

# M3.23 managing health and safety at work

[Business](#), [Risk Management](#)



**M3. 23 MANAGING HEALTH AND SAFETY AT WORK** Health and safety legislation The two most important pieces of health and safety legislation affecting educational establishments across the UK are the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met by all, to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The Health and Safety at Work, etc Act 1974 The main piece of legislation affecting the management of health and safety in educational establishments across all sectors is the Health and Safety at Work, etc Act 1974 (HSWA). This Act provides a framework for ensuring the health and safety of all employees in any work activity. It also provides for the health and safety of anyone who may be affected by work activities in eg pupils/students and visitors to educational sites, including parents and contractors. Employers and employees (as well as manufacturers, suppliers and the self-employed) must comply with the duties set out in the Act, which are summarised as follows. - Places a duty on employers to ensure the health, safety and welfare of employees as far as is reasonably practicable. It also requires employers to consult with trade union safety representatives on matters affecting health and safety in the workplace. Moreover, employers of more than five people must prepare a written health and safety policy and bring it to the attention of employees. - Requires employers to ensure that non-employees (eg pupils/students) who may be affected by work activities are not exposed to risks to their health and safety. Where young or

vulnerable persons may be affected, the duty of care is greater. - Places a duty on anyone responsible for the workplace to ensure that the premises, plant and machinery do not endanger the people using them. - Requires employers to prevent and control harmful, noxious or offensive emissions into the atmosphere. - Places duties on designers, manufacturers and suppliers to ensure that articles and substances are safe for use. - States that it is the duty of every employee while at work to take reasonable care of him or herself and of any other person who may be affected by his or her actions. This section also requires employees to cooperate with their employer in relation to health and safety issues. - Requires employees not to interfere with or misuse anything provided in the interest of health and safety. The Management of Health and Safety at Work Regulations 1999 The main requirement of the Management of Health and Safety at Work Regulations is that employers must carry out risk assessments to eliminate or reduce risks. Employers with five or more employees need to record the significant findings of a risk assessment - it is not necessary to record risk assessments for trivial or insignificant risks. In addition, employers also need to: - make arrangements for implementing the health and safety measures identified as necessary by risk assessments - monitor and review those arrangements - appoint people with sufficient knowledge, skills, experience and training to help them to implement these arrangements - set up emergency procedures and provide information about them to employees - provide clear information, supervision and training for employees and ensure that suitably competent people are appointed who are capable of carrying out the tasks entrusted to them - work together with any other employer(s)

operating from the same workplace, sharing information on the risks that other staff may be exposed to, eg cleaning, catering or maintenance contractors - take particular account of risks to new and expectant mothers.

Two duties the law imposes

**Duty 1** The law imposes on you is to manage the health and safety risks in your workplace. Managers and all the team have to take responsibility for their own and the customers Health and safety in the workplace Risk assessments need to be put place and adhered to on a regular basis. A risk assessment is not about creation huge amounts of paperwork, but rather about identifying sensible measures to control the risk in your workplace.

**Duty 2** All employees have to be consulted about this matter. This can be done either on a formal or informal basis ie team meetings or one to one. Consultation is a two way process, allowing staff to raise concerns and influence decisions on the management of the health and safety. A manager's responsibilities are as follows:

- Ensure that all statutory requirements for health and safety at work are complied with, together with the Trust's safe work practices, where these apply.
- Ensure that all employees are inducted and instructed or trained in safe methods of work and emergency procedures as soon as possible.
- Ensure that any specific duties allocated in accordance with local safety arrangements are carried out.
- Establish and maintain adequate safety planning, management and monitoring system for the areas of their control or where identified in their own local safety arrangements.
- Set a good example in their own safe working behaviours.
- Be aware of the trusts health and safety policy and local safety arrangements.
- Have a sound knowledge of all statutory health and safety requirements applicable to the work being done.
- Ensure that all

employees under their control have received sufficient information, instruction and training in relevant safe working methods. - Identify staff requiring special attention, such as under18s, pregnant workers or anyone requiring a personal emergency evacuation plan. - Carry out any regular checks required, to monitor safety standards. - Report any safety shortfalls or problems to managers. A Competent Person As an employer, you must appoint someone who is competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety. Every employer shall, appoint one or more competent persons to assist them in undertaking the measures they needs to take to comply with the requirements imposed upon them under UK health and safety legislation. The Health and Safety Executive define a competent person as someone who has sufficient training, experience and knowledge and other personnel qualities that will allow them to assist you effectively in your health and safety responsibilities. The level of competence required will depend on the complexity of the situation and the particular help you need. Ideally you would source a health and safety consultant that would be familiar with your industry and have the necessary academic health and safety qualifications to fulfill his duties in-line with current legislation and industry best practise. Identify two ways you can provide H&S information As a Duty Officer my responsibilities are providing information, instruction and training on health and safety to my team. I ensure employees have clear expectations on their role. - I do this initially when inducting new employees to the organisation. I share information using the health and safety guide. - I provide relevant information through the Tool

