

LegislationWATCH

THE No.1 RESOURCE FOR WORKPLACE LAW AND HEALTH AND SAFETY

Getting out safely

In the event of fire, a safe and well organised emergency evacuation can mean the difference between life and death.

Take a look at our Brief Guide to Emergency Evacuation on page 6.

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**Mandatory AED
Training**



**Access and
Material Storage**



**Tackling Health and
Safety in 2017**



**SAFETY
MADE
EASY**

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Letter FROM THE EDITOR

Dear reader,



Last year, UK Fire and Rescue Services attended almost 16,000 non-dwelling fires where more than 1,000 people were injured and 21 people died. Many business owners believe that a fire won't break out in their building but this is a recipe for disaster. Every single workplace is at risk of fire and considering 4,420 of last year's non-dwelling fires were deliberate, nobody can be too confident that it won't happen to them. It's so important to have a robust fire safety system in place and that

everyone in your building knows how to get out safely. For a Brief Guide to Emergency Evacuation take a look at our article on page 6.

The HSE recently announced a new requirement from 1st January stating that first aid training providers should now include automated external defibrillator (AED) training on all first aid at work courses. This doesn't mean every workplace will have to purchase an AED as it will depend on your first aid needs assessment, but it's worth remembering that around 100 people a week in the UK suffer Sudden Cardiac Arrest in the workplace. You can find more information on this new requirement on page 14.

Don't forget about our exclusive Ask the Expert service. If you have any questions related to health and safety or workplace law, our IOSH accredited advisers are waiting to answer them – see page 23 for more details.

I hope you find Legislation Watch full of valuable information to help make workplace health and safety easier to manage. Remember to look out for your next magazine in May!

Cheryl

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Legal UPDATE



Prosecutions against directors treble

Research from an international law firm has indicated that the number of company directors prosecuted for health and safety offences has more than trebled in a year, with health and safety fines also surging dramatically since the implementation of new sentencing guidelines.

The research was conducted by the law firm Clyde & Co and based on data obtained directly from the HSE, which showed that 46 company directors and senior managers were prosecuted by the HSE in the year to 31 March 2016, compared to just 15 in the previous year.

In its research, Clyde & Co also pointed out that the number of employees prosecuted has fallen, with just one individual employee prosecuted by the HSE in 2015/16, compared to 10 in the previous year.

Commenting on the implications of the figures, Chris Morrison, Partner and UK Head of Safety, Health and Environment at Clyde & Co said, "The data confirms what we've been seeing in practice with the HSE displaying an increased zeal to prosecute the most senior individuals within a business yet virtually ignoring employees who are frequently more culpable."

According to the research, of the 46 prosecutions, 34 were found guilty, resulting in 12 prison sentences. The longest prison sentence imposed was two years.

The law firm also pointed out a surge, by 43%, in fines, following the implementation of new sentencing guidelines in February 2016. Fines totalled £20.6 million from February 2016 to August 2016, compared to £14.4 million in February 2015 to August 2015 and this figure does not include sentences imposed in cases prosecuted by local authorities.

Chris Morrison said, "While the majority of director prosecutions relate to SME businesses due to there typically being some form of proximity or nexus with the director, the new game-changing sentencing guideline for health and safety breaches with turnover-related fines has created a new set of worries for directors of all-sized businesses."



Stiffer penalties for using phones at the wheel

The Government has responded to an increase in the number of drivers ignoring its ban on using hand-held mobile phones at the wheel. New rules will be introduced later this year, the Department of Transport has announced, increasing the fines and penalty points handed out for breaking the law.

Current penalties are three penalty points and a £100 fine. Under the new proposals, drivers who text while driving or use a hand-held phone to make calls will get six points on their licence and face a £200 fine.

Newly qualified drivers using a phone illegally may be made to retake their test. More experienced drivers may end up in court if they offend twice, and could face fines of up to £1000 and a six-month driving ban.

A high-profile government Think! Campaign will be launched to drive home the message that using a hand-held phone while driving is not only against the law but is dangerous.

The penalty increase comes after a rise in the number of fatal accidents where the cause was identified as hand-held phone use, including texting and even taking videos and photographs with a phone while driving.

A survey by the RAC suggests that nearly a third of UK motorists text, make calls and use apps while driving.

Commenting on the move, Transport Secretary Chris Grayling said:

"It may seem harmless when you are replying to a text, answering a call or using an app, but the truth is your actions could kill and cause untold misery to others."



Disney fined £1.6 million for injuring Harrison Ford

A British film production company owned by Disney has been fined £1.6 million after actor Harrison Ford was injured while on set during the filming of Star Wars: The Force Awakens at Pinewood Studios in Slough, Buckinghamshire.

Aylesbury Crown Court recently heard how a combination of preventable events led to the incident.

On 12 June 2014, during dress rehearsals, Harrison Ford had walked back towards the entrance ramp of the Millennium Falcon and pressed the prop door button to "close" the door.

As the cameras were not rolling, he did not expect it to close. However, the production crew member who was operating the prop believed they were in full rehearsal and closed the door. Harrison Ford was knocked off his feet and pinned to the floor, as the prop door, "comparable to the weight of a small car," closed on him. He suffered a broken leg and deep lacerations as a result of the incident.

An investigation by HSE noted that Foodles Production (UK) Ltd, owned by Disney, should have put a system in place to ensure the actors and production workers were protected.

Foodles Production (UK) Ltd pleaded guilty at a previous hearing to breaching s.2 and s.3(1) of the Health and Safety at Work Act 1974.

The first charge relates to the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all employees, while the second refers to the duty of employers to ensure, so far as is reasonably practicable, that affected non-employees are not exposed to risks to their health or safety.

The company was fined £1.6 million and ordered to pay costs of £20,861.22 at Aylesbury Crown Court.

Commenting on the case, HSE's Divisional Director Tim Galloway said, "This incident was foreseeable and preventable and could have resulted in more serious injury or even death."

