



BEST Ltd Health & Safety Employer Information Pack

Contents

- Health and Safety Law - HSE Fact Sheet ISBN 978 0 7176 6350 7 04 09
- Health and Safety Five Steps to Risk Assessment - HSE Fact Sheet INDG163 rev2
- Health and Safety Incident at Work - HSE Fact Sheet MISC769
- INFO Health and Safety Advice for Supervisors 22.04.08
- INFO Health and Safety Guide to RIDDOR – Fact Sheet 06.08.08
- INFO Health and Safety Leptospirosis - Fact Sheet 25.01.08
- INFO Health and Safety Ladder Safety - Fact Sheet 02.12.08

Health and Safety Law

What you need to know



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All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report injuries, diseases and dangerous incidents at work to our Incident Contact Centre: **0845 300 9923**
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, phone our Infoline. We can put you in touch with the local enforcing authority for health and safety and the Employment Medical Advisory Service. You don't have to give your name.
HSE Infoline: **0845 345 0055** HSE website: **www.hse.gov.uk**

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

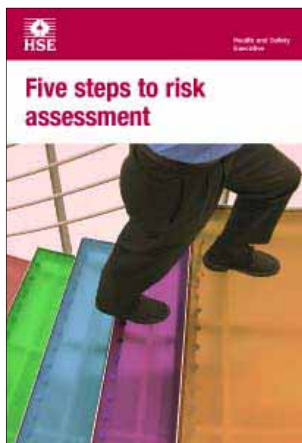
Employment rights

Find out more about your employment rights at:
www.direct.gov.uk

This pocket card is available in priced packs of 25 from HSE Books, ISBN 978 0 7176 6350 7.
A web version can be found at www.hse.gov.uk/pubns/law.pdf. The information in this pocket card is available in other formats.

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Five steps to risk assessment



*This is a web-friendly
version of leaflet
INDG163(rev2), revised
06/06*

This leaflet aims to help you assess health and safety risks in the workplace

A risk assessment is an important step in protecting your workers and your business, as well as complying with the law. It helps you focus on the risks that really matter in your workplace – the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip, or cupboard drawers are kept closed to ensure people do not trip. For most, that means simple, cheap and effective measures to ensure your most valuable asset – your workforce – is protected.

The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'. This guide tells you how to achieve that with a minimum of fuss.

This is not the only way to do a risk assessment, there are other methods that work well, particularly for more complex risks and circumstances. However, we believe this method is the most straightforward for most organisations.






What is risk assessment?

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

Accidents and ill health can ruin lives and affect your business too if output is lost, machinery is damaged, insurance costs increase or you have to go to court. You are legally required to assess the risks in your workplace so that you put in place a plan to control the risks.

How to assess the risks in your workplace

Follow the five steps in this leaflet:

-  **Step 1**
Identify the hazards
-  **Step 2**
Decide who might be harmed and how
-  **Step 3**
Evaluate the risks and decide on precautions
-  **Step 4**
Record your findings and implement them
-  **Step 5**
Review your assessment and update if necessary

Don't overcomplicate the process. In many organisations, the risks are well known and the necessary control measures are easy to apply. You probably already know whether, for example, you have employees who move heavy loads and so could harm their backs, or where people are most likely to slip or trip. If so, check that you have taken reasonable precautions to avoid injury.

If you run a small organisation and you are confident you understand what's involved, you can do the assessment yourself. You don't have to be a health and safety expert.

If you work in a larger organisation, you could ask a health and safety advisor to help you. If you are not confident, get help from someone who is competent. In all cases, you should make sure that you involve your staff or their representatives in the process. They will have useful information about how the work is done that will make your assessment of the risk more thorough and effective. But remember, you are responsible for seeing that the assessment is carried out properly.

