



Staff Health & Safety Induction Presentation



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Legal Responsibilities





Legal Responsibilities

Employers Duties

Section 2 of the **Health and Safety at Work Act, etc. 1974**, requires that suitable information and training be provided

Regulation 10 of the **Management of Health and Safety at Work Regulations** requires employers to provide relevant information to new members

YOUR duties

Section 7 of the **Health and Safety at Work Act, etc. 1974** requires that **YOU** take reasonable care of yourself and others and co-operate with your employer

Regulation 13 of the **Management of Health and Safety at Work Regulations** requires **YOU** to follow instructions and training given by your Employer

Fire Arrangements





Fire Arrangements

Fire Action Procedure

On discovering a fire

- Operate the nearest fire alarm call point (break glass)

On hearing the fire alarm

- Evacuate the building using nearest fire exit route
- Proceed to the Assembly Point in **complete for site**
- DO NOT take personal risks
- DO NOT stop to collect personal belongings
- DO NOT use lifts
- DO NOT re-enter the building until authorised to do so

Fire Arrangements

Break Glass Units



Manual Fire Alarm Call Point

On discovering a fire - break the glass



Manual Door Release Point (if applicable)

Emergency door release - break the glass

Fire Arrangements

Fire Exits and Fire Escape Stairs

Add your Ground Floor plan



Add this sign on your plan where the fire exits are.

Fire Arrangements

Primary Assembly Point Plan

Add your plan



Add this sign on your plan where the Assembly point is.



Fire Arrangements

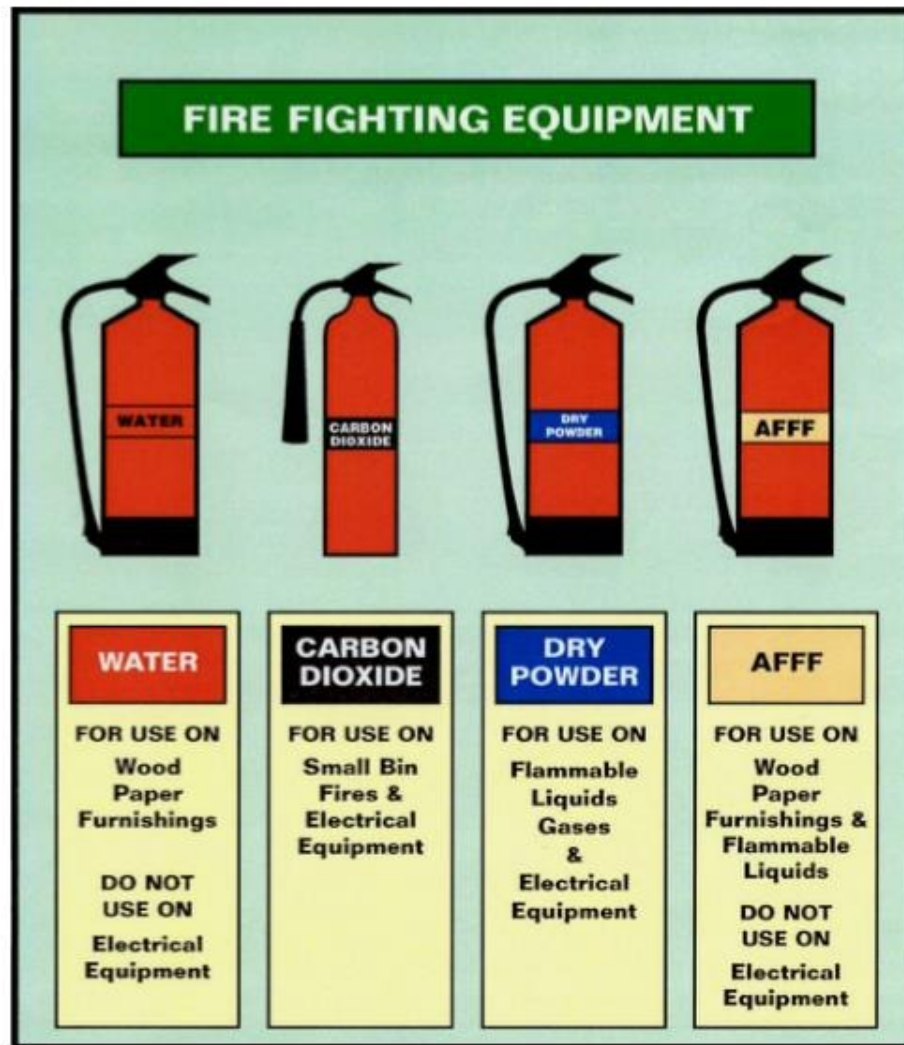
Alarm Tests

Continuous Fire Alarm Test

This is carried out every (complete for site)

