



LINSTONE HOUSING ASSOCIATION LIMITED

DRAFT

HEALTH & SAFETY MANUAL

October 1999

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SECTION 1

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1.1 Manual Distribution

Copy No

- | | | |
|---|-----------------------------|-------------------|
| 1 | E.M. ARNOTT | DIRECTOR |
| 2 | A. GILLESPIE | FINANCE MANAGER |
| 3 | J. BAXTER | HOUSING MANAGER |
| 4 | J.S. TURNBULL | TECHNICAL MANAGER |
| 5 | MANAGEMENT COMMITTEE'S COPY | |

1.2 Policy Statement

HEALTH & SAFETY AT WORK ACT **POLICY STATEMENT**

The Management Committee of Linstone Housing Association is responsible for the conduct of the business of the Association.

The Health & Safety at Work Act imposes statutory duties on employers and employees. To enable these statutory duties to be carried out it is the policy of Linstone Housing Association so far as is reasonably practicable, to ensure that responsibilities for safety and health are assigned, accepted and fulfilled at all levels of the Association; that all practicable steps are taken to manage the health, safety and welfare of all employees; to conduct the business in such a way that the health and safety of visitors, to any premises under our control, is not put at risk.

1. It is the intention the Association, so far as is reasonably practicable, to ensure that :-
 - a) The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
 - b) The provisions and maintenance of machines, equipment and systems of work which are safe and without risks to health to employees, contractors and any other person who may be affected with regard to any premises or operations under our control.
 - c) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
 - d) Adequate information is available with respect to machines and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
 - e) Employees are provided with such instruction, training and supervision as is necessary to secure their health and safety.
 - f) The Health & Safety Policy will be reviewed and updated as and when it is necessary. Communication of any such changes will be made to all employees.

2. It shall be the duty of all **employees** at work to ensure:-
- i) That reasonable steps are taken to safeguard the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
 - ii) Co-operation with the Management Committee so far as is necessary to ensure compliance with any duty or requirement imposed on the employer, or any other person, under any relevant statutory duties.

Date Adopted at Management Committee	
Chairperson	signed printed
Director	signed printed

1.4 Management Committee Responsibilities

Health and Safety Responsibilities – Management Committee

The Management Committee are responsible for approving the Health and Safety policy and ensuring the policy is regularly reviewed with updating as necessary.

The *Management Committee will monitor the effectiveness the effectiveness of the Health and Safety Policy and annually make recommendations on its review.

Any serious breach of the Health and Safety Policy shall be investigated by the *Management Committee. The breach, together with details of its investigation and any subsequent actions, will be reported to the Management Committee.

It will be the responsibility of the Management Committee to ensure training and information is given to those appointed with responsibility for Health and Safety matters.

The Management Committee will ensure that safety matters are considered at every general Committee meeting.

*If Linstone Housing Association set up sub-committees then these duties will be taken by the Staffing or Safety Sub-Committee.

1.5 Health & Safety Responsibilities – Director

The Director is responsible for:

General

Ensuring that the objectives of the Health and Safety Policy are fully understood and observed by all levels of Management and employees and that the agreed Health & Safety Policy is correctly implemented.

Communication

Ensuring that adequate communication channels are maintained so that information concerning health and safety matters is communicated. Also, that any health or safety matter of concern to any employee is directed to the responsible manager so that any necessary action can be taken.

Responsibilities and Training

Delegating responsibilities for health and safety to the appropriate level of management as identified in the Health and Safety Policies and Procedures.

Ensuring that adequate training and instruction is given to enable responsibilities to be met.

1.6 Introduction – Head of Department Responsibilities

Health and Safety Responsibilities – Head of Department

Each Head of Department is responsible for:

General

Implementing the Health and Safety Policies and Procedures within the Department which is their area of responsibility. Ensuring that the objectives set by the above Policies and Procedures are achieved.