When thinking about your risk assessment, remember:

- a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1 Identify the hazards

First you need to work out how people could be harmed. When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- **Walk around** your workplace and look at what could reasonably be expected to cause harm.
- **Ask your employees** or their representatives what they think. They may have noticed things that are not immediately obvious to you.
- **Visit the HSE website** (www.hse.gov.uk). HSE publishes practical guidance on where hazards occur and how to control them. There is much information here on the hazards that might affect your business.
- Alternatively, **call HSE Infoline** (Tel: 0845 345 0055), who will identify publications that can help you, or contact **Workplace Health Connect** (Tel: 0845 609 6006), a free service for managers and staff of small and medium-sized enterprises providing practical advice on workplace health and safety.
- If you are a member of a **trade association**, contact them. Many produce very helpful guidance.
- **Check manufacturers' instructions** or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective.
- Have a look back at your **accident and ill-health records** – these often help to identify the less obvious hazards.
- **Remember to think about long-term hazards to health** (eg high levels of noise or exposure to harmful substances) as well as safety hazards.

Step 2 Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (eg 'people working in the storeroom' or 'passers-by').

In each case, identify how they might be harmed, ie what type of injury or ill health might occur. For example, 'shelf stackers may suffer back injury from repeated lifting of boxes'.

Remember:

- some workers have particular requirements, eg new and young workers, new or expectant mothers and people with disabilities may be at particular risk. Extra thought will be needed for some hazards;
- cleaners, visitors, contractors, maintenance workers etc, who may not be in the workplace all the time;
- members of the public, if they could be hurt by your activities;
- if you share your workplace, you will need to think about how your work affects others present, as well as how their work affects your staff – talk to them; and
- ask your staff if they can think of anyone you may have missed.

Step 3 Evaluate the risks and decide on precautions

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

There are many sources of good practice – **HSE's website** (www.hse.gov.uk), **HSE Infoline** (Tel: 0845 345 0055) and **Workplace Health Connect** (Tel: 0845 609 6006) will all help.

So first, look at what you're already doing, think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible in the following order:

- try a less risky option (eg switch to using a less hazardous chemical);
- prevent access to the hazard (eg by guarding);
- organise work to reduce exposure to the hazard (eg put barriers between pedestrians and traffic);
- issue personal protective equipment (eg clothing, footwear, goggles etc); and
- provide welfare facilities (eg first aid and washing facilities for removal of contamination).

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen.

Involve staff, so that you can be sure that what you propose to do will work in practice and won't introduce any new hazards.

Step 4 Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after people and your business.

Writing down the results of your risk assessment, and sharing them with your staff, encourages you to do this. If you have fewer than five employees you do not have to write anything down, though it is useful so that you can review it at a later date if, for example, something changes.

When writing down your results, keep it simple, for example 'Tripping over rubbish: bins provided, staff instructed, weekly housekeeping checks', or 'Fume from welding: local exhaust ventilation used and regularly checked'.

We do not expect a risk assessment to be perfect, but it must be suitable and sufficient. You need to be able to show that:

- a proper check was made;
- you asked who might be affected;
- you dealt with all the significant hazards, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low; and
- you involved your staff or their representatives in the process.

There is a template at the end of this leaflet that you can print off and use.

If, like many businesses, you find that there are quite a lot of improvements that you could make, big and small, don't try to do everything at once. Make a plan of action to deal with the most important things first. Health and safety inspectors acknowledge the efforts of businesses that are clearly trying to make improvements.

A good plan of action often includes a mixture of different things such as:

- a few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place;
- long-term solutions to those risks most likely to cause accidents or ill health;
- long-term solutions to those risks with the worst potential consequences;
- arrangements for training employees on the main risks that remain and how they are to be controlled;
- regular checks to make sure that the control measures stay in place; and
- clear responsibilities – who will lead on what action, and by when.

Remember, prioritise and tackle the most important things first. As you complete each action, tick it off your plan.

Step 5 Review your risk assessment and update if necessary

Few workplaces stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. It makes sense, therefore, to review what you are doing on an ongoing basis. Every year or so formally review where you are, to make sure you are still improving, or at least not sliding back.

Look at your risk assessment again. Have there been any changes? Are there improvements you still need to make? Have your workers spotted a problem? Have you learnt anything from accidents or near misses? Make sure your risk assessment stays up to date.

When you are running a business it's all too easy to forget about reviewing your risk assessment – until something has gone wrong and it's too late. Why not set a review date for this risk assessment now? Write it down and note it in your diary as an annual event.

During the year, if there is a significant change, don't wait. Check your risk assessment and, where necessary, amend it. If possible, it is best to think about the risk assessment when you're planning your change – that way you leave yourself more flexibility.