Getting out safely

A BRIEF GUIDE TO EMERGENCY EVACUATION

All workplaces must be provided with a means of detecting and giving warning in case of fire, adequate means of escape and means of fighting fire. The nature, complexity and extent of these will depend on the size of the premises, the number of people who normally work there, the nature of the work processes and substances stored and used etc. Specific requirements relating to fire detection and warning systems, means of escape and means of fighting fire should be determined by risk assessment.



Provision and maintenance of emergency routes and exits

Generally, other than where the travel distances to a fire exit are short, an alternative means of escape should be provided from all parts of a workplace.

- Routes which provide means of escape in one direction only, e.g. from a dead-end or a mezzanine, should be avoided as they may lead people towards the fire in order to escape.
- Each escape route should be independent of any other and arranged so that people can move away from a fire in order to escape.
- Emergency routes and exits must lead as directly as possible to a place of safety, should be identified by signs and must be kept clear at all times.
- The number, distribution and dimensions of emergency routes and exits must be adequate for the workplace, its equipment and the maximum number of persons present at any one time.
- Emergency doors should ideally open in the direction of escape.
- Sliding or revolving doors must not be used for exits specifically intended as emergency exits.
- Emergency doors must not be locked or fastened in such a way that they cannot be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in case of failure of their normal lighting.
- Stairways, whether internal or external, should be provided with protection to prevent people falling.

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Items which present a fire hazard or which could cause an obstruction should not be located in corridors or stairways intended for use as a means of escape. In particular, the following items should not be located in protected routes, or in a corridor or stairwell serving as a sole means of escape:

- o Portable heaters
- o Heaters incorporating naked flames or radiant bars
- o Fixed heaters using a gas supply cylinder, where the cylinder is within the escape route
- o Oil-fuelled heaters or boilers
- o Cooking appliances
- o Upholstered furniture
- o Coat racks
- o Temporarily stored items
- o Lighting using naked flames
- o Gas boilers, pipes, meters or other fittings (except those permitted in the standards supporting the building regulations and installed in accordance with the Gas Safety Regulations)
- o Gaming or vending machines
- o Electrical equipment such as photocopiers
- o Any items which restrict the width of the escape route.

Where people have to pass through doors in order to escape from the workplace, they should open in the direction of travel where:

- More than 50 people may use the door
- The door is at or near the foot of a stairwell
- The door leads from a high fire risk area
- The door is on an exit route from a building used for public assembly.

Fire doors should be capable of being easily and immediately opened.

Where it is necessary to secure outward opening doors while the building is occupied, they should be fitted with a panic latch, a panic bolt or a push pad.

Ideally fire exit doors should never be locked when the premises are occupied. However, where a door is locked by any security device it should be the only fastening on the door and staff must be instructed in its use. A suitable sign or

notice should be displayed clearly showing the method of operation. If necessary, a suitable tool for easy operation should be provided.

Emergency Lighting

Escape routes, including external routes, must be provided with sufficient lighting for people to clearly see their way out to safety. Typical areas requiring emergency escape lighting are those without natural light or those occupied at night.

Having assessed the need for emergency lighting, employers must ensure that the system works not only on the complete failure of normal lighting but also in case of localised failure presenting a hazard.

Emergency lighting should:

- Indicate the escape routes clearly
- Provide illumination along escape routes to allow safe movement towards the final exits
- Ensure any fire alarm call points and fire-fighting equipment can be easily located.

Emergency lighting units should be sited to cover specific areas e.g.:

- Intersections of corridors
- At each exit door
- Near each staircase ensuring direct light to each flight
- Close to a change in floor level
- Outside each final exit
- Within lifts
- Close to fire-fighting equipment
- Near each fire alarm call point.

The units should be positioned as low as possible but at least 2 metres above floor level. Installation should be by a competent person in accordance with British and/or European standards.

Disabled Persons

The employer should make adequate provision for people with disabilities who may be present in the premises. Both staff and visitors should be considered. This may include the provision of safe havens within fire protection areas. This category of persons and their assistants, where necessary, need to be trained and instructed in the arrangements for their safety during a fire.

The presence of disabled persons must be specifically covered by the fire risk

assessment. In addition a personal emergency evacuation plan (PEEP) should be carried out for disabled employees which looks more closely at their specific needs and requirements should an emergency evacuation take place. Consideration should be given to providing a 'buddy' who will assist the person out of the building in an evacuation.

Roll-call?

In a real-life evacuation with smoke and panicking colleagues, peoples' natural instincts can be to flee the threat and not follow procedures as they might have done during a fire drill.

Once everybody is out of the building how do you make sure that everybody is out? Some organisations favour a roll-call where a list or register of persons on site is checked against who is actually present at the emergency assembly point.

However roll-calls have an intrinsic weakness – they require an accurate list of who is on site. Inaccuracies with the list can be caused by:

- Lack of control over visitors or contractors
- Staff leaving the premises but not 'signing out' or making it known to their colleagues
- Frequent turnaround of the staff on site e.g. hot-desking employees.

There exists a number of sophisticated technological control systems, normally including a swipe card, from which a list can be generated. While these systems are excellent if used correctly, it does rely on human co-operation with the system. For instance employees commonly tend to 'piggy-back' when entering the building – the first person at the door swipes the card then the following persons do not swipe in as the door is already open. Also contractors and visitors must be given a swipe card or a written register of their entry/exit of the building maintained. Issues such as these mean that there is a strong policy and supervision element that must be maintained for the system to be effective in a real emergency.

Seton recommends:



Product Code FE043



Product Code FE044



Product Code FRE0042



Product Code FIRE49



Product Code FRE0039



Product Code FAD0090



Product Code FIRE23

Training TOOLS

Our Training Tools can be used to guide an informal group discussion that focuses on a particular safety issue. They should take no longer than 10-15 minutes and can be delivered by any responsible person. You can edit this FREE PowerPoint presentation to include specific details for your organisation.

This edition... Preventing Workplace Fires

Workplace fires can be devastating in terms of injuries, fatalities and damage to property. A shocking 43% of all businesses that experience such a disaster never recover. Although it is the employer's overall responsibility to comply with fire safety regulations, it should be a top priority for everyone in the building and employees should be trained on safety and evacuation procedures.

This Training tool covers...