Box Training sessions. There are 12 modules which all staff are required to complete. I clarify any issues through discussions. I maintain training records so that I can ascertain when employees are required to complete any refresher training. For each employee you should keep a record of any training that you have given or supplied them. This is essential to comply with Health and Safety legislation as in the event of an serious accident the HSE and the insurance company will need to see evidence of what training has been carried out and the appropriateness of this training with each employee. All training records should be kept up to date and any training provided reviewed on a regular basis. The expertise available to me in my organisation would be as follows: - Sharon Crouch - Duty manager - John Mattson Business Development Manager - Right Directions ( Joe Ryan) Risk Assessment

- Sports Hall floor cleaned daily in accordance with the cleaning schedule. This is done by daily checks of the building every 4 hours.
- Area checked regularly by staff. This is done in a accordance with the daily check sheet.
- First aider available on site throughout opening hours.

All staff are first aid qualified.

- See First Aid procedure
- First Aid supplies available. First aid supplies always checked and refilled as needed.
- See Accident & Incident Reporting procedure
- Accidents recorded on Accident Report Forms corrodng to Health and Safety
- All spillages cleaned up immediately this is done by cleaner or other members of staff. Signage always in place to let customers know of wet areas
- Areas checked after usage. This is done to ensue that the area is ready for the next session.
- Area checked regularly by staff — immediate action taken to clean up any wet patches

Environmental responsibilities Introduction You have a legal

responsibility for the impact your business has on the environment. For example, it's up to you to ensure that your waste is treated and disposed of properly. Going beyond environmental compliance can also bring business benefits. Many businesses have realised that acting in a socially and environmentally responsible way is more than just a legal duty. It affects your bottom line and the long-term success of your business. Due the new refurbishment of the building, there have been a number of environmental changes. Electricity The Facility / Service Manager will ensure that: Ĩ,§ All facilities will ensure that they have a system for switching off lights in areas not required Ĩ,§ Ideally lighting in infrequently used rooms and cupboards shall be controlled by movement sensors, saving energy when the room is not in use. Ĩ,§ Air conditioning shall be thermostatically controlled, saving energy when not required. All air conditioning units should be switched off when not in use. Ĩ,§ All equipment such as computers, photocopiers etc shall be switched off when not in use. Ĩ,§ On opening the building, only turn on those lights that are essential. Ĩ,§ Wherever possible have external lights on timer switches or light sensitive modulator. Ĩ,§ Where presence detectors are not in place, place signs next to light switches reminding staff and customers to switch off each time a room or store cupboard is no longer in use. Ĩ,§ Keep lights switched off in areas where and when natural light is sufficient. Ĩ,§ Low energy lighting to be used wherever possible. Ĩ,§ Switch off all fitness equipment overnight. Ĩ,§ Keep windows and doors closed when air conditioning systems are in use. Ĩ,§ Air conditioning units to be switched off in rooms at the end of activities. Gas The Facility / Service Manager will ensure that: Ĩ,§ Hot water shall be thermostatically controlled for various

areas ie. water taps and showers, saving energy when temperatures are achieved. § Boilers shall be synchronised for even and economical use. Not all boilers run together. § Heating in infrequently used areas shall be kept to a minimum for comfort saving energy. Controlled by the BMS system. Water

The Facility / Service Manager will ensure that: § Water from showers and hand basins - waste avoided by taps which switch off automatically after a pre-determined time period. Ideally all sites should have push button taps § All toilet cisterns shall be fitted with a timing device to avoid wastage. § Ensure water leaks, dripping taps, faulty showers and urinal systems are reported and remedied as soon as possible. § Where available, maximise the potential of the Building Management System (BMS) to ensure effective control of systems at all times. § Where available ensure effective use and maintenance of all borehole systems. § Descale shower heads regularly to maintain efficiency. Ensure boilers are maintained as per the maintenance schedule and sequenced to maximise efficiency. Recycling

The Facility / Service Manager will ensure that: § Photocopy double sided wherever possible. § Recycle paper and use for scrap notes. § Print documents double sided wherever possible. § Only print emails where necessary. § Avoid sending blank fax headers, particularly when faxing other Centres. § Reformat computer discs. § Dispose of all chemicals as per the manufacturer's instructions. § When ink cartridges need replacing, remove, shake and replace before fitting a new one. § Maximise recycling opportunities where possible for card board, paper, cans, plastics, glass, ink cartridges, batteries, cooking oil etc