Some frequently asked questions

What if the work I do tends to vary a lot, or I (or my employees) move from one site to another?

Identify the hazards you can reasonably expect and assess the risks from them. This general assessment should stand you in good stead for the majority of your work. Where you do take on work or a new site that is different, cover any new or different hazards with a specific assessment. You do not have to start from scratch each time.

What if I share a workplace?

Tell the other employers and self-employed people there about any risks your work could cause them, and what precautions you are taking. Also, think about the risks to your own workforce from those who share your workplace.

Do my employees have responsibilities?

Yes. Employees have legal responsibilities to co-operate with their employer's efforts to improve health and safety (eg they must wear protective equipment when it is provided), and to look out for each other.

What if one of my employee's circumstances change?

You'll need to look again at the risk assessment. You are required to carry out a specific risk assessment for new or expectant mothers, as some tasks (heavy lifting or work with chemicals for example) may not be appropriate. If an employee develops a disability then you are required to make reasonable adjustments. People returning to work following major surgery may also have particular requirements. If you put your mind to it, you can almost always find a way forward that works for you and your employees.

What if I have already assessed some of the risks?

If, for example, you use hazardous chemicals and you have already assessed the risks to health and the precautions you need to take under the Control of Substances Hazardous to Health Regulations (COSHH), you can consider them 'checked' and move on.

Getting help

If you get stuck, don't give up. There is a wealth of information available to help you. More information about legal requirements and standards can be found on our website at: www.hse.gov.uk, and in particular in our publications (available from HSE Books):

An introduction to health and safety: Health and safety in small businesses Leaflet INDG259(rev1) HSE Books 2003 (single copy free)

Essentials of health and safety at work (Fourth edition) HSE Books 2006
ISBN 0 7176 6179 2

Help is also available from Workplace Health Connect, a free service for managers and staff of small and medium-sized enterprises that provides practical advice on workplace health and safety. Tel: 0845 609 6006
Website: www.workplacehealthconnect.co.uk

Further information

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: www.hsebooks.co.uk (HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website: www.hse.gov.uk/pubns)

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hse.infoline@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

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

This leaflet is available in priced packs of 10 from HSE Books, ISBN 0 7176 6189 X. Single free copies are also available from HSE Books.

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Incident at work?

If you are an employer, self-employed or in control of premises, you have a duty to report some accidents and incidents at work under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

To report quickly, easily, and in confidence, **just call the HSE Incident Contact Centre (ICC) on:**

0845 300 9923

(Monday to Friday 8.30 am – 5.00 pm)

Our advisers will help you make a report over the phone. They will send you a copy of the completed form for your own records and you will have the opportunity to correct any errors or omissions. Your report will then be passed on to the relevant enforcing authority.

For more information about RIDDOR reporting or to report **online** or by **e-mail**, just visit www.hse.gov.uk/riddor/index.htm.

By post, Incident Contact Centre,
Caerphilly Business Park,
Caerphilly CF83 3GG

It's as easy as that!

You must report:

- deaths;
- major injuries;
- over-3-day injuries – where an employee or self-employed person 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;
- some dangerous occurrences – a near miss, where something happens that does not result in an injury, but could have done;
- CORGI-registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.

It is advisable to ring and report the incident as soon as possible, by calling the ICC. Alternatively, online or e-mail forms can also be completed 24 hours a day.

Deaths, major injuries and dangerous occurrences must be notified without delay, however only the following need to be notified out of normal working hours:

- fatal accidents at work;
- accidents where several workers have been seriously injured;
- accidents resulting in serious injury to a member of the public;
- accidents and incidents causing major disruption, such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

Over-3-day injuries must be reported within ten days.

For more information about reporting, visit www.hse.gov.uk/riddor/index.htm or call the ICC on **0845 300 9923**

HSE Infoline provides access to workplace health and safety information, guidance and expert advice, Tel: 0845 345 0055.

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HEALTH AND SAFETY ADVICE FOR SUPERVISORS

Page 1 of 2

The following information sets out some simple questions that supervisors of apprentices / learners can ask themselves as an aid to reduce the number of accidents in the workplace. It is intended to supplement the employers' formal health and safety training arrangements

The golden rule when supervising young people is DON'T ASSUME - CHECK!

