

Good Practices

- Slips and trips
- Working at height
- Manual handling
- Violence and aggression
- Staff working alone
- Workplace transport
- Machinery safety



Slips and Trips

Slips and Trips are the biggest cause of accidents in any business.

Safety point	Why?	What do you do?
<p>Floors, walkways and traffic routes should be constructed of suitable materials and well maintained. For example if the floor is likely to get wet, then suitable slip resistant flooring should be used.</p>	<p>Unsuitable, uneven or damaged floor surfaces can cause staff and members of the public to slip or trip causing injury.</p>	<p>Floors and walkways are checked by:</p> <div data-bbox="802 398 1465 533" style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>Floors and walkways are checked every:</p> <div data-bbox="802 600 1465 779" style="border: 1px solid black; height: 80px; width: 100%;"></div>
<p>Floors, walkways and traffic routes should be kept clear, and free from obstruction.</p>	<p>People can fall over boxes or trip on trailing cables.</p>	<p>Damage, trip hazards and poor housekeeping should be reported to:</p> <div data-bbox="802 880 1465 1126" style="border: 1px solid black; height: 110px; width: 100%;"></div>
<p>Spillages should be cleaned up immediately and staff should know what to do when spillages happen.</p>	<p>People can slip and injure themselves on wet and slippery floors.</p>	<p>Our procedure for dealing with spillages is:</p> <div data-bbox="802 1198 1465 1361" style="border: 1px solid black; height: 73px; width: 100%;"></div>
<p>Floors should be cleaned with the correct materials and equipment.</p>	<p>Using the wrong cleaning materials can cause the floor to become more slippery or damage the floor.</p>	<p>Our materials and where they should be used are listed on the next page.</p>
<p>Staff should wear suitable footwear depending on what their job involves.</p>	<p>Staff working in areas where the floor cannot be kept dry are more likely to slip and should wear slip resistant footwear. If provided with non slip footwear staff should make sure they wear it.</p>	<p>Our policy on footwear is:</p> <div data-bbox="802 1709 1465 1980" style="border: 1px solid black; height: 121px; width: 100%;"></div>

Working at Height

Falls from height remain the most common kind of workplace fatality and can easily be prevented by taking simple precautions.

Safety point	Why?	What do you do?
<p>All work at a height where an injury can occur, needs to be assessed by law.</p> <p>If you employ contractors who work at height, you must tell them of any access problems or other problems which could affect their safety.</p> <p>If you employ more than 5 people, your assessment must be recorded.</p>	<p>If you don't assess the work properly then some safety issues could be ignored and ultimately contribute to a fall from height.</p> <p>If a contractor has an accident and it was caused because you had not told them of any problems, then you may be liable. In addition, if you see them doing something you believe is dangerous, you must inform them.</p> <p>The law requires that the assessment must be recorded if you employ more than 5 persons.</p>	<p>Does any work on your premises involve working at height? ie changing lightbulbs, storing items on high level shelving Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you carried out an assessment? (Next page) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If not, what have you done?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

Safety point	Why?	What do you do?
<p>Working from ladders can be justified if a suitable assessment is carried out as long as:</p> <ol style="list-style-type: none"> The work from a ladder is for short duration only. (30mins max) The equipment used from the ladder is lightweight. (10kg max) Three points of contact must be maintained throughout the work. (Unless very briefly ie changing a light bulb) 	<ol style="list-style-type: none"> Concentration levels are reduced the longer a person works up a ladder. Additional weight causes unstable working conditions and extra stress on the ladder. To ensure maximum stability and eliminates overstretching. 	<p>Ladders are stored away in a safe place. Where <div style="border: 1px solid black; height: 20px; width: 100%;"></div></p> <p>Ladders are regularly checked for defects. By <div style="border: 1px solid black; height: 20px; width: 100%;"></div></p> <p>The ladder is suitable for the task. Agreed by <div style="border: 1px solid black; height: 20px; width: 100%;"></div></p> <p>You employ a contractor to do work at height where a risk assessment cannot justify the task in hand. Agreed by <div style="border: 1px solid black; height: 60px; width: 100%;"></div></p>

What else do I need to make sure?

