the last 6 years. A significant number of these involved heights below 2 meters.

These two environments are very different but both have provided statistics of accidents that could have been avoided by using basic preventative measures.

The environments encountered in churches and other Diocesan buildings do not habitually present the type and number of hazards encountered on a construction site. However, work at height always occurs and people often take risks, usually without thinking about them until they encounter a fall.

When trying to reach a low height e.g. reaching a low shelf or putting up a display, how often would you use a chair instead of a step ladder because it was easier? Immediately you expose yourself to increased risk by not using the correct equipment, particularly if the chair is of the type which incorporates castors in its design!

When the height needed to work at requires a ladder do you follow a procedure for selecting and using ladders safely?

Are you aware of the restrictions imposed on working height by the Diocesan insurers? Currently liability will not be accepted where an individual was found to be standing more than 2 metres off the ground unless they have had specific training for working at height.

New Working at Height Regulations

In April 2005 new Work at Height Regulations became applicable. These apply to all working at height where there is a risk of a fall liable to cause injury.

The Regulations place responsibility on employees, the self employed and any person who has control over the work of others e.g. facilities managers and building owners who may contract out work at height.

These individuals are known as duty holders and they must ensure that:

1. All work at height is properly planned and organized.
2. Those working at height are competent to do so.
3. The risks of work at height are properly assessed and appropriate work equipment is selected and used.
4. Equipment for work at height is properly inspected and maintained.
5. The risks from fragile surfaces are properly controlled.

Any work activity that involves access to places or positions that cannot be reached when standing on the ground should be regarded as "work at height" and subject to a risk assessment.

There are a simple set of questions that should be asked before undertaking any work at height:

1. Can work at height or above ground be avoided? (e.g. can the piece of equipment be lowered to the ground?)
2. If work at height can not be avoided is the appropriate equipment to prevent falls available? (e.g. a suitable working platform such as scaffolding, cherry pickers and mobile elevating work platforms, edge protection, crawling boards for work on fragile surfaces etc)
3. If the risk of falling can not be eliminated have the consequences of a fall been minimised? (e.g. by using equipment such as harnesses, nets or air bags)

Work at height should be regarded as a high-risk activity and subject to special controls. Only persons who have received special training and are familiar with the equipment necessary to reduce risks to an acceptable level should carry it out.

If you were following the good practice outlined prior to the introduction of these Regulations you will not need to do anything you were not already doing to ensure the safety of those involved in work at height. If you were not following previous good practice then you are strongly advised to take immediate action to rectify the situation.

Points to consider when working at height

Before you set foot on a ladder, portable steps or other working at height equipment e.g. scaffold tower, ask yourself if the work can only be completed by working at height.

1. Carry out a written risk assessment for the task and include in your assessment individual factors e.g. age, disabilities as well as environmental factors i.e. where the activity is to take place.
2. Ensure that only authorised individuals work at height.
3. Observe the 2m working height restriction.
4. Select equipment which is suitable for the task.
5. Wear suitable clothing and footwear when working at height.
6. Never undertake ladder work alone.
7. Ladders should be visually inspected prior to each use and any defects repaired before use.

8. Position ladders, steps etc on a stable even surface which should not be slippery.
9. Ladders should be secured to prevent slipping.
10. Ladders should be angled to minimise the risk of slipping outwards. A good guide is 'one out for every four up'.
11. Where a ladder is to be used as an access to a work place it should extend 1m above the work platform. This provides a handhold for people as they get on and off the ladder.
12. Do not over reach from a ladder. It should be long enough and be positioned so that you can reach the work safely.
13. Have one hand for the ladder and one for the work.
14. Step-ladders are not designed for any degree of side loading and can relatively easily overturn.
15. Never use the top step of a step-ladder unless it has been designed for this purpose.
16. Ensure that individuals working at height receive instruction on how to do so safely.
17. Monitor the use of working at height equipment to ensure that your safety standards are being met.

Contractors

When contractors undertake building and maintenance work which involves working at height it is reasonable for you to assume that they are competent to complete the work safely. However, if you see something which appears to be unsafe then you should question the contractor and seek assurance that good practice is being maintained.

If a contractor uses your equipment (in this case ladders or other working at height equipment) then you are responsible for ensuring that such equipment is safe for them to use.

The working height limit set in this guidance does not apply to contractors. They will be governed by the terms of their own liability insurance and legal restrictions at the time.