Safety Equipment

Ensuring that all safety equipment, personal protective equipment (PPE), fire fighting equipment and first aid facilities are used and inspected as directed by the policies and procedures.

Systems of Work

Ensuring safe systems of work only are employed in achieving the objectives set for the personnel within the Department. Correct tools, equipment, means of access and wearing of PPE all contribute to safe systems of work, as does using the correct procedures to carry out the work.

Communication

Ensuring all employees in the Department receive up to date information concerning health and safety matters and any concerns they may raise are addressed, investigated and corrected if possible.

Monitoring Procedures

Ensuring regular statutory inspections of equipment within the Department are carried out as required.

Training

Ensuring that all members of the Department have had sufficient instruction and training to allow them to work in a safe manner irrespective of the task which has to be carried out.

1.7 Health & Safety Administrator's Responsibilities

The Health & Safety Administrator is the focal point for the implementation of the Policy and the Procedures. Responsibilities will be:

General

To carry out those tasks allocated by the Director which ensure the proper application of the Health & Safety Policy.

Regularly monitor the organisation's operations to ensure that the procedures outlined in this document are implemented.

Ensure that support is given to the management team and employees so that the objectives of the health and Safety Policies and Procedures are met.

Liaise with the Enforcing Authority.

Communication

Ensure that any internal, or external, matters concerning Health and Safety are brought to the attention of the appropriate manager of the section they affect.

Accidents

Keep detailed records of all accidents, enabling the identification of any problem area.

Monitoring Procedures

Co-ordinate the monitoring procedures, ensuring inspections are undertaken at regular intervals.

Safety Meetings

Assist in the organisation and attend any safety meetings. Write the minutes of the previous meeting and report on accident statistics covering the interval between safety meetings.

Subject	Buildings
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SECTION 2

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2.1 Fire Safety Policy

Purpose

- 1) To ensure that all persons are protected from harm caused by fire on the Associations premises or on adjoining premises.
- 2) To ensure that management and employees comply with the procedures within the adopted Fire Safety Policy.

References

- 1) The Health & Safety at Work Act 1974
- 2) The Fire Precautions Act 1971

Procedures

FIRE ACTION

ON DISCOVERING A FIRE

- 1) Raise the alarm by shouting "FIRE".
- 2) If a phone is close at hand DIAL 999.
- 3) If safe to do so, (a personal judgement), tackle the outbreak with a fire extinguisher. Otherwise leave the building and proceed to the allocated assembly point.

ON HEARING FIRE ALARM

- 1) Ensure all persons are alerted.
- 2) Evacuate the building quickly, but safely, by the nearest EXIT point. DO NOT USE THE LIFT. Go to your assembly point.
- 3) Do not delay by taking coats or personal belongings.

- 4) Ensure that all toilets are empty.
- 5) Close all windows and doors if this does not significantly delay departure.
N.B. Fire doors must always be kept closed.
- 6) Check to ensure that someone has called the Fire Brigade:-
DIAL 999.
- 7) Do not re-enter the building under any circumstances until told to do so by a Fire Officer or the most senior member of staff present.

2.1.1

FIRE DRILL PROCEDURES

THE EMERGENCY CONTROLLER

For fire evacuation procedures each organisation will appoint an Emergency Controller (This will normally be the Health & Safety Administrator). A second member of staff will be identified as the Deputy Emergency Controller.

On hearing the Fire Alarm the Emergency Controller will:

- 1) Ascertain the exact location of the fire, if possible, then report to the Assembly Point. The deputy will proceed directly to the Assembly Point and take charge until the arrival of the Emergency Controller. The head count will be started immediately.
- 2) Take the report sheet from the deputy. This will show if a full roll call was achieved.
- 3) Direct and inform the Fire Officers of the exact fire location, if this has been determined, and any particular hazards which may exist. Step 3 could commence before the Fire Brigade respond to the alarm call
- 4) End the state of emergency on the advice of the Fire Officer and give permission to return to the work areas.