- Anyone using ladders or kick stools must be suitably capable and fit enough.
- Anyone using ladders must be competent enough to do the work and to use the ladder.
- Leaning ladders must be suitably secured to prevent slipping or toppling.
- Suitable footwear must be worn when using ladders.
- Always move the ladder, never overstretch.

Generic Risk Assessment Guidelines for using ladders

Name of person completing assessment:.....

ACTIVITY: Using ladders for access or as a work place for cleaning, maintenance, painting, decorating, ceiling work, electrical work, plumbing, inspections, garden work etc.

Most common hazards

OVERREACHING	SIDEWAYS LOADING e.g Drilling	LOSING BALANCE
1. Ladder becomes unstable 2. User or tools could fall 3. User or tools could strike a person below	1. User pushes himself & steps off balance & falls 2. User, ladder or tools could strike persons below	1. User loses balance 2. User grabs ladder & becomes unstable 3. User, ladder or tools fall 4. User, ladder or tools strike persons below

People at risk: Users and others on site

Control measures (All responses must be 'Yes')

Is the ladder strong enough for the task?	YES/NO
Is the ladder suitable for the task?	YES/NO
Is the ladder capable of reaching the required height?	YES/NO
Has the ladder been inspected for damage before use and considered safe?	YES/NO
Can the ladder be positioned safely without slipping or falling?	YES/NO
Is footwear suitable for working on a ladder?	YES/NO
Will only one person be working on the ladder?	YES/NO
Is the person using the ladder competent and fit?	YES/NO
Ground conditions: (are they firm, level & stable?)	YES/NO
Do weather conditions allow safe use of the ladder? (e.g. wind, rain, snow, ice, temperature & sun)	YES/NO
Will duration of the task without a break be less than 30 minutes?	YES/NO
Has the risk of electrical shock been considered? (e.g. no LIVE electrical conductors within a dangerous proximity)	YES/NO
Is it possible to carry materials, equipment & tools, climb the ladder & work safely whilst maintaining a handhold?	YES/NO
Can the ladder be positioned to avoid overreaching & sideways-on working?	YES/NO
Is the working area around the ladder cordoned off to protect members of the public & other personnel?	YES/NO

In view of the response to the 'Control Measures' above, a ladder is suitable for the task in hand.

SIGNATUREDATE

Manual Handling

Moving loads using physical force is called manual handling. It causes nearly a third of all reportable accidents. Manual handling activities should be avoided where possible and risk assessments done wherever they have to be carried out. Any manual handling should be made safer by adopting suitable controls.

What is manual handling?

Manual handling is the use of the body to lift, carry, push or pull a load.

List any significant manual handling tasks here:

You should complete the manual handling assessment form on the following pages for each identified task.

What injuries are caused by manual handling?

Manual handling can cause injury in the short term through accidents, or longer term damage from bad handling techniques.

Short term injuries include bruises, cuts, hernias, sprained and inflamed tendons, sprained ligaments, ruptured discs, trapped nerves, and crushed fingers and feet and broken bones.

Longer term damage often leads to persistent back injuries.

How do I plan effective manual handling procedures?

You need to consider four factors:

1. the nature of the **task** itself;
2. the weight and type of **load** being moved;
3. the ability of the **individual** person carrying out the task;
4. the **environment** in which the activity is being carried out.

How can we prevent injuries from occurring?

AVOID – The most effective way of preventing injuries is to remove the hazard— i.e. remove the need to carry out any manual handling. For example you may be able to use an automated aid such as a trolley or lift. Any alternative means of moving objects must also be assessed and controlled to ensure that they do not cause any new significant hazards.