Fire Arrangements

Fire Extinguishers





Fire Arrangements

General Fire Prevention

All staff should be familiar with the methods of fire prevention as detailed below:

- Should a member of staff consider that something or someone presents a fire risk within the building, they should report the matter
- Staff should not allow the accumulation of large amounts of combustible materials around workplaces, escape routes or in lift lobbies
- Staff should not obstruct fire escapes, fire exits or any fire-related equipment
- Staff should not obstruct ventilation grills on electrical equipment
- Staff should ensure that self-closing fire/smoke doors are not wedged in the open position
- Staff should observe the smoking policy for the building
- Staff should maintain as best as possible a clear desktop policy to prevent the rapid spread of fire should it occur

First Aid





First Aid

All accidents, near misses and dangerous occurrences that involve, or may be attributed, to a **Company Name** employee must be reported by **complete for site**.

Accidents must be recorded in the Accident Book provided.

Ensure you know:

- Who the First Aiders are
- Where the First Aid boxes are
- Where the Accident Book is kept

Certain accidents and dangerous occurrences have to be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Control of Substances Hazardous to Health Regulations (COSHH)





Control of Substances Hazardous to Health Regulations (COSHH)

Employers must:

- Assess the risk to health arising from the work and what precautions are needed
- Introduce appropriate measures to prevent or control the risk
- Ensure that control measures are used and that equipment is properly maintained and procedures observed
- Inform, instruct and train employees about the risks and the precautions to be taken

Employees must:

- Adhere to any system of work, training and information given



Control of Substances Hazardous to Health Regulations (COSHH)

Inventory

A chemical inventory has been produced detailing the chemical name, trade name (if applicable), use, Safety Data Sheet Reference number and storage area.

Safety Data Sheets

All chemicals used must have a corresponding COSHH Safety Data sheet supplied.

These sheets must be kept wherever chemicals are stored and have a master copy.

These sheets should not be removed (unless in an emergency). Staff are advised to read the information provided for all the chemicals before they are used, in particular the section specifying First Aid measures and Exposure Controls/Personal Protection.



Control of Substances Hazardous to Health Regulations (COSHH)

Storage

Chemical stores must be kept locked when not in use.

Labels

All chemicals should have a label giving basic information about the chemical. If no label is present, do not touch it and inform your line manager.

Personal Protective Equipment

The COSHH Safety Data Sheets will specify what PPE should be worn when handling chemicals.



Control of Substances Hazardous to Health Regulations (COSHH)

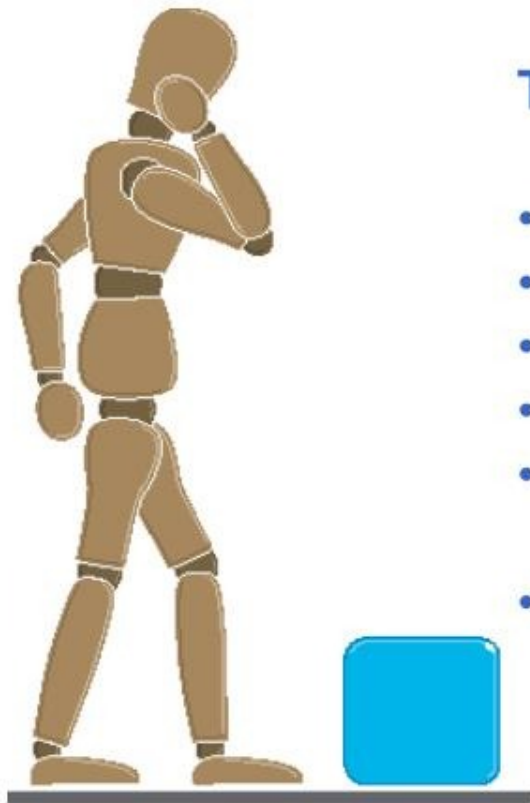
General precautions include:

- Wear PPE appropriate to the task
- Clean and store PPE after use
- Cleaning stores/cupboards must be kept locked when not in use
- Store chemicals according to labels on shelving
- Wash hands after using chemicals
- Ensure lids/caps are on bottles/containers when not in use
- Rinse all cleaning equipment after use e.g. mops, buckets, cloths
- Dilute and use chemicals as per manufacturers instructions
- Display warning signs
- NEVER mix chemicals
- Deliveries of chemicals must be removed to store immediately
- NEVER decant chemicals into unmarked containers