Emergency Controller -----

Deputy Emergency Controller -----

2.1.2.**FIRE DRILL PROCEDURES****REGISTERS AND CHECKLISTS**

- 1) A current list of all Association personnel will be retained by the Health & Safety Administrator and his deputy in a location easily accessible once an evacuation is underway.
- 2) The attendance registers for staff and visitors, both retained at reception, will be used to assist in the headcount at the Assembly Point.
- 3) The Health & Safety Administrator will be responsible for updating the lists on personnel changes.
- 4) Staff, who in the course of their work must leave the building, will ensure the attendance register has been updated so that unnecessary and perhaps dangerous search operations are not undertaken in an emergency situation.
- 5) After normal hours, a separate register will record those employees still on the premises.
- 6) Should only one person be working late, it must be ensured that they are familiar with what steps must be taken in an emergency situation. It is also considered good practice for this person to phone a contact number on a regular schedule e.g. reporting on the hour.

2.1.2.**FIRE TRAINING/DRILLS**

- 1) A clear notice will be exhibited in a prominent position to tell all staff and the public, including disabled people, what to do in the event of an emergency.
- 2) A complete evacuation of all employees will take place at three month intervals until the safety administrator is satisfied with the response obtained. Thereafter a fire drill will be carried out twice a year.

Staff will initially be told the day set aside for this drill but not the time. The date and time will both be unannounced when on the twice a year regime.

- 3) All staff will be advised of the office site plan (Section 2.1.7) showing the location of fire alarms, fire extinguishers, etc. All new staff will be given this information as part of their induction training.

Such plan will be inserted in this manual.

- 4) A record will be kept of any fire incidents and the fire drills carried out in the Association. (See Appendix 04).

Note

In shared premises the Fire drill only applies to that section of the building occupied by the Association/Co-operative. Common courtesy would suggest that other occupiers of the building are informed of the fire drill prior to the alarms being activated.

2.1.4.

EQUIPMENT TESTING

- 1) The fire alarm system will be tested once each week by the Health & Safety Administrator using a different test point each time.

This test will be recorded in a Fire Systems logbook. (See Appendix 01).

- 2) If emergency lights have been installed these will be checked every three months by a contract electrician.

This test will be recorded in a Fire Systems logbook. (See Appendix 02).

- 3) All fire extinguishers will be examined and certified by a competent person once per year. This will be recorded in the Fire Systems logbook. (See Appendix 03).

- 4) If fire hose reels are installed they will be examined and tested, with hose fully extended, once per year. Water pressure should be noted.

- 5) During safety/housekeeping inspections all fire equipment and notices will be checked against the office site plan. (Section 2.1.3 Paragraph 4). Any deficiencies will be noted and corrected immediately.

2.1.5.

DISABLED PERSONS

- 1) The Association recognises the need to plan to assist disabled persons leave the building in event of an emergency situation developing. This will include both disabled members of staff and the general public who suffer from poor eyesight, a hearing impairment or who are physically disabled. The latter state could include those suffering a temporary physical problem.
- 2) Two members of staff will be assigned per disabled person to ensure the evacuation goes quickly and smoothly.
- 3) The members of staff volunteering for this duty are nominated below in the pairings that will operate:-
 - i) -----
 - ii) -----

2.1.6.**VISITORS TO THE ASSOCIATION PREMISES****Visitors/The Public**

- 1) It is part of the safety policy that visitors to any office of the Association will be accompanied at ALL times by an employee.
- 2) It is not anticipated there will be a need for members of the public to proceed beyond the reception or interview rooms.
- 3) In the event that the fire alarm is sounded, therefore, it is the responsibility of the employee escorting the visitor to ensure that their visitor is directed safely from the building to the Assembly point.