ASSESS – Any manual handling tasks that cannot be avoided must be properly assessed to ensure that remaining risk factors are all reduced by using adequate controls. You can photocopy the Activity assessment sheets for each task identified.

REDUCE – Can loads be made smaller, can lifting distances or heights be reduced, should some tasks be done by two people, what action can you take to lessen manual handling tasks?

MANUAL HANDLING ASSESSMENT FORM

Activity assessment

Describe the Manual Handling activity here:

TASK

DOES IT INVOLVE:

	Yes	No
Holding away from the body	<input type="checkbox"/>	<input type="checkbox"/>
Twisting stooping or reaching	<input type="checkbox"/>	<input type="checkbox"/>
Large vertical movement	<input type="checkbox"/>	<input type="checkbox"/>
Long distance	<input type="checkbox"/>	<input type="checkbox"/>
Strenuous effort	<input type="checkbox"/>	<input type="checkbox"/>
Repetition	<input type="checkbox"/>	<input type="checkbox"/>
Are there rest breaks?	<input type="checkbox"/>	<input type="checkbox"/>

CAN YOU:

	Yes	No
Use a lifting aid	<input type="checkbox"/>	<input type="checkbox"/>
Improve the workplace layout	<input type="checkbox"/>	<input type="checkbox"/>
Reduce the amount of twisting etc	<input type="checkbox"/>	<input type="checkbox"/>
Avoid lifting from the floor	<input type="checkbox"/>	<input type="checkbox"/>
Reduce carrying distance	<input type="checkbox"/>	<input type="checkbox"/>
Avoid repetition	<input type="checkbox"/>	<input type="checkbox"/>
Vary the work	<input type="checkbox"/>	<input type="checkbox"/>
Push rather than pull	<input type="checkbox"/>	<input type="checkbox"/>
Provide rest periods	<input type="checkbox"/>	<input type="checkbox"/>

LOAD

The size, weight and stability of the load and the frequency of handling are key risk factors.

Description

Weight

1. Reduce the size and weight of the loads to make handling easier. Ask your suppliers if they can provide items in smaller quantities.
2. Make loads easier to grasp by providing straps under the load, or handles. Increase the stability of the loads which may move suddenly and unpredictably by using baffles in container of liquids, or additional packing / stiffening around awkwardly shaped items in packing boxes.
3. Wear suitable personal protective equipment such as non-slip gloves, safety footwear or overalls.
4. Make sure that any carrying equipment is designed to the maximum working load's weight.

How do you make sure that staff are aware of the weight of the load carried for this particular activity?

How do you ensure the load is stable?

What measures do you use to make the load easier to carry ?

- Handles
- Smaller loads
- Personal protective clothing:

ENVIRONMENT

This is the area where the manual handling task is carried out, including the space available, the floor condition, lighting, changes in levels and weather conditions.

Before you lift any load:

1. Check the surrounding area. Ensure the flooring is level and free from slip/trip hazards, there is adequate lighting and the temperature/humidity is suitable.
2. Remove any obstructions and ensure that there is enough space.

Describe the immediate area that the activity takes place in:

List the checks on the immediate environment that staff make prior to undertaking this manual handling activity:

Safety point	Why?	What do you do?
<p>The ability to carry out manual handling safely varies between individuals.</p> <p>1. Do not allow staff to carry out manual handling tasks unless they have been adequately trained.</p>	<p>Employees who are unfit are more likely to suffer from a back injury when carrying out manual handling tasks. Some staff may have medical conditions such as long standing back ache, arthritic knees and hips etc., or be unfit making them unable to perform manual handling techniques correctly.</p>	<p>How do you make sure that individuals are able to carry out the manual handling activities required by their role?</p> <div data-bbox="807 315 1465 831" style="border: 1px solid black; height: 230px;"></div>
<p>2. Ensure employees know they must inform you of their capabilities. For example if they have a health problem or are pregnant they will be at higher risk of injury.</p>		<p>How do staff report health or capability issues to you?</p> <div data-bbox="807 954 1465 1167" style="border: 1px solid black; height: 95px;"></div>
<p>You must train staff on the safe systems you have developed for carrying out all significant manual handling activities in your workplace.</p>	<p>The instruction and training should be related to the specific tasks in the employees' job and should include supervised practice in the workplace.</p>	<p>What training on manual handling tasks do you provide?</p> <div data-bbox="807 1267 1465 1473" style="border: 1px solid black; height: 92px;"></div>
<p>All staff including Senior Managers should attend practical manual handling training even if they do not do 'hands on' work themselves.</p>	<p>This is because they are responsible for the manual handling systems and proper supervision of staff practice.</p>	<p>What training do senior and supervising staff receive?</p> <div data-bbox="807 1581 1465 1776" style="border: 1px solid black; height: 87px;"></div> <p>Where do you keep records of manual handling training?</p> <div data-bbox="807 1865 1465 2112" style="border: 1px solid black; height: 110px;"></div>

Violence and aggression at work

Some staff may be at increased risk of suffering from violence and aggression whilst at work.

Safety point	Why?	What do you do?
<p>Employers must protect staff at risk from being verbally or physically abused, threatened or assaulted at work by members of the public or other staff. Staff particularly at risk are those who provide services such as cash transactions, deliveries, collections and security, or who represent authority.</p>	<p>For employers violence can lead to low morale, difficulties to recruit and retain staff. Aggression and violence can also create higher insurance premiums and compensation payouts. For employees, violence can cause pain, suffering and even death. Serious or persistent verbal abuse or threats can also damage health through anxiety or stress.</p>	<p>Are any of your staff at increased risk from violent or aggressive behaviour? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>The following staff are at risk from violence and aggression and note from what activity</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
<p>Talk to staff to find out if there is a problem.</p>	<p>You may not be aware that staff feel threatened.</p>	<p>Have you discussed this with staff? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Record all incidents and classify them to judge their potential severity.</p>	<p>To show if a serious problem exists.</p>	<p>Our record of incidents is kept at</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<p>Look for ways to stop incidents happening in future, put measures in place and check that they work.</p>	<p>If you keep doing things in the same way you could have violent or aggressive events occurring again.</p>	<p>Have you looked at ways to prevent incidents from happening? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Record any changes to working practices.</p>
<p>For staff at greater risk of violence or aggression</p>		
<p>The hazard is</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	<p>The controls in place are</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	<p>Further action will be</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

Safety point	Why?	What do you do?
Staff must be properly trained to deal with violence and aggression.	This will reduce potentially violent situations in the workplace and help staff to know how to calm a situation.	<p>Does your staff training programme include violence and aggression issues? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you do refresher training? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
You may need an alarm system and back up support for staff.	This can make a workplace more secure and create a safe environment for staff to work in.	<p>Have you got an alarm system in the premises? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you provide back up support immediately available to staff? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If not what do you expect staff to do</p> <div data-bbox="807 1357 1473 1507" style="border: 1px solid black; height: 67px; width: 100%;"></div>
If there is a violent incident involving a staff member you will need to respond quickly to avoid any long-term distress.	You can reduce the severity of the after effects of the incident and help the staff member feel able to return confidently to work.	<p>Do you have arrangements for victims to talk through their experience? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Would you be able to arrange time off if necessary? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Could you arrange specialist counselling if needed? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Could you arrange legal help for a victim if necessary? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you thought about the effects on other staff? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Staff working alone

Staff who work by themselves without close or direct supervision can have some additional risks to their health and safety.

