


Health and Safety Awareness Training

For casual, agency workers,
contractor staff and staff with no
electronic access

November 2019

Health and Safety Information

Contents

.....	1
	1
Health and Safety Information.....	2
1. INTRODUCTION.....	3
2. COPING WITH EMERGENCIES	4
3. REPORTING OF ACCIDENTS.....	5
4. PROCEDURE IN CASE OF FIRE	5
5. MANUAL HANDLING.....	6
6. ELECTRICITY	7
7. SMOKING	8
8. GENERAL OFFICE AND WORKPLACE SAFETY	8

1. INTRODUCTION

Mole Valley District Council is committed to providing a safe and healthy workplace for all its employees and other parties who may be affected by its activities.

This health and safety information pack is provided to ensure that all staff and others (such as work experience students) are given basic health and safety information.

All new employees will be provided with health and safety information by their line manager.

Employee Responsibilities

All employees must:

1. Comply with MVDC's procedures and arrangements directed at meeting the organisation's health and safety policy.
2. Report any safety hazard within their work area or malfunction of any plant and equipment to management.
3. Report any shortcomings with regards to risk assessments which may cover their areas of work.
4. Comply with MVDC's lone working procedure directed at ensuring the safety of lone workers (if applicable)
5. Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
6. Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and to the safety of others.
7. Inspect all tools and equipment prior to use.
8. Use only those items of equipment or machinery they have been trained and authorised to use.
9. Report all accidents and incidents to management whether an injury is sustained or not.
10. Attend as requested any training course designed to further the needs of health and safety.
11. Familiarise themselves with the fire evacuation procedures and the position of all fire equipment and exit routes.
12. Familiarise themselves with the names and locations of first aid personnel and appointed persons as well as the position of first aid kits.
13. Inform management of any possible breaches in health and safety.
14. Take health and safety into account with regard to all working practices.

2. COPING WITH EMERGENCIES

This section is to assist employees and enable them to act correctly in an emergency pending the arrival of trained staff.

Fire Emergencies

For what to do in the event of a fire emergency see section below entitled Procedure in Case of Fire (page 7).

Emergencies Requiring First Aid Treatment

If you are injured or discover a casualty, call for a first aider immediately.

In the event of a serious injury, professional medical attention must be sought as soon as possible. Take care not to become a casualty yourself if you are administering first aid and use protective clothing and equipment where necessary.

If you are asked or need to call for an ambulance you need to dial 999 and clearly ask for an ambulance; remember to give the address and do not put the telephone down until the person you are speaking to has confirmed the address. Arrange for someone to meet the ambulance at the main entrance to the property to provide directions to the emergency services.

Coping with a First Aid Emergency

If you are a trained first aider, following a few simple steps may help to reduce the effects of an injury or even save lives while waiting for the ambulance.

Treatment position

Casualties should, where possible, not be moved and treated either seated, or lying down, depending on the nature of the injury.

In the event of bleeding

- Control the bleeding by putting pressure on the area by using your finger and thumb
- Apply a suitable dressing
- You can help stop the flow of blood by raising the affected limb (if the limb is broken do not try to move it)

Treating broken bones

- Do not move the casualty unless they are in danger
- Try to support the broken part and if possible secure it so it cannot move

Burns and scalds

- Do not remove clothes
- If burns or scalds are small, pour on lots of clean cool water and apply a sterile dressing

Chemical burns

- Avoid getting the chemical on your skin or clothes
- Remove any contaminated clothing which is not stuck to the skin
- Pour on lots of clean cool water for at least 10-15 minutes
- Apply a sterile dressing to the exposed and damaged skin
- Send the casualty to hospital

Eye injury

If the casualty has something in their eye:

- Pour plenty of clean cool water into the eye to remove the object

If chemicals get splashed into the eye

- Pour plenty of clean cool water into open eye for at least 10-15 minutes

People with eye injuries must be sent to hospital

Electric shock

Make sure that you do not touch the casualty until the current is switched off

- If breathing has stopped, start mouth to mouth resuscitation and continue until the casualty recovers or the ambulance service arrives
- If the current cannot be switched off, free the casualty using something made of dry insulating material

First aid materials

First aid materials can be found in the first aid boxes which are regularly checked to ensure that they are fully stocked.

Record keeping

All accidents and incidents must be recorded using the accident and incident reporting forms. Make sure that you detail the exact nature of the accident or incident and how it occurred. Certain types of accident must be notified to the Health and Safety Executive. Please seek advice immediately from your line manager.

3. REPORTING OF ACCIDENTS

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations requires that certain types of injuries be reported to the Health and Safety Executive. All accidents, incidents and near misses must be reported to the employee's Line Manager and the Health and Safety Coordinator. Accidents will be investigated and the information analysed to determine the initiating event and the contributory factors.

4. PROCEDURE IN CASE OF FIRE

All employees must be aware of the procedure to follow in the event of a fire.

On Discovery / Suspicion of Fire

1. Sound the fire alarm immediately by operating the nearest break glass call point.
2. Ensure that the fire service is called.
3. If you feel comfortable to do so, and without taking personal risk, attempt to put out the fire using an appropriate fire extinguisher.
4. If you cannot put out the fire, evacuate using the nearest available escape route.