- How fires start
- Preventing fires
- What every employee needs to know
- What to do in the event of fire

Download
Your **FREE**
Training Tool
NOW!

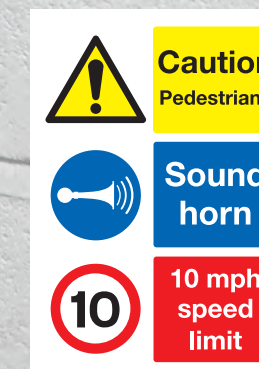


Download your FREE Training Tool NOW!

at www.seton.co.uk/preventingfires



Safety Signs at Work



Displaying compliant signage is one of the most important aspects of workplace safety management; helping you to meet your legal obligations, reduce the risk of accidents and communicate important policies and procedures in and around your building.

Tackling

HEALTH & SAFETY IN

2017

Health and Safety compliance is sometimes seen to be something to aspire to rather than a core business issue. However a new year is as good a time as any for employers to get to grips with sensible workplace Health and Safety. Here we give some tips for how organisations can start planning for safety success.

Be Realistic

In the business world, much like our home lives, sensible and above all realistic planning can make all the difference when it comes to making our aspirations come to life. The first step is often to stop kidding ourselves and acknowledge that we need to take action rather than burying our heads in the sand.

Yes, the law places a duty of care on employers. There is no avoiding it. If you have 5 or more employees you must have a written Health & Safety (H&S) Policy. You will need to have written Risk Assessments. You need to give suitable H&S training to employees. You need to make sure your premises and work equipment are safe and fit for use.

Enforcing authorities such as the HSE, Environmental Health Officers and the local Fire Brigade will ask to see such documentation, but don't forget that if you tender for work, your client may also. Large contracts can be lost through providing poor H&S documentation and records, not to mention having to declare RIDDOR reportable accidents (which can be verified by the client by checking the HSE's prosecutions database).

Plan Ahead

Planning is vital in business. Decide what the objectives are and plan realistically around that. For some organisations their objective might be to get their documentation in order. For others, it may be time for a total overhaul and re-launch of H&S. Sometimes this may be the best option, particularly if the organisation has had an unsuccessful flirtation with H&S in the past.

As with most plans, there must be a budget attached. The law requires for employers to provide suitable budgets for H&S in their organisation. Although the initial financial outlay may take some budget juggling, good H&S practice will reap rewards in terms of process efficiency, increased tendering success, reduced insurance costs and employee morale as well as the more obvious benefits of avoiding the costs associated with an accident such as fines, legal costs, sick pay, repairs, bad publicity, poor business reputation and loss of work.

One Bite at a Time

The main thing with H&S planning is to make it ambitious, but achievable. Don't necessarily expect total compliance with

all best practice requirements over the first year of the plan... aim first for good legislative compliance and work from there. Naturally some organisations are further down the H&S compliance road than others but the key point here is tackling the big risks first.

HSE is very keen to promote simple, direct documentation accurately reflecting the organisation's activities. No-one is expecting a small business to have an all-encompassing Management System for H&S but they will need to make sure that control measures are implemented and adhered to.

Significant Risks

It's a simple fact that high risk activities will require a higher level of attention than low risk ones. An organisation using carcinogenic (cancer-causing) chemicals for instance will need to have more controls in place than would be required by using cleaning chemicals in a simple office environment.

Risk Assessments should prioritise significant risks: ones that are likely to cause injury or ill-health. Look at your accident statistics and absence rates to

identify any ongoing trends. HSE's industry microsites list the problem topics for each industry: for instance the most common types of accident in a warehousing setting are being hit by a moving vehicle, falls from vehicles, manual handling and slips and trips.

Management Systems

For larger and/or higher risk organisations, a H&S Management System is important for ensuring a structured approach to H&S management. HSE's standard 'HSG 65 Managing for Safety' is a great starting point and follows a straightforward Plan, Do, Check, Act methodology, common to many business processes.

For organisations seeking high-level certification for their System, 'BS OHSAS 18001 - Occupational Health & Safety Management' should be considered. While it can be somewhat time-consuming and potentially expensive to implement, it's internationally recognised as the H&S standard to aspire to – if you deal with an organisation holding 18001 certification you can rest easy knowing they have H&S under control.

Get Competent or Get Help!

H&S is sometimes seen as an esoteric subject, understood only by its practitioners, legal personnel and enforcers. However it isn't necessary for

an employer to know everything about the subject - it's okay to delegate much of the management of H&S issues to others within an organisation.

The law requires the employer to appoint competent persons (i.e. persons with suitable qualifications, training and experience) to assist them with H&S matters. Again this is a question of scale – low risk workplaces may require a relatively basic understanding of H&S issues whereas the more hazardous the environment, the higher a level of competence in terms of qualifications, training and experience is required.

If it isn't feasible to obtain in-house H&S competence, the services of a consultancy may be taken. There are a great many H&S Consultancies in the UK but before entering into a contract, always check their qualifications and relevant work experience. In particular you should look for Chartered Membership of the Institution of Occupational Safety and Health (CMIOSH) and registration on the Occupational Safety and Health Consultants Register (OSHCR). Furthermore H&S experience within your industry is important so that they understand the risks and issues faced by your organisation.

Sell It

Manager and employee buy-in to H&S is critical. If the employees down through the ranks aren't committed to improving safety standards then a poor safety culture will almost inevitably follow. To help secure director and senior manager commitment it may be helpful to highlight the financial and operational benefits outlined previously.

Once the management team is committed to the H&S Plan it can be rolled out to the rest of the workforce. The key message here is that despite the media generated 'nanny state' myth of H&S the real thing is about sensible risk management, not making their working lives tougher. Consult with them about their work, ask for ideas for improvements and involve them in the risk assessment process.

Conclusion

H&S compliance shouldn't be too onerous and the amount of effort put into it should reflect the level of risk of the activities that are carried out – prioritise the things that may actually harm people, the costs of which can be crippling for a business. Furthermore good H&S standards can actually improve processes, help secure contracts and lead to happier, healthier workers.

