

CUMBRIA COUNTY COUNCIL - WEBSITE

CUMBRIA FIRE & RESCUE SERVICE

AN EMPLOYERS GUIDE TO HEALTH AND SAFETY AT WORK

This guide has been produced to assist you in understanding Cumbria County's Health and Safety Procedures and to guide you through the answers to some common and frequently asked questions about Health and Safety at work.

1. RESPONSIBILITIES

The employer has both a moral and legal duty to ensure your safety whilst you are at work. Measures should be in place to ensure that you should not come to harm whilst you are carrying out your job.

Employees also have certain legal duties placed on them by the Health and Safety at Work Act, which you should be aware of. These are as follows;

You must take reasonable care for your own safety and that of others who could be affected by your actions.

You must use any machinery, equipment, substances and safety devices in accordance with any training or instructions given out by your employer.

It is an offence for any employee to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

Employers have a duty to report any shortcomings in health and safety arrangements even if these do not pose an immediate danger.

These requirements are placed on us by the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999.

2. INDUCTION

During the first few weeks of employment you should be inducted into the workplace. This should include welfare facilities such as (toilets, kitchen, etc), fire arrangements, first aid, accident reporting and safety procedures.

3. FIRE EMERGENCY PROCEDURES

Questions you should ask yourself;

Where are the exits.

What should I do if the fire alarm is activated.

What should I do if I discover a fire.
Where are the fire extinguishers, should I use them.
Where are the fire alarm call points.
What duties do I have in an emergency.

Regular staff training including fire evacuation drills should be carried out, and the results recorded in a log book. Any short comings should also be included in the entry into the log book. Any extra training ie to be a fire warden or first aider should be discussed with your Line Manager.

4. OTHER TRAINING

Display equipment. If you use display screen equipment eg. a P.C or laptop as part of your work you should have received a workstation risk assessment to ensure that the equipment you are using and your posture are not detrimental to your health and safety.

5. MANUAL HANDLING

Most of us will be carrying out manual handling tasks during the course of our work ie. stacking books, filing, carrying boxes, pulling or pushing trolleys etc. Your employer should have assessed the tasks and provided you with appropriate equipment and training which will allow you to carry out your tasks within safe limits so that you will not cause injury to yourself or anyone else.

6. ACCIDENTS

If you are involved in an accident at work then you should immediately report this to your manager who will complete an accident form. You should log it in the accident book as soon as practical after the accident.

Employees have a legal duty to report certain types of incidents to the Health and Safety Executive. These include fatalities, loss of limb, dangerous occurrences such as scaffolding collapsing, also any injury which results in the employee being off work for more than three days. Certain work related diseases should also be reported.

Near misses should also be reported to your Line Manager. You should also report all incidents of violence and aggressive behaviour towards you. (verbal or physical).

7. REPORTING DANGERS

If you see anything whatsoever that you feel is posing a Health and Safety risk or see someone carrying out a task unsafely including contractors who may be working at your site, then you have a duty to report this to your Line Manager or supervisor. Also if you have a concern for your own safety or that of your colleagues you should immediately report this to your Line Manager. If they are not aware of a problem they cannot do much to resolve it.

The Management of Health and Safety Regulations.

8. RISK ASSESSMENT

1. Every employer shall make a suitable and sufficient assessment of;

- a) the risks to the health and safety of his employees.
- b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

The employer should review the risk assessment whenever.

- a) the assessment is no longer valid or
- b) there has been a significant change in the matters to which it relates.

Where the employer employs five or more employees, he shall record;

- a) the significant findings of the assessment, and
- b) any group of his employees identified by it as being especially at risk.

9. HEALTH AND SAFETY ARRANGEMENTS

Every employer shall make arrangements as to the effective planning, organisation, control, monitoring and review of the protective and preventative measures.

Every employer should ensure that his employees are provided with appropriate health surveillance

Health and Safety Assistance

Every employer may appoint one or more competent persons to assist him carrying out all undertakings to comply with the regulations.

The employer shall ensure that;

- a) any person not in his employment,
 - i) is informed of all facts known by or suspected by him,
 - ii) has access to all information, and.
- b) any person appointed by him is given such information about any person working in his undertaking who is:-
 - i) employed by him if fixed term contract or
 - ii) employed in an employment business.