If You Hear the Fire Alarm

1. Immediately leave the building by the nearest fire exit (indicated by green and white directional signage).
2. Leave without going to the cloakroom and do not collect personal belongings.
3. Do not run.
4. Proceed to the assembly point.
5. Do not re-enter the property until permission to do so is given by the Fire Service.

REMEMBER – USE THE NEAREST AVAILABLE EXIT, DO NOT STOP TO COLLECT PERSONAL BELONGINGS AND GO TO THE ASSEMBLY POINT

Individual responsibilities

- Know what action is to be taken on discovering a fire
- Know where to find fire alarm call points and firefighting equipment
- Know the layout of your floor and the available escape routes
- Know how to get to the fire assembly point
- In the event of a fire alarm activation, use the nearest escape route and make your way to the assembly point
- Look after and escort your visitors and contractors to the assembly point
- Remain at the assembly point until you are instructed to move or re-enter the property

5. MANUAL HANDLING

Manual handling refers to any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force.

There is no threshold below which manual handling is considered to be safe. There are a wide range of individual physical capabilities among the working population and individuals must be able to recognise their own limitations.

As a general guide, if you think that an item is too heavy or awkward to handle do not attempt to do so – SEEK HELP.

Use of Mechanical Aids

Where mechanical handling equipment is provided it must always be used where appropriate. Employees must not use any mechanical aids until fully trained in their use.

Good Manual Handling Technique

During any manual handling operation the following handling technique must be adopted:

1. Stop and think
 - Plan the lift
 - Where is the load to be placed?
 - Use appropriate handling aids where possible
 - Do you need help with the load?
 - Remove obstructions such as discarded wrapping materials
 - For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench in order to change the grip

2. Position the feet
 - Feet apart, giving a balanced and stable base for lifting
 - Leading leg should be as far forward as is comfortable
3. Adopt a good posture
 - When lifting from low level, bend the knees but do not kneel
 - Keep the back straight (tucking in the chin helps)
 - Lean forward over the load if necessary to get a good grip
 - Keep the shoulders level and facing in the same direction as the hips
4. Get a firm grip
 - Try to keep the arms within the boundary formed by the legs
 - The best type of grip depends upon the circumstances and individual preference; but it must be secure
 - A hook grip is less tiring than keeping the fingers straight
 - If you need to vary the grip as the lift proceeds, do it as smoothly as possible
5. Keep the load close
 - Keep the load as close to the trunk as possible
 - Keep the heaviest side of the load next to the trunk
 - If a close approach to the lift is not possible, slide it towards you before lifting
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6. Lift smoothly
 - Lift smoothly, keeping control of the load
7. Move the feet
 - Don't twist the trunk when turning to the side
 - If precise positioning of the load is required, put it down first, then slide it into the desired position.

Avoidance of manual handling

If it is possible to avoid the manual handling operation all together, this should be the first option. It may be possible to achieve the same effect by using a different system of work. If the operation cannot be avoided, it may be possible to mechanise or automate the process.

6. ELECTRICITY

The main dangers presented by the use of electricity in a building arise from shock, fire and burning. Additional hazards arise from the malfunction of equipment through electrical faults. If you notice that electrical equipment is faulty or damaged DO NOT USE IT and report it immediately.

It is MVDC's policy to ensure that electrical equipment, together with the electrical installation are serviced / maintained and inspected on a regular basis.

Portable Electrical Apparatus

Portable electrical equipment generally refers to any electrical equipment that can be moved. It may include items that you would not naturally consider portable such as photocopying machines or computer terminals.

All portable equipment will be tested and inspected regularly depending on the type of equipment and how it is used.

REMEMBER

- Check plug and cable – look for cracks, cuts, fraying or coloured wires showing
- Do not use the equipment if faults are found
- Report faults
- Do not attempt to repair the equipment
- Do not overload sockets
- Watch out for trailing cables

7. SMOKING

It is illegal to smoke in any workplace. MVDC does not permit employees to smoke within its buildings or the buildings of any of its clients.

8. GENERAL OFFICE AND WORKPLACE SAFETY

To ensure an acceptable level of safety within the workplace, it is essential that work areas and equipment provided are of a good standard and they are maintained at such a standard. Please insure that you visually inspect your equipment on a regular basis and that any defects are reported to your Line Manager.

To ensure an acceptable level of safety within the workplace, it is essential that the circulation spaces within the building are of a good standard and that they are maintained at such a standard. Please ensure that the areas around your desks remain free from obstacles and obstructions.

Slips, trips and falls account for most of the accidents which occur at work, many happen when staff are moving or carrying loads. They often happen because of the condition of floors, poor lighting or untidiness.

All employees are responsible for:

- Ensuring that any spillages are cleaned up
- Keeping the workplace tidy
- Ensuring the pedestrian walkways are kept free from obstacles and obstructions
- Ensuring the trailing leads do not cause any trip hazards
- Reporting any defects to their Manager

Declaration:

I (*name*)..... (*print name*) certify that I have read and understood the Health & Safety Training document for Mole Valley District Council.

Signature of trainee:
Date.....

The following Declarations to be completed by supervisor/line manager:

(1) "I (*name*).....(*print name*)

Confirm that the training of _____ (*name of staff*) and am satisfied that the above is fully aware of his/her responsibilities regarding Health and Safety.

Signature of manager:.....
Date.....