Mandatory

AED TRAINING

Health and safety in the workplace should be a key area of concern for every employer, and there is of course a legal responsibility to ensure that the environment is as safe as possible for all employees.

A recent announcement by the Health and Safety Executive (HSE) now requires all first aid training providers to include automated external defibrillator (AED) training on all courses relating to first aid at work. The requirement for this began on 1 January 2017, so it's helpful to familiarise yourself with some of the background and reasons why.

AED explained

An AED is a portable device used to check heart rhythm. In the event of sudden cardiac arrest (SCA), when the heart stops

beating suddenly and unexpectedly, an AED can restore a normal heart rhythm by electrically shocking the organ.

Why has this mandatory training been introduced?

Guidelines from the Resuscitation Council UK require that dealing with a person who requires CPR – cardiopulmonary resuscitation – via the use of an AED must be included in first aid training. This training should be added to your Emergency First Aid and First Aid at Work syllabus as evidence shows that the use

of an AED in the early stages of cardiac arrest often means a considerably better outcome for the casualty compared to delaying the intervention.

As an employer, you don't necessarily have to buy a defibrillator for the workplace. It'll depend on your workplace needs assessment. Existing first aiders can be updated with the skill of using an AED when they requalify so you don't necessarily need to retrain them.

The importance of having an AED in your workplace

Understandably, you'll want to consider the cost of an AED machine for your workplace if your needs assessment suggests you should have one. You need to consider your key employees and what affect losing one of them to sudden cardiac arrest could have on your staff. There will be time and money implications in finding a replacement, the possible loss of productivity and the knowledge that if an AED with a trained user on the

premises had been available, an employee's life, or even your own, could have been saved.

Some useful statistics

SCA is responsible for 13% of workplace fatalities and can strike men and women of any age anytime and anywhere. Around 100 people a week in the UK suffer SCA in the workplace – that's 5% of all such events in the country. Your chances of surviving without rapid defibrillation are diminished by 10% every minute and you're unlikely to survive if there is no

intervention after 10 minutes. It makes sense to have an AED and trained operator available at all times, however, untrained personnel can use one in an emergency.

Prepare your workplace

An ageing workforce in an industrial company, a site with high voltage equipment, and remote work locations emergency services may take some time to reach, are places where having an AED could save a life.



First Aid

EMPLOYER'S DUTY TO PROVIDE ADEQUATE FACILITIES

Employers must provide the equipment, facilities and materials that will be needed to ensure an appropriate level of cover is available to employees at all relevant times. First aid equipment boxes and facilities must be readily identifiable; all first aid containers should be marked with a white cross on a green background. As a minimum, one first aid container with sufficient quantity of first aid materials must be made available for each worksite. Larger premises will require more than one container.

First Aid Needs Assessment

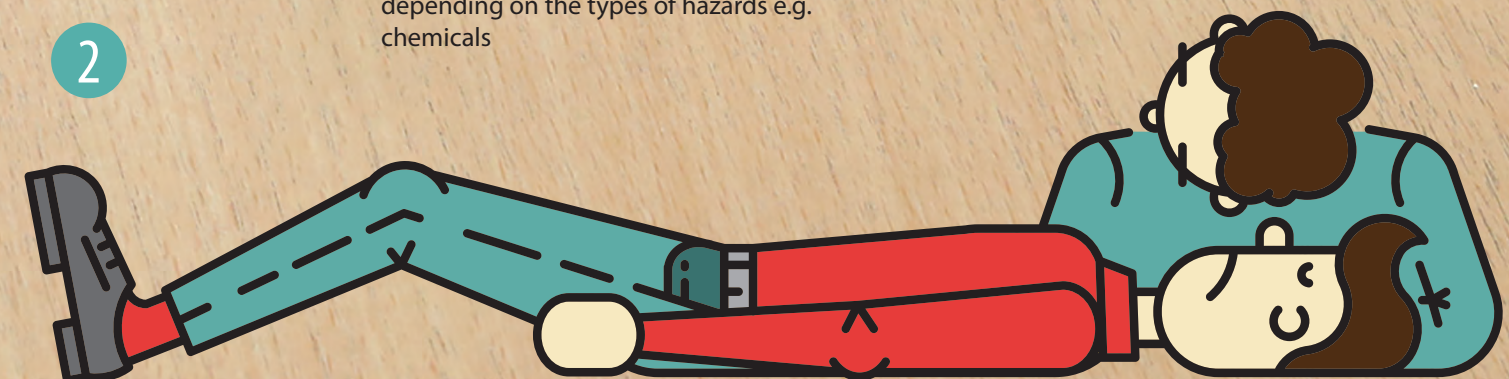
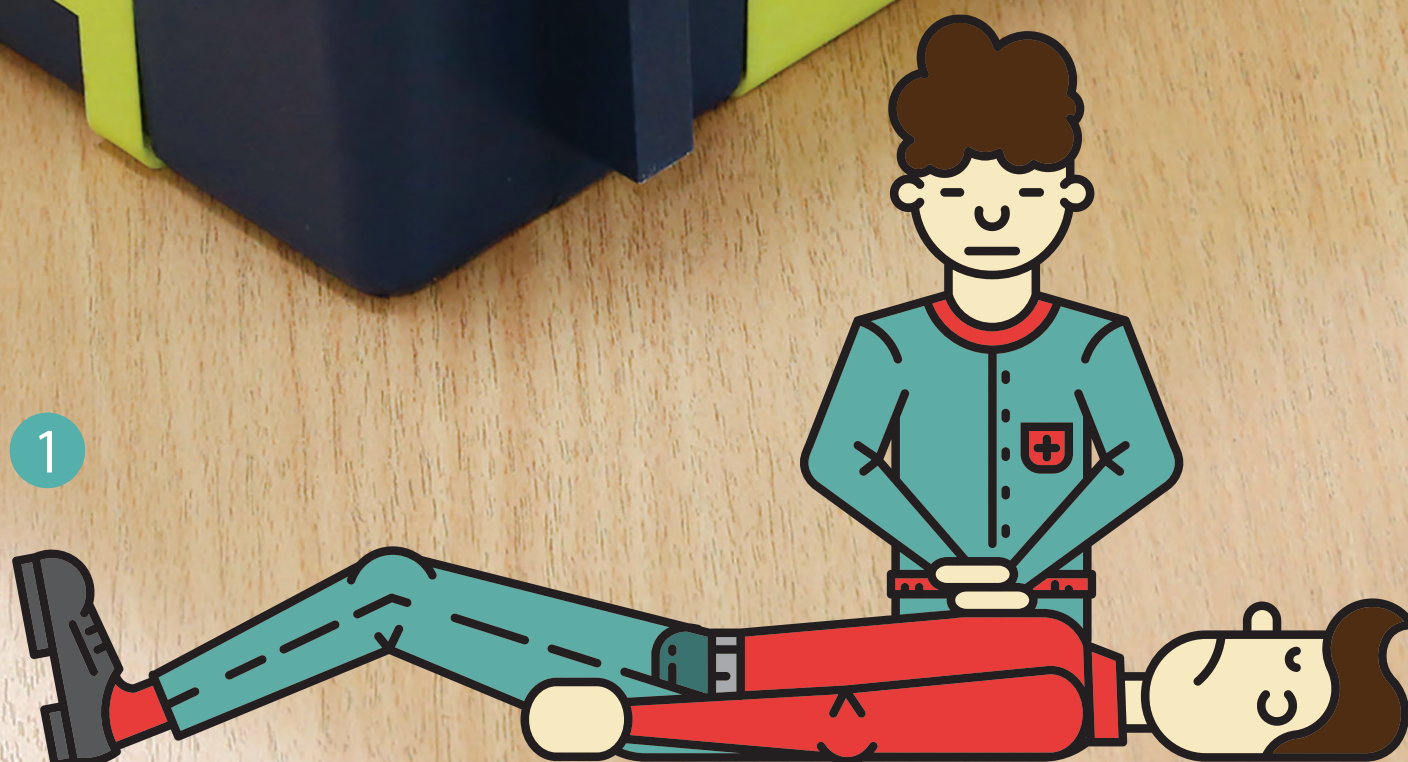
The level of first aid provision depends on workplace circumstances. No fixed level exists, but each employer needs to assess what facilities and personnel are appropriate. Employers may delegate the responsibility for carrying out the assessment and advising on first aid to an occupational health service.