Safety point	Why?	What do you do?
<p>People who work on their own need a specific risk assessment. For example</p> <ul style="list-style-type: none"> • staff who are on their own in the premises, e.g. in small workshops, petrol stations, kiosks, shops and also homeworkers; • staff who work separately from others, e.g. in warehouses or leisure centres, • staff working outside normal hours, e.g. cleaners, security, maintenance or repair staff etc; • staff working away from premises, e.g. estate agents or sales reps. 	<p>Lone workers should not be at more risk than other workers. As well as the usual risks like fire, equipment failure, illness and accident, they may face particular problems such as moving heavy objects on their own or violence.</p>	<p>Do any of your staff work alone? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>The following staff are lone workers</p> <div data-bbox="804 524 1465 954" style="border: 1px solid black; height: 192px; width: 414px;"></div> <p>Talk to the employees to make sure you identify all the relevant hazards, and put controls in place to reduce the risks.</p>

For staff who work alone

The hazard is	The controls in place are	Further action that is needed is

Safety point	Why?	What do you do?
<p>Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty.</p>	<p>Training may be critical to avoid panic reactions in unusual situations. Lone workers need to be sufficiently experienced and to understand the risks and precautions fully.</p>	<p>Do you have young or inexperienced people working alone? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does your staff training programme include issues for lone working? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you do refresher training? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Although lone workers do not have constant supervision, it is still your duty to ensure their health and safety. What supervision you give depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues. The higher the risk, the greater the level of supervision required. It should not be left to individual staff members to decide if they need help.</p>	<p>Supervision can help make sure that staff understand the risks in their work and the safety precautions are being carried out. Supervisors also provide guidance in uncertain situations.</p>	<p>Does anyone visit the employee during the lone working? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do staff have mobile phones to contact managers or used in an emergency? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you have any devices to raise the alarm in the event of an emergency? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you carry out any checks that a lone worker has finished work safely? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>What checks do you do?:</p> <div data-bbox="810 1245 1449 1895" style="border: 1px solid black; height: 290px; width: 400px;"></div>

Workplace transport

Workplace transport can pose significant risks to staff that must be assessed. Transport accidents can often be serious or fatal.

Safety point	Why?	How do you do this?
Workplace transport must be safe for employees, both from the risk of being a pedestrian around transport, and while using workplace transport.	Every year a significant number of people are killed by accidents involving vehicles in the workplace, and many more people are injured. A lot of damage is also done to property and profit.	Are vehicles used at your business? Yes <input type="checkbox"/> No <input type="checkbox"/> Good planning, training, awareness, and appropriate use of vehicles, can avoid most accidents.

We have the following types of vehicles in our premises

Vehicle	Registration Number	Used for
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____

Other vehicles that use our premises include:
(i.e. customer vehicles, delivery vehicles, rights of way across your premises etc.)

Safety point	Why?	How do you do this?
<p>If people have to climb on and off of parts of the vehicles, the access must be safe and well maintained.</p>	<p>Falls from vehicles are a major source of serious injury.</p>	<p>People climb on vehicles in order to:</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
<p>You must keep the premises where vehicles are used as safe as reasonably practical.</p>	<p>If you can keep the site safe, (for example by keeping vehicle speeds as low as possible, keeping vehicles and pedestrians separate, having clear lines of sight around vehicle movement areas etc) you will reduce the chances of accidents happening.</p>	<p>Can drivers see clearly round the site? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is lighting adequate? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is the road surface good? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are markings and signs clear? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are vehicles and pedestrians separate? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you minimized the need to reverse? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you control of vehicle speeds? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Safety point	Why?	How do you do this?
<p>You must maintain vehicles and keep them in a safe condition.</p>	<p>Unsafe vehicles can cause accidents.</p>	<p>Vehicles are serviced every</p> <div data-bbox="810 248 1469 456" style="border: 1px solid black; height: 93px; width: 413px;"></div> <p>Maintenance is done by</p> <div data-bbox="810 508 1469 716" style="border: 1px solid black; height: 93px; width: 413px;"></div> <p>Report any problems to</p> <div data-bbox="810 768 1469 992" style="border: 1px solid black; height: 100px; width: 413px;"></div> <p>If you think that vehicle is not safe DO NOT USE IT.</p>