Safety By Example

Check that you follow the correct safety procedures. Remember the example set by you will be seen as an acceptable way of working by a young person.

Supervision

Check that the level of supervision for your apprentice / learner is sufficient to ensure their safety all times.

A young person must not be allowed to use any tool or equipment unsupervised until you are satisfied they are competent. Some equipment and processes may have specific health and safety requirements, you may need to **CHECK**.

Prohibited Equipment

All apprentices are **Prohibited** from using the following equipment unless they are **fully trained** or **under direct supervision**:

- ➡ Fork Lift Trucks
- ➡ Dumper Trucks
- ➡ Circular Saws and Band Saws
- ➡ Guillotines (whether power operated or not)
- ➡ Grinding Machines
- ➡ Explosive Power Tools
- ➡ Oxy-Acetylene & Metallic Welding Equipment
- ➡ L.P.G Heating Equipment
- ➡ Threading Machines
- ➡ Power Tools
- ➡ Scaffolding, Mobile Towers, Ladders, Step & Trestles
- ➡ Lifting Equipment

Note: When using electrical equipment on site it must be 110 volt

HEALTH AND SAFETY ADVICE FOR SUPERVISORS

Page 2 of 2

Safety Rules

Have you **checked** that your apprentice / learner has been made aware of any prohibited activities on site, the location and the processes?

Safety Information

Have you **checked** that your apprentice / learner has received all the safety information provided by your employer and that they have read and understood it?

Emergency Procedures

Have you checked that your apprentice / learner knows what to do if an emergency arises and how to get help if needed? **CHECK** that he/she is aware of important features, e.g. escape routes, first aid points, power supply switches.

Accident Reporting

CHECK that your apprentice / learner understands the company accident reporting procedure and the need to report and record all accidents that occur at work.

Personal Protective Equipment

CHECK that your apprentice / learner knows when protective clothing, safety footwear and safety equipment must be worn or used and that they know how to use, adjust, store and replace it.

Hidden Problems

CHECK that your apprentice / learner has no physical disabilities or other problems that could affect his/her work, e.g. fear of heights, restricted of limbs, colour blindness or impaired hearing.

When Using Tools / Equipment

CHECK that your apprentice / learner is not using any tools or equipment until they have been properly trained.

CHECK that your apprentice / learner is aware of all of the dangers when operating equipment.

Knowing The Ropes

Check your apprentice / learner knows how to work safely, ask questions such as:

- ➡ "What is the first thing to do when.....?"
- ➡ "How do you check that.....?"
- ➡ "What would happen if.....?"
- ➡ "Why do we.....?"

Check that your apprentice / learner understands safe working practises, specific requirements and safety aspects of the work activities, e.g. **COSHH, Noise at Work, Entry into Confined Spaces, etc.**

HEALTH & SAFETY INFORMATION SHEET

Page 1 of 2

REPORTING OF INJURIES, DISEASE AND DANGEROUS OCCURRANCES (REGULATIONS 1995)

A GUIDE TO RIDDOR - WHAT MUST BE REPORTED!

Reportable Over Three Day Injuries:

- ! If there is an accident connected with work (including an act of physical violence) and any employee, or a self-employed person working on your premises, suffers an over-three-day injury you must report it to the enforcing authority within ten days. An over-3-day injury is one which is not "major" but results in the injured person being away from work, OR unable to do their full range of their normal duties for more than three days (this includes weekends, but not the day of the accident).

Reportable Major Injuries:

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

Reportable Dangerous Occurrences

- ! Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- ! Explosion, collapse or bursting of any closed vessel or associated pipe work.
- ! Failure of any freight container in any of its load-bearing parts.
- ! Plant or equipment coming into contact with overhead power lines.
- ! Electrical short circuit or overload causing fire or explosion.
- ! Accidental release of a biological agent likely to cause severe human illness.
- ! Malfunction of breathing apparatus while in use or during testing immediately before use.

The Priory, Stomp Road, Burnham, Buckinghamshire, SL1 7LW
Tel: 01628 607800 Fax: 01628 607801
Website: www.best-ltd.co.uk e.mail: best@best-ltd.co.uk

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HEALTH & SAFETY INFORMATION SHEET

Page 2 of 2

REPORTING OF INJURIES, DISEASE AND DANGEROUS OCCURRENCES (REGULATIONS 1995)

A GUIDE TO RIDDOR - WHAT MUST BE REPORTED!