When assessing what is adequate and appropriate, the employer must take account of a number of factors:

- Number of first aid personnel needed, including consideration of annual leave and other absences
- Workplace hazards and risks – higher risk workplaces will need a higher trained and possibly more specialised type of first aid depending on the types of hazards e.g. chemicals

- Size of the organisation
- Organisation's history of accidents
- Nature and distribution of workforce
- Remoteness of site from emergency medical services
- Needs of travelling and remote and lone workers
- Employees working on shared or multi-occupancy sites
- Employment agency employees
- Whether non-employees e.g. members of the public, customers or service users will be provided with first aid coverage

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Sighting and Contents of First Aid Containers

First aid containers should be easily accessible and, where possible, near hand-washing facilities. The containers should be used only for first aid equipment. Tablets and medications must not be kept in them. First aid materials should be protected from damp and dust. The following is a list of minimum contents for a first aid container:

- A leaflet giving guidance on first aid (for example, HSE leaflet Basic advice on first aid at work)
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings - approximately 12cm x 12cm
- 2 large sterile individually wrapped unmedicated wound dressings - approximately 18cm x 18cm
- One pair of disposable gloves.

Equivalent materials to the above are considered acceptable.

Periodic Inspection and Replenishment

Frequent inspections of the first aid kits should be carried out. Stocks should be replenished as soon as possible after use, and ample back-up supplies should be kept on the company premises. Any first aid materials found to be out of date should be removed.

Additional resources such as scissors, adhesive tape, disposable aprons or individually wrapped moist wipes may be kept in the first aid container or readily available.

Special Protective Equipment

If the assessment highlights the need for such items as protective equipment, they must be securely stored next to first aid containers, in first aid rooms, or in the hazardous area itself. Only persons who have been trained to use these items may be allowed to use them.

Eye Wash Facilities

If there is a need for eye irrigation, and mains tap water is unavailable, at least a litre of sterile water or sterile normal saline solution (0.9%) in sealed, disposable containers should be provided. If the seal is broken, or the expiry date has been passed, the containers should be disposed of and not used.

Travelling First Aid Kits

The assessment should identify whether those who travel long distances or are continuously mobile should carry a personal first aid kit. Consideration should be given to making special arrangements for employees who work in remote areas such as issuing personal communicators, providing special training etc.

The following is a suggested contents list for a travelling first aid kit:

- A leaflet giving general guidance on first aid (for example, HSE leaflet Basic advice on first aid at work)
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing - approximately 18cm x 18cm
- 2 triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves.

Equivalent materials to the above are considered acceptable.

First Aid Rooms

Where identified as necessary by the risk assessment, a suitable room should be made available for first aid purposes. It should contain sufficient first aid resources, be easily accessible to stretchers and, where possible, should only be used for administering first aid. The room should be identified with a sign using white lettering or symbols on a green background.

One person, usually a first aider, should be made responsible for the first aid room. A list of first aiders with their contact details should be displayed.

Although undesirable, it may be that the designated first aid room has to be shared with other activities. In this situation, the employer must consider the implications of the room being needed in an emergency and whether the activities in the room could be stopped immediately.

In addition to the contents of the first aid box, the first aid room should contain the following:

- Accident record book
- Telephone
- Storage area for first aid materials
- Bed or couch with clean pillows and blankets
- Chair
- Waste bin and receptacle suitable for the safe disposal of clinical waste
- Sink with hot and cold running water - also drinking water and disposable cups
- Soap and some form of disposable paper towel.

First aid rooms should, where possible, be close to outside access in case a patient needs to be taken to hospital.

Defibrillators

There is no specific legal requirement for employers to provide defibrillators in the workplace; the responsibility for deciding whether to provide a defibrillator and train staff in its use lies with an individual organisation. A decision should be made after conducting a well-documented risk assessment at the site in question. The HSE states that "there is no legal bar to employers making a defibrillator available in the workplace if the assessment of first aid needs indicates such equipment is required".