Manual Handling Operations Regulations



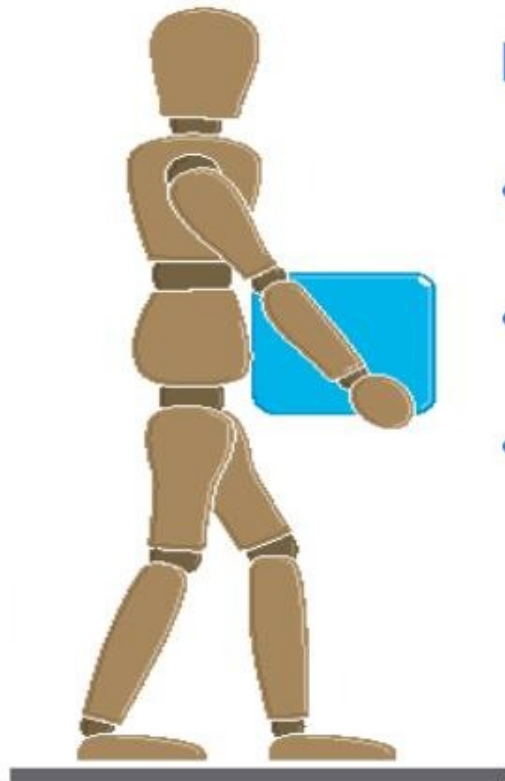
Manual Handling Operations Regulations



Think before lifting/handling

- Plan the lift
- Can handling aids be used?
- Where is the load going to be placed?
- Will help be needed with the load?
- Remove obstructions such as discarded wrapping materials
- For a long lift, consider resting the load midway on a table or bench to change grip.

Manual Handling Operations Regulations



Keep the load close to the waist

- Keep the load as close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Manual Handling Operations Regulations

Adopt a stable position



- The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).
- You should be prepared to move your feet during the lift to maintain your stability.
- Avoid tight clothing or unsuitable footwear, which may make this difficult.

Manual Handling Operations Regulations

Get a good hold

- Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good position

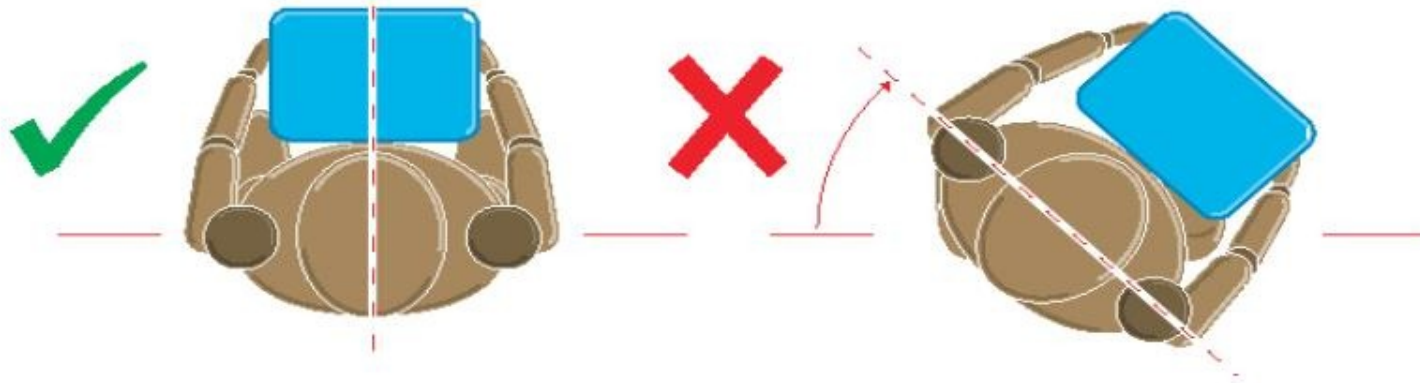
- At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting

- This can happen if the legs begin to straighten before starting to raise the load.



Manual Handling Operations Regulations



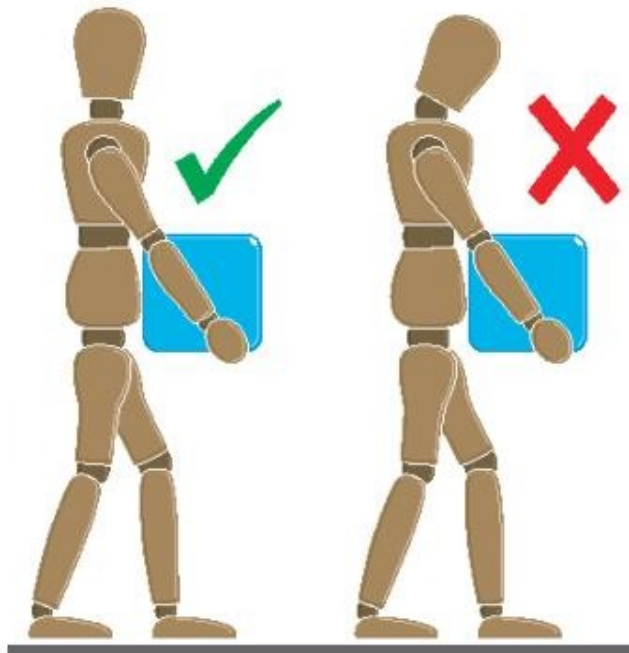
Avoid twisting the back or leaning sideways

- Especially while the back is bent. Shoulders should be kept level and facing the same direction as the hips.
- Turning by moving the feet is better than twisting and lifting at the same time.