Working at Height Equipment Portable Ladders

Ladders constitute work equipment and as such must be fit for purpose, well maintained and manufactured to a recognised standard.

Metal ladders and steps

There are 3 categories of metal ladders and steps:

- Industrial (Class 1) conforming to BS2037

These are the strongest UK category of ladders and steps built for the most rugged and frequent use.

- Trade (BSEN131)
Built for light to heavy use.

- Domestic (Class 3) conforming to BS2037
Domestic category ladders and steps should not be used by in the church, hall or by employees or volunteers in the presbytery.

Timber ladders and steps

There are 2 categories of timber ladders and steps:

- Industrial (Class 1) conforming to BS1129
These are the strongest UK category of timber ladders and steps built for the most rugged and frequent use.

- Trade (BSEN131)
Built for light to heavy use. Very few UK timber ladders and steps are approved to BSEN131.

Extra care is required when checking wooden ladders since defects are often not evident until equipment has failed. It is strongly recommended that older wooden ladders are replaced with lightweight metal ladders appropriate to the task required (a step ladder allowing access within the standing height restriction, including a guard rail reaching well above the top platform and conforming to current British Standards).

Mobile Access Equipment

Only trained personnel should have access to specialist working at height equipment such as mobile access equipment. Current recognised training for users of mobile access equipment is sponsored by PASMA (Prefabricated Access Suppliers and Manufacturers Association). Details of course content and course providers can be found on the PASMA web site www.pasma.co.uk

Fixed Access Ladders

Fixed ladders are often a feature of access to towers and frequently rise vertically from a given level. The potential fall distance is usually considerable and therefore people using these access ladders need to be protected from falls by suitable fall arrest equipment. A variety of systems are available and if you have a currently unguarded fixed access ladder you should seek the advice of a working at height specialist to establish the best practical and cost effective means of fall arrest provision for your particular situation.

The Standing Height Limit imposed by the Diocesan insurer prohibits parish personnel from using fixed access ladders unless they have received exemption by virtue of suitable training or experience.

What law applies?

Work at Height Regulations 2005

Provision and Use of Work Equipment Regulations 1998

Workplace (Health, Safety and Welfare) Regulations 1992

Further information

The Work at Height Regulations 2005: A Brief Guide

ISBN: 978 0 7176 6231 9

Using Work Equipment Safely INDG 229 (rev 1)

HSE Books

Single free leaflet

ISBN 0 7176 2389 0

Health and Safety Executive Online information at www.hse.gov.uk/falls

Workplace Health, Safety and Welfare

The term 'workplace' refers to the place where the activities of your particular business are carried out. For example, the parish church, church hall, any parts of your presbytery where people carry out work, whether it is paid or voluntary (e.g. a cleaner, cook or parish secretary).

The workplace must be suitable for anyone to use safely including people with disabilities. Traffic routes, toilets and workstations are particularly important considerations with respect to people with disabilities.

Aspects of the workplace that can and should be adequately controlled to improve the health and safety of those using it include:

Ventilation

In the vast majority of circumstances encountered in Diocesan property, opening windows will provide enough ventilation. Where this is not adequate or appropriate e.g. kitchens, mechanical ventilation methods may need to be considered.

Temperature

For workplaces where the activities are mainly sedentary (e.g. office work) the temperature should be at least 16°C. Where the activity involves physical effort then the temperature should be at least 13°C.

When conducting an assessment of the health risks to workers from working in hot or cold environments you need to consider personal factors (those peculiar to the individuals doing the activity) as well as environmental factors.

In extremely hot weather the use of fans and increased ventilation are acceptable methods of maintaining a comfortable working temperature.

Lighting

Lighting should be sufficient to enable people to work, use facilities and move about safely without experiencing eye strain. Stairs should be well lit in such a way that shadows are not cast over the main body of the tread. Where necessary, local lighting should be provided for individual work stations and at places of particular risk. Outdoor traffic routes used by pedestrians should be adequately lit after dark.

Some form of emergency lighting must be provided where sudden loss of light could expose people to risk.

General Housekeeping

The better kept a building is the safer the occupants and the less reactive maintenance is needed. The workplace should be kept clean and well maintained. Waste should be removed and disposed of safely and responsibly.

You should take regular safety tours of your building(s) both inside and out looking out for unsafe situations. Don't forget to look up as well as down. Injuries from falling roof tiles or broken tree branches can be just as devastating as those from slips and trips or faulty equipment.

Space

You must provide at least 11 cubic meters for each person permanently occupying a workplace.