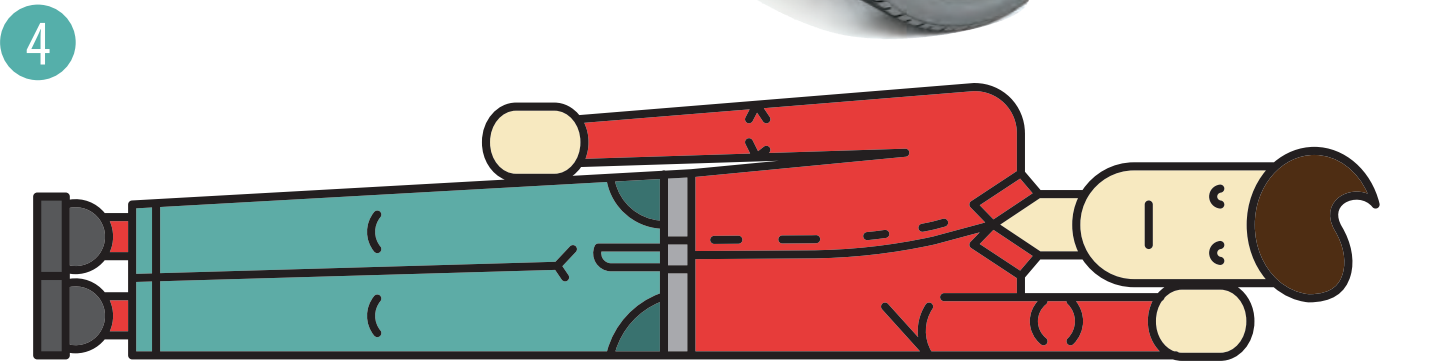
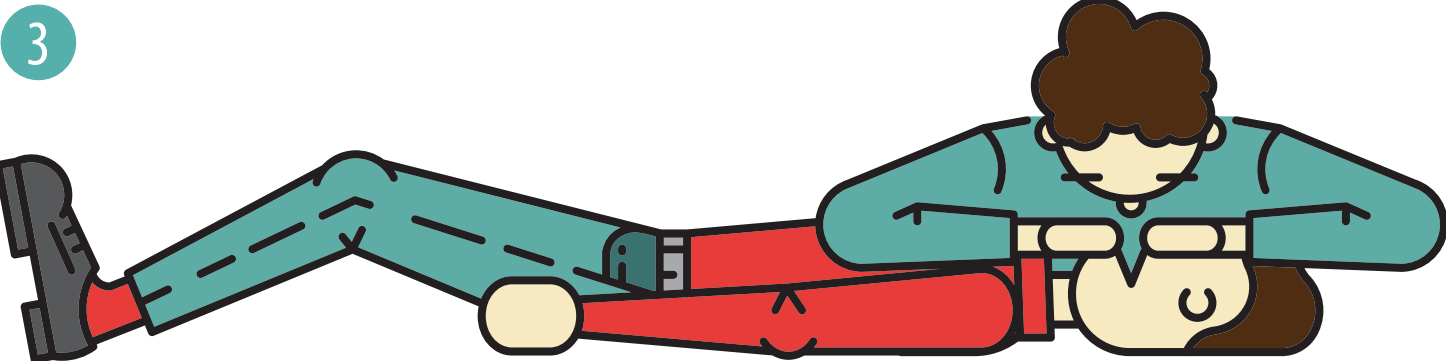
HSE provides guidelines on what should be considered when assessing first aid needs. To supplement this, the Resuscitation Council also provides guidance. For example, important factors to consider when assessing the risk of cardiac arrest will include the number of people using a facility and the risk of cardiac arrest occurring at the site.

Current international resuscitation guidelines advise that evidence supports the establishment of public access defibrillation programmes with the installation of an automated external defibrillator when the:

- Frequency of cardiac arrest is such that there is a reasonable probability of the use of an AED at least once in two years
- Time from call out of the conventional ambulance service to delivery of a shock cannot reliably be achieved within five minutes
- Time from collapse of a victim until the on-site AED can be brought is less than five minutes.

Further Information

- HSE Publication L74 - the Approved Code of Practice to the First Aid Regulations provides guidelines on what should be considered when assessing first aid needs. Link: <http://www.hse.gov.uk/pubns/priced/l74.pdf>
- The Resuscitation Council also provides guidance on defibrillator provision. Link: <http://www.resus.org.uk>



Access and Material Storage

IN WAREHOUSING
AND MANUFACTURING

When considering access for materials and the safe handling and storage of them, certain criteria should be examined. Consider the first question to arise, how is this brought to the storage location and what equipment is required to safely handle it? In many cases it may be as simple as shrink-wrapped material arriving on standard pallets. However, what constitutes a delivery?

Deliveries

In some cases, a delivery may be considered complete when it arrives on a curtain sider lorry and the screen is drawn back to allow access for a client forklift. In others it may be removed on a tail-lift and delivery is complete when this reaches floor level for access by a client forklift or pallet truck. In other cases, the size of material handled may require the availability of a side-loader forklift removal by means of lifting equipment and accessories.

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In each case it must be confirmed who has what responsibility for the offloading and subsequent handling of material. This will also require consideration of the suitability of the staff receiving the goods. Forklift training and certification is required for each different type of forklift. A worker with a counterbalance licence is not qualified to operate a side-loader. Similarly, where a lift is undertaken by crane or using an array of lifting equipment including lifting chains, eyebolts, etc. a written plan devised and supervised by a competent person is necessary and the operation should be carried out by trained, competent slingers. The equipment or combination of accessories must also be adequately rated to deal with the load in terms of centre of gravity or configuration of slings.

So, the correct mix of suitable equipment, competent persons, adequate supervision and sufficient planning must be in place. Lifting equipment must also be subjected to thorough examination by competent persons in line with a written scheme of examination or at default intervals (annual for principal items, 6 monthly for accessories or where man-lifting is involved).