External Contractors

- 1) The Health & Safety Administrator will give a short Safety induction to all external contractors when they first visit the premises. The induction will at least cover:
 - i) the type of fire alarm (bell, siren, klaxon)
 - ii) the route to be followed to the nearest fire exit.
 - iii) The location of the nearest Fire Point.
 - iv) The location of any flammable materials and any other hazards in close proximity to the contractors place of work.
- 2) At the time of letting a contract, the contractor will be informed of the standards of safety that will be acceptable to the Association.
- 3) Information must be given, by the contractor, to the Safety Administrator of any anticipated risks which could occur during work performed on the premises.

2.2 Electrical Safety Policy

ELECTRICAL SAFETY POLICY

Purpose

- 1) To ensure that management and employees comply with the procedures within the adopted Electrical Safety Policy.
- 2) To ensure that all persons are protected from harm which could be caused by misuse of, or by faulty, electrical equipment belonging to the Association.
- 3) To ensure formal safe working procedures are followed when performing maintenance on electrical equipment.

References

- 1) The Health and Safety at Work Act, 1974.
- 2) The Electricity at Work Regulations 1989.

Procedures

1. General
 - 1.1 To comply with the Regulations all electrical equipment used on the premises will be given a unique identification number.
 - 1.2 A record book will be kept of all the equipment by the Safety Administrator.
 - 1.3 These records will be updated regularly in line with the inspections and maintenance carried out by a reputable contractor under a service contract.
 - 1.4 All the items will be checked on a regular basis and maintained in a safe condition and ready for use.
 - 1.5 Any new or used electrical equipment brought on to the premises will be tagged, logged and checked prior to being used (including private items brought in by the staff).

- 1.6 Should any item be deemed unfit to repair by the contractor, the Safety Administrator must be informed so that it can be removed from the register before disposal.

2. Isolation of Equipment

- 2.1 Before inspection or repair work on any electrical item, it will be necessary to effectively isolate it from the power supply.
- 2.2 Contractors must comply with 2.1. The method used to isolate will depend on the assessment made by the Contractor.

3. Monitoring

- 3.1 The Director will ensure all staff are trained and suitably instructed not to use damaged or defective items.
- 3.2 All employees should observe electrical equipment in use for signs of cable damage, loose plugs, sparks from light switches, cracked casings and overlong trailing cables.
- 3.3 Should any faulty equipment be observed it will be immediately reported to the Health and Safety Administrator who will take the item out of service until it is repaired or replaced by a competent person. Items which cannot be moved will be isolated and labelled e.g. DANGER – DO NOT USE.

All such actions will be recorded and the record kept alongside the Record Book (see 1.2).

4. Competent Persons

- 4.1 Staff must not attempt electrical repairs of any nature irrespective of how trivial the repair may seem.
- 4.2 The Association will ensure that the Service Contractors employed for inspection and repair work are competent within the terms of the Regulations and are members of recognised professional bodies.

5. Staff Procedures

- 5.1 Staff can assist in ensuring electrical safety within the organisation by:
 - 5.1.1 not overloading any power point by use of multi-point adaptors.

- 5.1.2 keeping high housekeeping standards around any electrical items such as wall heaters, photocopiers, VDU equipment etc.
- 5.1.3 not tampering with, removing or transferring marking labels on electrical items.
- 5.1.4 following all the guidelines outlined above and complying with the Association's electrical policy.

2.3 Machine Safety Policy

Purpose:

- 1) To ensure that any machinery used by employees on Association premises is safe and is safely maintained.
- 2) To ensure that contractors use safe equipment when work is being carried out on Association premises.
- 3) To ensure that both staff and contractors are aware of any hazards which may be caused by machinery.

Reference:

- 1) The Factories Act 1961.
- 2) The Health and Safety at Work Act 1974.
- 3) The Management of Health and Safety at Work Regulations 1992.
- 4) The Work Equipment Regulations 1992.