Reportable Dangerous Occurrences - Continued

- ! Dangerous occurrence at a pipeline.
- ! Dangerous occurrence at a well (other than a water well).
- ! Unintended collision of a train with any vehicle.
- ! Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- ! Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- ! Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- ! Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.

The Following Dangerous Occurrences Are Reportable (Except In Relation To Offshore Workplaces)

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

Reportable Diseases Include

- ! Certain poisonings.
- ! Some skin diseases such as Occupational Dermatitis, Skin Cancer, Chrome Ulcer, Oil Folliculitis / Acne.
- ! Lung disease including: Occupational Asthma, Farmer's Lung, Pneumoconiosis, Asbestosis, Mesothelioma.
- ! Infections such as Leptospirosis, Hepatitis, Tuberculosis, Anthrax, Legionellosis and Tetanus.
- ! Other conditions such as Occupational Cancer, certain musculoskeletal disorders, Decompression Illness and Hand-arm Vibration Syndrome.

The Priory, Stomp Road, Burnham, Buckinghamshire, SL1 7LW
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Registered Office: Old Mansion House, Eamont Bridge, Penrith,
Cumbria, CA10 2BX / Registered No: 2793967 England



HEALTH & SAFETY INFORMATION SHEET

LEPTOSPIROSIS (WEILS DISEASE)

Important - Notes

- ➔ Leptospirosis *Icterohaemorrhagiae* or Weils Disease is a serious and sometimes fatal febrile illness generally transmitted to humans by contact with urine from infected rats. Even a small cut or puncture wound can transmit the bacteria.
- ➔ Anyone is at risk if exposed to rats or rat urine. The bacteria can enter the body through cuts and abrasions, through the lining of the mouth and through your eyes after contact with infected urine or contaminated water, such as in sewers, ditches ponds and even slow-flowing rivers.
- ➔ The illness can produce varying degrees of muscular pain and tenderness; congestion of the conjunctiva, haemorrhages of the skin and mucous membranes; and jaundice.

Important - Things To Remember

- ! Don't forget the best means of prevention is to ensure rats are not attracted in the first instance by removing waste food off site daily.
- ! Symptoms of the disease are flu-like; with persistent headache.
- ! Always wash your hands and forearms thoroughly with hot water using an antiseptic soap especially after contact with sewage or water contaminated by sewage.
- ! Wash your hands before eating or drinking (don't forget smokers; who often touch their lips).
- ! As an added precaution cover any cut or abrasion with a waterproof dressing prior to starting work.
- ! If an injury occurs during a work activity, thoroughly clean the wound with an antiseptic wipe and protect with a waterproof dressing.
- ! Visit your GP if you suffer from a cut or abrasion while working in a sewer, and inform them that you may have come into contact with rats.
- ! Report all injuries and accidents to your supervisor and ensure they are recorded.
- ! Rats can get anywhere; so there is always the risk that you may come into contact with rats' urine.
- ! Remember records must be kept of any information and instruction given to employees.

DON'T IGNORE IT! - IT CAN KILL YOU!

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LADDER & STEP LADDER SAFETY INFORMATION

Page 1 of 3

A GUIDE TO THE SAFE USE OF LADDERS & STEP LADDERS

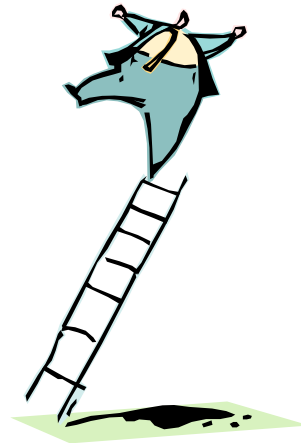
LADDERS "THE DO'S"

- ✓ Tie it at the top (around the stiles)
- ✓ Angle it at 1:4
- ✓ Check for damage
- ✓ Make sure it's long enough (1m or 5 rungs above landing)
- ✓ Make Sure it's on a solid base and tied and footed
- ✓ If possible avoid working off a ladder
- ✓ Make sure the area around the foot of the ladders is clear
- ✓ Ensure the wires are under the rungs
- ✓ Always have 3 point contact on ladder
- ✓ Use appropriate industrial grade ladders/steps
- ✓ **IF IN DOUBT, ASK!**