Access

The next part of the consideration involves access. Many storage / manufacturing facilities will receive what may be called "standard" items or packages of material. However, as processes change over time or manufacturing moves to different products, it will require consideration of the space required for material access. At its simplest level, will the material fit in the access paths and doorways into the facility? Increasing size may be catered for, to some extent, by changes in the method of movement or the equipment used; but eventually the stage may be reached where alterations to the premises are required and this must identified and carried out in a timely manner rather than when it has become critical or an incident has brought home the need for change.

Separate access must be maintained for staff rather than them using material transport openings and passageways. Such staff doors must open safely and have a protected zone to allow users to pass through then check vehicle movement before moving on. Typical

protective means include doors opening onto a concrete plinth with safety barriers erected to create a safe standing place. Where necessary, adequate lighting must also be deployed to ensure pedestrians and vehicles are visible and good lines of sight must be ensured.

Storage

The next factor to be considered is the storage of the materials received. This may involve a combination of the use of floor space and racking. Where racking is used the specification should be decided in conjunction with the supplier in order to ensure that it provides adequate load capacity for the items foreseeably stored on it. The layout of the racking should then be planned, allowing suitable space for both access and manoeuvring of lifting vehicles in the gangways. Once decided, the racking should be secured to the floor and / or structure and erected. It may be prudent to consider the line of sight offered to the vehicle driver when moving material on higher levels. If a proper view of the load is not possible it may be necessary to use specialised fitments such as cameras or reduce the height of racking to a reasonable level.

When installed, the racking should have the load posted on each set, giving the maximum load per set of cross-members and also per set of uprights. Climbing for access to smaller items must be prohibited and, if access for handling is required, suitable equipment provided. The original pins in the racking must not be substituted by nuts and bolts or by welding. Such alterations may interfere with the behaviour of racking in an incident of failure or collision by forklift and give rise to whole sections "unzipping" rather than the collapse of individual bays. As with all work equipment, racking must be maintained in safe order. This will require periodic inspection to identify damage or missing pins or signage and the subsequent repair of such damage, if necessary by a competent agent such as the installer.

Some items may be so heavy or bulky that storage on racking is not possible. In this case, adequate floor space must be allocated for safe storage. This must not interfere with designated walkways, crossing points or fire escape routes and doors. It may be necessary to have a

contingency plan for additional storage if suitable space is used up.

General Safety and Maintenance

Generally, manufacturing locations are better designed for the welfare of staff compared to warehouses. A reasonable temperature should be maintained but this may prove challenging. If this cannot be achieved alternative measures should be considered such as warm clothing or a hot-room with enhanced break allowances. PPE should also cater for high visibility and other residual needs. Protective footwear may be necessary. Adequate lighting must also be provided to cater for job picking and general vision needs such as reading signage and noting vehicles at distance. Adequate welfare facilities must also be provided.

The premises themselves must be maintained in good order. Deterioration can lead to irregular surfaces leading to increased slip or trip risks and jarring of travelling forklifts, causing movement towards racks or disturbance of loads. The floor, particularly, must be kept in good repair. To assist, speed limits should be set and imposed and seat belts worn.

Certain materials may be stored which are safe in their normal condition but may generate risks if damage arises. Specifically, the storage of potentially harmful chemicals or substances should be considered and any spillage/emergency procedures implemented by means of staff training.

The arrival and movement of vehicles around the premises must also be controlled. Again, speed limits must be imposed and procedures communicated regarding arrival, parking up, reporting to a designated person and guidance concerning how and where to proceed to an unloading area. The traffic management regime must extend to this area, with the creation of designated walkways and elimination of unnecessary persons from the area. Procedures covering unloading should also deal with "park up" precautions designed to prevent premature departure before unloading is fully completed.

There are many legislative requirements that relate to warehouses which generally apply to most workplaces such as electrical testing, first aid, etc. and each of these would need to be considered in detail.

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Q&As

Q&As

Size of health and safety signs

Q. I am aware of the need to install health and safety signs when a risk assessment determines this necessary. But how can we determine what size the sign has to be? Is there any guidance on this?

A. In order to establish the size (as well as location and position) of each safety sign, the required “zone of influence” of each safety sign or safety signing system should be established.

This is a spherical visual space that encompasses the positions from which a person is able to correctly identify the graphical symbol elements of a safety sign.

BS ISO 3864-1:2011 Graphical Symbols - Safety Colours and Safety Signs states that “risk assessment of the hazard should be carried out to determine an appropriate safe observation distance, for the intended user population, angles of observation (including angles of approach to the safety sign) and lighting conditions”.

It then provides detailed calculations as to how the optimum zone of influence can be achieved.

The Standard recognises that an individual’s acuity may vary. It therefore suggests that a high percentage of the intended user population (85%) should be able to correctly identify the graphical symbol elements at the minimum safe observation distance and comprehend the meaning of the safety sign at a distance such that they are able to follow the safety message.



Running first aid training in-house

Q. We provide our first aid at work qualified employees with annual refresher training. The question has arisen as to whether this can be provided by an experienced in-house first aid qualified employee?

A. The employer has the responsibility for selecting a competent first aid training provider to deliver the training required, as identified in the needs assessment, with two options being available.

1. Use a first aid training provider, after due diligence checks on competency.
2. Undertake first aid training in-house and develop a quality and competency assurance system that can be externally verified.

In summary, when selecting a training provider, employers should check the:

- qualifications expected of trainers and assessors
- monitoring and quality assurance systems
- teaching and standards of first aid practice
- syllabus content in relation to approved courses and local requirements.

If an organisation decides to deliver first aid training in-house, suitable checks must still be undertaken to ensure that training is fit for purpose. For example, in-house individuals acting as trainers/assessors would still be expected to have the necessary skills, qualifications and competencies of those working for an external training provider.

The HSE also suggests that in-house systems are reviewed on an annual basis “by a competent person independent of those directly involved in the delivery/assessment of the training”.