Maintenance

You must ensure that equipment that could present risks to the health and safety of individuals using the workplace if it became defective or damaged is well maintained. Such equipment includes warning alarms (fire, intruder), lifts and lifting equipment, photocopier, garden machinery.

If you have a lift then make sure it is properly maintained and inspected at least every 6 months by a competent person. For passenger lifts an annual LG1 inspection is required for which a certificate is issued.

Floors and traffic routes

These refer to routes used by pedestrians, vehicles or both and include stairs, corridors, pathways, doorways and gateways.

1. Traffic routes should be sufficient for the number of people using the workplace and afford enough height and width to be used safely. Where structural limitations occur which cannot reasonably be altered, suitable warnings should be displayed e.g. 'Mind your head.'
2. Surfaces should be sound and strong enough for the loads being placed on them. They should not have holes, be uneven or slippery and should be kept free from obstructions.
3. Where pedestrians share vehicular traffic routes measures will need to be taken to protect pedestrians e.g. making sure there is adequate light, marking routes, displaying speed restrictions and warning of pedestrians.
4. Vehicles must be able to access, travel and exit your property safely. This may require the introduction of one way systems or visibility mirrors. You may need to seek the advice of your local authority where there are particular safety issues in accessing or leaving your property from a public highway.

Falls and falling objects

1. Secure guarding must be provided to prevent people falling or from being struck by falling objects. Where there is a danger that a person might fall from a height of more than 2 meters, or where they may be seriously injured from a fall at a lesser height, guarding must be installed to a height of no less than 1100mm. Such guarding should consist of two rails.

2. Tanks and pits should be securely covered or fenced to a height of no less than 1100mm.
3. Fixed ladders should be sound, properly maintained and securely fixed.
4. Fragile roofs, surfaces or structures should be clearly identified.
5. Where a workplace, or part of a workplace, is or becomes high risk in respect of falls and/ or falling objects, then access should be limited to authorised persons only. A 'permit to work' system may need to be adopted and safe procedures followed.
6. Free standing racking, shelving and cupboards must be secured to prevent them from falling. Objects stored on or in them must be stored in such a way as to avoid them accidentally falling.
7. Frequently used items should be readily accessible.
8. Avoid storing items at height. Where this is unavoidable make sure that suitable equipment e.g. portable steps are available and safe procedures are followed in the storage, selection and use of this equipment.
9. Avoid a build up of stored items on floors and never obstruct corridors, walkways, stairways or emergency exits.

Windows, doors and gates

1. Windows, transparent or translucent surfaces in walls, partitions, doors and gates should be made of a material designed to resist breakage. If there is a danger that people might accidentally come into contact with such material, features should be incorporated in to the design to draw attention to it.
2. Where windows or skylights can be opened they should be capable of being operated safely. Once open they should not be dangerous.
3. Windows and skylights should be capable of being cleaned safely.
4. Doors and gates should be suitable for the purpose.
5. Where doors and gates are on main thoroughfares or where they are capable of swinging both ways, they should incorporate a viewing panel in their design.
6. Power-operated doors and gates should incorporate safety features to prevent people being struck by them or being trapped in them.
7. Up-and-over doors or gates should be fitted with a suitable device to prevent them falling back. Safety devices must be properly maintained.

Welfare facilities

You should provide:

1. A supply of clean drinking water.
2. Enough toilets for the number of people you have working for you (paid or voluntary). These facilities must be kept clean and in good order.
3. Where appropriate, include provision for the discreet and safe disposal of feminine hygiene.
4. Hot and cold (or warm) water for washing, soap and a means of drying.
5. Space to store clothing and facilities to change if you require people to change into special clothing as part of their work. Where people need to change, the facilities should ensure privacy.
6. Facilities to rest and eat meals. Facilities should be sufficient for the number of people using them.
 - a. Work areas can be counted as rest and eating areas provided they include a surface from which food and drink can be consumed and that they are kept clean.
 - b. The facility to heat food and make hot drinks should be provided if food and hot drinks cannot be obtained on or near the workplace.
 - c. Facilities for rest must be provided to new and expectant mothers. These must include the facility to lie down.
 - d. Rest rooms must protect individuals from the dangers of passive smoking.

What law applies?

Workplace (Health, Safety and Welfare) Regulations, 1992

Further information

See Smoking for information on smoke free compliance.

Workplace health, safety and welfare: A short guide for managers
INDG244 (Rev1)
HSE Books
ISBN 0 7176 6192X