Procedures:

- 1) The Director will ensure that machines used in the office environment are accommodated in the workplace in a safe layout and safe condition.
- 2) Office layout will take account of spacing to allow safe access for operation, maintenance, cleaning or adjustments.
- 3) Lighting, either natural or artificial, should be sufficient to allow safe operation of the machinery.
- 4) Cables will be laid out such that a tripping hazard does not and cannot exist.
- 5) No machinery used on the premises of the Association will be used without the machine guards supplied by the manufacturer.
- 6) No new machinery will be installed by the Association unless it is fully machined guarded.

- 7) Machinery such as shredders or guillotines will only be used by trained personnel.
- 8) Machinery will be maintained in accordance with manufacturers recommendations.

2.4 Welfare Policy

Purpose:

- 1) To ensure that various sundry obligations placed on the Association by legislation is complied with.
- 2) To provide guidelines within which Association employees will endeavour to operate to comply with these guidelines.

References:

- 1) Workplace (Health, Safety and Welfare) Regulations 1992.
- 2) Health and Safety at Work Act 1974.
- 3) Factories Act 1961.
- 4) Management of Health and Safety at Work Regulations 1992.
- 5) The Offices, Shops and Railway Premises Act 1963.

Procedures

1. Alterations:
 - 1.1 The Association should not that prior to carrying out any alterations to their premises, all necessary licences, consents and notices must be obtained. (Advice should be obtained from an Architect.)
 - 1.2 If the building in question falls into a category to which the Fire Certificate (Special Premises) Regulations apply, notice will be given to the Health & Safety Executive.
 - 1.3 When proposing structural changes to the buildings, if at all practicable, consideration will be given to providing alternative means of escape with the exit route clearly marked.
2. Cleanliness:
 - 2.1 Section 4 of the Offices, Shops and Railway Premises Act 1963 requires that furnishings, furniture and fittings should be kept in a clean state. To comply, dirt and refuse will not be allowed to accumulate in the office accommodation.
 - 2.2 The floors will be washed or swept every week.

- 2.3 Sufficient toilets and sinks will be supplied, determined by the numbers of employees.
- 2.4 A supply of towels, soap and waste bins will be provided in the washrooms.
- 2.5 Where incinerators are not provided for sanitary napkins, alternative bins will be provided and emptied regularly.

3. Lighting:

- 3.1 As far as reasonably practicable, the Association will ensure that all work stations will have sufficient lighting.
- 3.2 Any areas which may expose the employees to danger, should lighting fail, will be provided with emergency lighting as far as reasonably practicable.

4. Work Stations:

- 4.1 All work stations will have sufficient area to comply with the Regulations. The “air space” area provided will not be less than the 11 cubic metres figure recommended in the Regulations.
- 4.2 Ventilation of these work stations will be adequate.
- 4.3 Temperatures will be maintained at reasonable levels i.e. not less than 16°C after the first hour of working. The upper level is not determined by legislation but should be maintained at a reasonable level.
- 4.4 It is recommended that all workplaces should have a thermometer prominently displayed, as a source of temperature information for all employees.

2.5 Safety Inspections

Purpose:

- 1) The Association, recognising that accidents may be caused by the absence of adequate management controls and that most accidents can be prevented, have introduced housekeeping and safety inspections as part of a risk control programme.
- 2) By scrutinising areas of the workplace, hazards will be identified and by doing so it will be possible to reduce the risk of accidents within the organisations.

References:

Successful Health and Safety Management HS (G) 65

Procedures:

1. Housekeeping Inspections
 - 1.1 Housekeeping inspections are part of the regular work load of line managers or safety committee members.
 - 1.2 Housekeeping inspections will normally be performed by one person, usually the Health & Safety Administrator.
 - 1.3 The workplace will be viewed on a routine basis to check that equipment and procedures are as they should be and that there are no exposed hazards. It is suggested that the inspection be carried out on a monthly basis.
 - 1.4 A checklist is available to assist the person doing the inspection consider most aspects of safety relevant to the office environment. (See Appendix 06.)
 - 1.5 Any non- conformance can be reported directly to the person who can respond and influence the required action.
2. Safety Inspections
 - 2.1 This is a formal inspection, planned in advance and undertaken by a team consisting of management and safety committee members.
 - 2.2 A schedule will be produced showing time, date and complement of each team and each team member will have a copy. The ideal complement is considered to be three persons.