Safety point	Why?	How do you do this?
<p>You must check to see that your staff are driving safely.</p>	<p>Safe driving practices are far less likely to cause a serious accident.</p>	<p>Do you have a staff driver training programme for specialist vehicles? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you check employees driver licenses regularly? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you have systems in place to check how well your staff are driving? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you have access to refresher driver training? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Remember to record training in the staff training records sheets.</p>

Work Equipment

Whatever your business you provide equipment at work. Machinery and work equipment can pose risks to staff that must be assessed. Some machinery and equipment can be particularly dangerous and require special checks and controls.

Safety point	Why?	How do you do this?
Work equipment must be safe for employees to use.	Every year, there are accidents from using work equipment. Accidents not only cause suffering, they cost money in lost working hours, training temporary staff, insurance premiums, fines and managers' time.	By using safe, well-maintained equipment operated by adequately trained staff. Do staff use potentially hazardous equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>

We use the following potentially hazardous machines and equipment

Examples	We have	We use it for
<p>Machines i.e. any cutting machines, drilling machines, mincers and grinders, photocopiers, and 'ride on' machines;</p> <p>Hand tools i.e. screwdrivers, knives, hand saws and meat cleavers;</p> <p>Lifting equipment i.e. lift trucks, elevating work platforms, hoists, lifting slings and bath lifts;</p> <p>Hot equipment i.e. catering equipment, large lighting rigs, portable heaters,</p> <p>Other equipment i.e. ladders and water pressure cleaners.</p>		

Safety point	Why?	How do you do this?
Is this the right equipment for the job?	Many accidents happen because people have not chosen the right equipment for the work to be done.	Make sure the right equipment is available for the job, plan ahead to buy or hire equipment if you do not have what is needed. For example getting an access tower for a long job at high level instead of using a ladder.
Is the equipment safe?	<p>Unsafe equipment can cause accidents by entanglement, stabbing, shearing, crushing, trapping, cutting or electrocution.</p> <p>Some equipment poses greater risks when it is being maintained or repaired than in normal use and people will not be aware of this</p>	<p>All new equipment should have clear instructions, be CE marked and you should do basic safety checks.</p> <p>Machine guards, safety devices and controls should be in good working order and well maintained.</p> <p>Equipment is checked by</p> <div data-bbox="807 797 1474 913" style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>Maintenance is done by</p> <div data-bbox="807 958 1474 1075" style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>Report any problems to</p> <div data-bbox="807 1120 1474 1200" style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>If you think that equipment is not safe DO NOT USE IT. Make sure that all staff know not to use this equipment.</p>
Some types of equipment are also required by law to be thoroughly examined by a competent person.	If the equipment fails it is likely to cause a serious accident.	Lifting equipment, pressure systems and power presses must be thoroughly examined by a competent person at regular intervals either set down in law, or through an examination scheme drawn up by a competent person. This equipment should be listed on the check sheet at the end of this section.
Have you got the right protective equipment?	Protective equipment and devices shield or separate the person from the danger posed by the equipment and reduce the chances of an injury.	<p>Do you check the instructions for the equipment and provide the protective equipment they specify? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you train staff to use the protective equipment properly? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you check it is being properly used? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Safety point	Why?	How do you do this?
Is the environment around the equipment safe?	An unobstructed work area and clear, non-slip, level floor reduce the chance of trip or slip accidents. Good lighting helps people to see any hazard more clearly.	<p>Is your work area clean and tidy? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are building problems quickly repaired? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Staff must be properly trained to use work equipment	<p>Some equipment has risks which are not obvious to people using it before they know the way it operates properly.</p> <p>Refresher training will reduce the chances of bad habits developing in the workforce.</p>	<p>Do you have a staff training programme? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does it include training for the more dangerous equipment you use? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does it include repair and maintenance instruction? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you do refresher training? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Remember to record training in staff training records.</p>