Manual Handling Operations Regulations

Keep the head up when handling

- Look ahead, not down at the load, once it has been held securely.



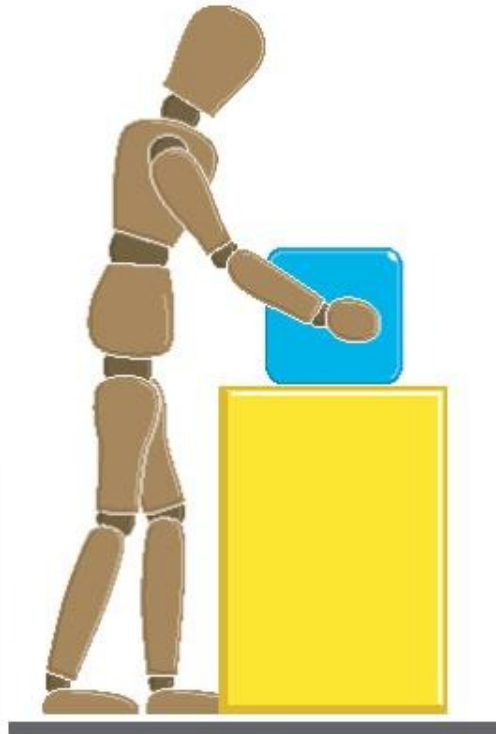
Move smoothly

- The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed

- There is a difference between what you can lift and what you can safely lift. If in doubt, seek advice or help.

Manual Handling Operations Regulations



Put down, then adjust

- If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Personal Protective Equipment Regulations





Personal Protective Equipment

Regulations

Personal Protective Equipment

Personal Protective Equipment (PPE) has been provided for use and must be kept clean, damage free and stored appropriately.

The following are provided:
(delete as applicable)

Gloves
Goggles
Masks
Boots
Hard hats
Bump caps
High visibility jackets
Ear defenders
Face shields
Respirators
Aprons

Safety Signs



Examples of Safety Signs



Warning
(danger, caution, beware)

These signs give warning
of a hazard or danger



Safe Condition
(the safe way)

These signs indicate fire exits or
first aid/rescue equipment



Mandatory
(MUST DO)

These signs prescribe specific
behaviour that must be taken



Prohibition
(DO NOT DO)

These signs prohibit behaviour likely
to increase or cause danger



Fire Sign
(fire equipment)

These signs indicate
the location of fire fighting equipment

General Building Arrangements





General Building Arrangements

Maintenance & Housekeeping

Report housekeeping (breakages & spillages etc.) and maintenance (lights out & blocked toilets etc.) immediately by **complete for site**

Smoking Arrangements

Smoking is not permitted within the building.

The smoking area is located **complete for site**



General Building Arrangements

General Health & Safety Guidance

Report spillages & breakages immediately

Use a lid when carrying hot drinks

Hold the handrail on stairs

Keep walkways clear at all times

DO NOT carry loads which obstruct your vision

Avoid cables running across floors

Avoid storing items above head height

NEVER stand on a chair to reach items

Security Arrangements





Security Arrangements

General Security Arrangements

You must wear your ID security pass and ensure it is readily visible at all times.

ID passes must be returned and reported immediately if lost or stolen

Access Control System monitors and records your movement around the site

CCTV System monitors and records all events around the site

Security Arrangements

Security Alert Procedures

Suspicious package

If a member of staff discovers a suspicious package or vehicle in the vicinity of the building, the following procedure should be followed:

- Do not touch it
- Move other people away from the object
- **Contact relevant person dictated by local arrangements (complete for site)**

Telephone Threat

If any member of staff is in receipt of a telephone threat they should carry out the following actions:

- Obtain as much information as possible:
 - Location of the security threat
 - Type of threat (e.g. bomb)
 - Time set for detonation
 - Description of explosive or container
- Any information that may be of use to the Police:
 - Gender of caller
 - Regional Accent
 - Age
 - Any background noises etc.

This information ideally should be written down.

- Limit the numbers of staff who need to be informed of this incident to a minimum.
- **Contact relevant person dictated by local arrangements (complete for site)**



Security Arrangements

Visitor Arrangements

The host is responsible for supervising all visitors including escorting them to and from reception

Inform Reception of the name, company, host, date and time of your visitor



Staff Health & Safety Induction Presentation

The End