- 2.3 Should a team member be unable to attend any inspection then a deputy must be nominated to make up the numbers.
- 2.4 The frequency of the safety inspections will be once every three months, coinciding with the three month accident report assembled for presentation at the Management Committee meeting.
- 2.5 This frequency may be changed depending on the accident record.
- 2.6 Should the team think that an inspection warrants remedial action and a repeat inspection is necessary, then this will be initiated by the team leader.
- 2.7 A Safety Inspection report and a checklist has been produced to assist the team and to record the inspection. The report records non-conformances observed and the actions required. (See Appendices 07 and 08.)

Subject	People
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SECTION 3

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3.1 Health & Safety Committee

Until such times as Linstone Housing Association creates an appropriate sub-committee, Health & Safety issues shall be the responsibility of the full management Committee.

Health and Safety shall be a standing item on the agenda of Management Committee meetings.

Purpose:

The Healthy & Safety Committee is part of the consultative process which exists within the Association to assist in the process of accident prevention and improvement of safety standards.

Membership:

The Safety Committee will normally have a complement of about five members and be chaired by a senior member of staff, the latter to show the Association's commitment to safety.

Safety Committee Members

- | | | |
|----|-------------------------------|-------|
| 1. | Director | ***** |
| 2. | Health & Safety Administrator | ***** |
| 3. | Union Representative | ***** |
| 4. | Management Committee Member | ***** |
| 5. | Management Committee Member | ***** |

* Insert names of committee members.

Objective and Functions

- 1) This will be as laid down in the Healthy & Safety Commission Booklet – Safety Representatives and Safety Committees ISBN 0 11 883954 4.
- 2) A copy of this booklet is issued to each member of the committee.

Frequency of Meetings

- 1) Initially it is suggested the frequency of meetings should be once per month. After implementation the frequency could be made less, subject to local agreement.

- 2) The date and time of meetings, for a twelve month period, will be drawn up in a schedule and publicised.
- 3) Members not able to attend will ask a deputy to attend on their behalf.
- 4) Extraordinary meetings can be called outwith the schedule.

3.2 First Aid Policy

Purpose:

- 1) To meet the duty imposed on the Association to ensure, so far as is reasonably practicable, the health and safety of all the employees.
- 2) To ensure that the Association complies with duties placed on it to provide adequate first-aid cover and to inform all employees of the arrangements made in connection with first-aid.

References:

- 1) The Health and Safety at Work Act 1974.
- 2) Health and Safety (First-aid) Regulations, 1981.

Procedures:

- 1) The Association will have an employee trained to fulfil a first-aid role. The training will be conducted at an external course run by (for example) St Andrew's Ambulance Association. A refresher course will be held every three years.
- 2) The name of the first-aider will be posted on the notice board alongside the Safety Policy statement together with a list showing the location of all the first aid boxes. It is intended to have a second employee trained as back up to cover any absence of the first-aider.
- 3) The contents of the first-aid boxes will be at least as listed in Section 7 and it will be the responsibility of the first-aider to maintain stocks.
- 4) All employees will be made aware of the availability of the first-aid facility and will inform the first aider if and when they require first-aid treatment.
- 5) New employees will learn of the first-aid procedures as part of their induction training.
- 6) When a contractor first enters the premises the induction course given will include the details of the first aid scheme.
- 7) Sufficient quantities of each item should always be available in every first aid box. These will normally be:
 - a) one guidance card *
 - b) X 20 individually wrapped sterile adhesive dressings of assorted size and

appropriate to the place of work

- c) X 2 sterile eye pads with attachments
 - d) X 6 individually wrapped triangular bandages
 - e) X 6 safety pins
 - f) X 6 medium size individually wrapped sterile unmedicated wound dressings (10cm X 8cm)
 - g) X 2 long sterile individually wrapped unmedicated wound dressings (13cm X 9cm)
 - h) X 3 extra large sterile individually wrapped unmedicated wound dressings (28cm X 17.5cm)
- * Can be purchased commercially or copied from the HSE Approved Code of Practice.