Sit-stand desks

Q. Should we invest in sit-stand desks for our employees to promote better health?

A. The health of every individual on the payroll is of paramount importance. There are manifold ways in which health and wellbeing can be supported by an employer — companies have in the past used cycle schemes for instance, or installed gym services at their premises. There is now evidence that a direct approach to office design can also have a major positive impact on health.

According to a study by Stanford University, workers who stand at their desks are nearly 80% more likely to report pain-free days than those sitting. The adoption of the sit-stand desk has been gaining pace for the last few years. Mood can be improved, stress levels reduced and absenteeism cut by making this simple change to office design.

The risks of sitting for prolonged periods have been known for some time. A sedentary lifestyle erodes health over the long term and can lead to chronic health issues. Adopting a more flexible approach to office design with sit-stand desks as a major component of these changes can bring benefits.

Organisations though, should not unilaterally move to sit-stand desks without full consultation with staff. Moving to this kind of working after decades of sitting can take some time to adjust to.

No one is promising a revolution in health at work with this simple change; more general exercise and changes to diet are still the main tangible ways that health can be improved. However, anecdotal evidence has shown that workers who adopt sit-stand desks report an improvement in wellbeing and increased efficiency.



News ROUND UP



One in eight now working nights

New research by the TUC indicates that the number of people who work night shifts has increased significantly, with over three million — or one in eight — employees now working at night, and employers being urged to be mindful of the impact of such work on the health, safety and work-life balance of staff.

Fighting the post-lunch "food coma"

Scientists believe they may have found the causes of the post-lunch slump, after a new study has identified big meals which are high in protein and salt as the main culprits of the afternoon "food coma". The conclusions were based on research by scientists from Florida who set out to examine the science behind why some people are sleepy after eating.



Plan to move MPs out of Parliament due to asbestos and fire concerns

A parliamentary committee has recommended that MPs move out of the Palace of Westminster, meeting place of the UK's Houses of Parliament, so that urgent restoration work can take place to address potentially deadly fire risks and areas said to be "riddled with asbestos".

Statutory Sick Pay 2017/2018 rate

The Government has published the new statutory rates. From 6 April 2017 the new rate will be:

Statutory Sick Pay	
Current Rate	£88.45
From 6 April 2017	£89.35

The lower earnings limit will also rise from **£112.00 per week to £113.00.**



Warning on bogus environmental health officers

Greater Manchester Police and council officials have issued a warning to businesses to be on their guard for imposters fraudulently claiming to be environmental health or trading standards officers. The warning follows an incident in which a woman posing as a health officer carried out an "inspection", then declared the premises unhygienic and stated she was going to "close it down".



February 2017

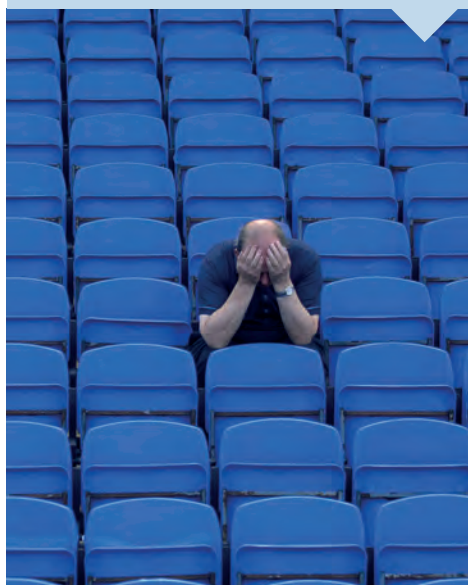
Football fans cry foul over health and safety in Qatar

The TUC has launched Playfair Qatar, a new campaign backed by the Football Supporters' Federation and human rights groups, to highlight health and safety and employment issues facing workers who are building the infrastructure for the 2022 Football World Cup. Critics claim the construction sites in Qatar are being run with a "disregard" for health and safety, with the result that "upwards of 40 workers are dying every month".



MPs demand flood risk overhaul

MPs are calling for an overhaul of flood management to tackle the rising risk to communities and local businesses from climate change, including a grant scheme for SMEs to install resilience measures. EFRA's Future Flood Prevention report recommends a new governance model, including a new national floods commissioner responsible for flood management in England.



Benefits of older workers

A new report into the impact of ageing workforces highlights the "many benefits that older workers contribute" to businesses. The publication, by the British Medical Association's (BMA) Occupational Medicine Committee, is entitled Ageing and the Workplace, and concludes that a large majority of older employees enjoy good physical and mental health and work very well until the ages of 65 to 70.



President for health and safety professional body

The Institution of Occupational Safety and Health (IOSH) has inaugurated its 50th President. Graham Parker has taken up the position as President of the health and safety body following IOSH's Annual General Meeting, held in November 2016. Graham Parker is Head of Health and Safety at Mapeley Estates, one of the UK's largest commercial real estate organisations.



Good news for female night shift workers

A major new research study has concluded that working night shifts has little or no effect on a woman's breast cancer risk, despite a review in 2007 by the International Agency for Research on Cancer (IARC) classifying the disruption of the body clock in shift work as a probable cause of cancer. The new research was funded by the HSE, Cancer Research UK and the UK Medical Research Council.



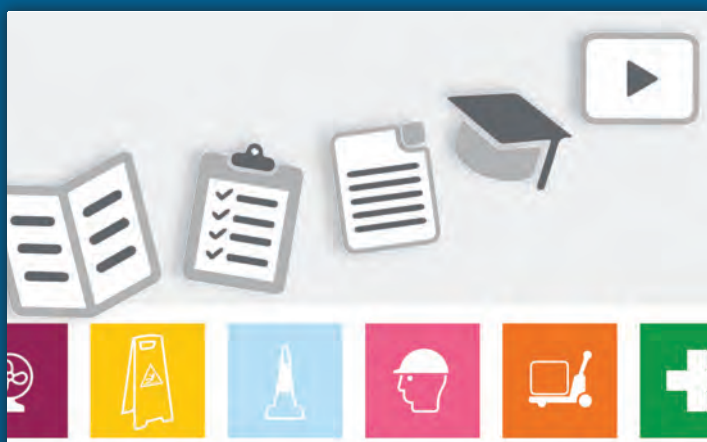
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