LADDERS "THE DON'TS"

- ✗ Use a ladder that is damaged
- ✗ Make a platform out of ladders
- ✗ Rest the ladder on the rungs
- ✗ Use metal ladders where there could be an electric current
- ✗ Carrying tools or materials up a ladder (use shoulder / tool belt)
- ✗ Use domestic grade ladders/steps



Where to find more information on using ladders safely:

Safe use of ladders and step ladders: An employers' guide INDG402 HSE Books 2005 (ISBN 0 7176 6105 9)

For further information on using ladders can be found at: <http://www.hse.gov.uk/falls/index.htm>

Or by contacting the Health & Safety Executive - HSE's Infoline

Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hse.infoline@natbrit.com

or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG

or visit the HSE website: www.hse.gov.uk

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LADDER & STEP LADDER SAFETY INFORMATION

Page 2 of 3

USING LADDERS SAFELY - LEANING LADDER

Preparing to use a leaning ladder

- ✓ Do a daily pre-use check (include ladder feet)
- ✓ Secure it
- ✓ Ground should be firm and level
- ✓ Have a strong upper resting point (not plastic guttering)
- ✓ Floors should be clean, not slippery

Using a leaning ladder

- ✓ Short duration work (maximum 15 minutes)
- ✓ Light work (up to 10 kg)
- ✓ Ladder angle 75° – 1 in 4 rule (1 unit out for every 4 units up)
- ✓ Always grip the ladder when climbing (3 point contact, grip styles not rungs)
- ✓ Do not overreach - make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task
- ✓ Do not work off the top three rungs – this provides a handhold



USING LADDERS SAFELY - STEP LADDERS

**“REMEMBER” THE USE OF STEP LADDERS IS PROHIBITED ON SOME SITES
ALWAYS CHECK WITH YOUR SUPERVISOR BEFORE USING THIS EQUIPMENT**

Preparing to use a step ladder

- ✓ Daily pre-use check (feet included)
- ✓ Ensure there is space to fully open
- ✓ Use any locking devices
- ✓ Ground should be firm and level
- ✓ Floors should be clean, not slippery

Using a step ladder

- ✓ Short duration work (maximum 15 minutes)
- ✓ Light work (up to 10 kg)
- ✓ Do not work off the top two steps (top three steps for swing-back/double-sided step ladders) unless you have a safe handhold on the steps
- ✓ Avoid side-on working
- ✓ Do not overreach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task



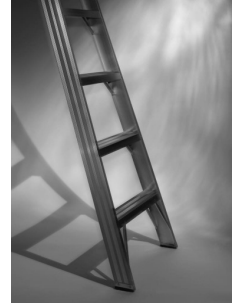
LADDER & STEP LADDER SAFETY INFORMATION

Page 3 of 3

USING LADDERS SAFELY - THING'S TO CONSIDER

Do you know what to look for?

- ! Missing, damaged or worn anti-slip feet on metal and fibreglass ladders
- ! Items stuck in the feet such as swarf, stones, grease or dirt, preventing the feet from making direct contact with the ground
- ! Mud, grease or oil either on the rungs or the stiles (the sides)
- ! Cracks in the rungs or stiles of the ladder
- ! Missing, broken or weakened rungs
- ! Missing or damaged tie rods
- ! Check metal ladders for cracked or damaged welds and missing or loose screws or rivets



When positioning a leaning ladder, what should you check for?

- ! Firm clean footing
- ! Avoid side and back slope angles
- ! Ladder angle is 75°
- ! Placement of the top of the ladder
- ! The ladder extends 5 rungs or 1m above the work area



What are the reasons people fall from leaning ladders and step ladders?

- ! The leaning ladder slipping either at the top or bottom
- ! The leaning ladder flipping over or coming away at the top
- ! Overstretching
- ! A fault with the ladder
- ! Slipping or loosing your footing
- ! Step ladder wobbles due to missing feet or not being opened correctly
- ! Step ladder being used side-on to the work task



When positioning a step ladder, what should you check for?

- ! All four feet are in contact with the ground
- ! Rungs facing the work activity
- ! Step ladder is the correct length
- ! Don't use the top two or three steps



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