3.3 Accidents Reporting

Policy:

- 1) To ensure that the Association complies with the duty, placed on it by current legislation, to inform the appropriate authorities of any persons injured at work performed for, or on it's behalf.
- 2) To ensure an accurate record of all accidents is kept by the first-aider in the accident register. (see Appendix 09).

References:

- 1) The Health and Safety at Work Act 1974.
- 2) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR 95).

Definitions:

MAJOR injuries are considered as:

- ❖ broken bones in the skull, spine, pelvis, leg or arm
- ❖ amputation of any part of the body
- ❖ loss of sight in an eye or both eyes
- ❖ injuries received from an electric shock

DANGEROUS OCCURENCES are considered as:

- ❖ any electric short circuit or overload causing fire
- ❖ the collapse of any scaffold over five metres high
- ❖ the unintended collapse of any part of property belonging to the Association

MINOR injuries are considered as:

- ❖ small cuts and bruises
- ❖ strains or sprains to the arms, legs, back etc.
- ❖ foreign matter in the eyes such as dust
- ❖ any injury not resulting in absence from work

RIDDOR 1995

Under RIDDOR 95, immediate notification must be given to the Local Authority Environmental Health Dept. if any of the following occur:

1. The death of any person, whether or not they are at work, must be reported if it results from an accident arising out of or in connection with their work.
2. Any MAJOR injury as described in the list of major injuries above.
3. Any injury to a person who is not at work (e.g. a resident, member of the public, customer) must be reported if it:
 - a) results from an accident arising out of or in connection with work, and
 - b) results in them being taken to hospital from the premises where the accident occurred, by whatever means (e.g. taxi, private car or ambulance), for treatment in respect of the injury.
4. Any DANGEROUS OCCURRENCES as indicated above.
5. If any employee, as a result of an accident at work which was classed as a MAJOR injury, dies within one year of the date of the accident the Association must inform the enforcing authority as soon as they become aware of this fact.

N.B. The initial report of any of the above should be done by telephone followed within 10 days of the accident by a report on Form F2508 (01/96). (See below).

Accident Reporting:

- 1) All in house accident reports must be recorded by the first-aider in the Accident Register, whether MAJOR or MINOR in nature as defined by the aforementioned categories. (See Appendix 11.).
- 2) The register is retained in a closed file in recognition of the confidential nature of the subject.
- 3) All major injuries or dangerous occurrences are to be reported to the Director and Safety Administrator.
- 4) The Health & Safety Administrator after consultation with the Director will report under RIDDOR 95 to the Environmental Health Dept. using Form F2058 (01/96) after initially reporting the accident by telephone.

- 5) NOTE: any Major accident or Dangerous Occurrence involving gas must be reported to the local HSE Area Office.
- 6) The treatment of minor illnesses i.e. the administration of medicine or tablets, must not be carried out by the First-Aider unless he/she has been specifically trained to do so.
- 7) The First-Aider can diagnose a transfer to hospital as being necessary if this is not immediately obvious. This transfer may be achieved by taxi, private car or ambulance, which ever is considered to be the most expedient at the time.
- 8) After any accident investigation, an accident report form will be completed and filed by the Health & Safety Administrator. (See Appendix 10).

Note: Accident Reports will by their nature contain more information than the Accident Register and contain the finding of any accident investigation and recommendations.