

# HEALTH

# AND

# SAFETY

# Work Manual

# UKQCS Training

## Health and Safety

**Work through this manual and answer the questions at the end returning to your supervisor as soon as possible discussing any issues arising**

**Health and Safety is an extremely important aspect of your work it is important for you to know the main legislation that protects you and also what responsibilities you have.**

The Health and Safety at Work Act of 1974 is the main Act of Parliament used to ensure health and safety at work and provides a framework upon which all future legislation will be based. It is mainly concerned with the health safety and welfare of employees but also contains provision to protect people who may be affected by work activities such as the public or visitors to premises etc.

*Who is responsible?*

The main clauses in Health and Safety at Work Act are: -

### **Section 2(1)**

**It is the duty of every Employer to ensure as far as reasonably practicable, the health, safety and welfare at work of all his/her employees'**  
In brief this duty extends to: -

- provide safe conditions, equipment, systems of work
- safe use, handling, storage, transport
- information, instruction, training and supervision
- Safe access and egress in the workplace
- Safe environment with adequate facilities
- control the use of dangerous substances
- To prepare and revise a Health and Safety policy and to bring it to the notice of employees

*Read the Health and Safety policy in staff handbook*

### Section 7

'Places a duty on Employees while at work ..... to take reasonable care for the Health and Safety of him/herself and of other persons who may be affected by his/her acts or omissions at work

In brief: -

- to take reasonable care to avoid injury to themselves or to others by their work activities

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- to co-operate with the company in carrying out the Health and Safety policy
- not to interfere with or misuse anything provided to protect their health, safety and welfare

And Section 8 places a duty on Everyone including the public and visitors etc.

‘No person shall ..... interfere with or misuse anything provided in the interests of health and safety or welfare...’

The yardstick for determining whether someone has carried out these duties is one of reasonableness

### Consequences

If you had an accident then compensation for your would be greatly reduced if you did not take reasonable care and if by your action or non action another person was injured you could be prosecuted if you had not taken reasonable care

### What is being reasonable?

As an employee you should cooperate with your employer and follow the health and safety policies, procedures and guidelines - such as use the protective clothing, report accidents and faulty equipment, wash hands, follow instruction and safe systems, keep fire doors closed etc.

### The Law

Most people recognise that in society we need to have some order and a set of rules to live by. This is why we have laws. Health and Safety laws exist for similar reasons The Health and Safety law is in place to protect. In the area of occupational health and safety it is the Health and Safety Inspectors and the local authority Environmental Health Officers who can prosecute companies and individuals who break health and safety laws.

**Some of the important Regulations under Health and Safety at Work that you need to know are: -**

**RIDDOR PPE and COSHH**

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**RIDDOR means: -**

### **Reporting Injuries Diseases and Dangerous Occurrences Regulations**

This regulation came into force in 1985

#### Under this regulation

A record must be made of all accidents or dangerous occurrences

That is: -

- if someone dies or is seriously injured in an accident in connection with their work
- If there is a dangerous occurrence
- Any accident that results in an employee being unable to do their normal work for more than 3 days and any case of ill health listed in the regulation
- If a specified occupational disease is certified by a doctor and reported to the local authority environmental health department or the Health and Safety Executive followed by a written report

### **PPE means - Personnel Protective Equipment**

**The P.P.E at work regulation came into force in 1992** and forms part of a series of the Health and Safety at Work regulations implementing E.C. directives

#### Provision and use of P.P.E

The main requirement of the P.P.E at work regulations 1992 is that proactive equipment is supplied to be used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

PPE is defined in the regulations as all equipment (including clothing affording protection against the weather), which is to be worn or held by a person, which protects him/her against one or more risks to his/her health and safety

#### Training in PPE use

As a user you should be aware why PPE is needed and when it is to be used repaired or replaced and its limitations

Because the use of PPE is a last resort after other methods of protection has been considered it is important that you wear it at all times when exposed to risk

Regularly check on the use of PPE and any non-use should be fully investigated

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**COSHH means: -**

### **The Control Of Substances Hazardous to Health**

Although primarily intended for industry it has implications for virtually every business covered by the Health and Safety at Work Act

The COSHH regulations require employers to undertake assessments for hazardous substance used or generated in the work place and if necessary to adopt control and monitoring procedures

Hazardous Substances can be: -

- Liquids
- Solids
- Dusts
- Powder
- Gases

Hazardous substances can be: -

- Very toxic
- Toxic
- Harmful
- Irritant
- Corrosive
- Any substance designated a maximum exposure limit or an occupational exposure standard
- Any dust at a substantial concentration in the air
- Micro-organisms harmful to health
- Any material, preparation compound etc capable of causing adverse effects are also included

The assessment must be a systematic review of the substances in use and must take into account:

- The form of the substance
- The quality of the substance
- the harmful effects
- storage
- handling
- Use
- Transportation
- Who may be affected
- For how long may they be affected

The assessment must be recorded and available for inspection

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### Minimising the risk

- Prevent exposure by discontinuing the activity altogether
- Substitute the activity for a less hazardous one
- Enclose the activity or separate it from people by other means
- Reduce the numbers of people exposed to the hazard
- Reduce the amount of the substance
- Reduce the period of exposure
- Provide appropriate and adequate personal protective equipment (P.P.E) - Only when all other forms of control have been exhausted

You should familiarise yourself with symbols which warn of dangerous substances. Substances must not be mixed unless express instructions are available from the manufacturers (e.g. in the home is some toilet cleaners when mixed with bleach can give off very toxic fumes)

### Safety Signs/Symbols

Safety signs are used: -

- To promote the safety of everyone
- The Health and Safety regulations 1994 - requires employers to display safety signs where risks cannot be eliminated

There are 4 main safety signs these are: -

- **Prohibition** - What you must not do. The prohibition symbol – wording - White lettering on Red background
- **Mandatory** - What you must do. Mandatory symbol above wording - White lettering on Blue background
- **Hazard warning signs** - warning of danger. Warning symbol above wording - Black lettering on Yellow background
- **Safe condition** - the safe way as in fire exits first aid point. Safe condition signs - White lettering on Green background

The other most used signs are location of fire equipment/alarms found in most residential homes and public buildings

Fire and special signs White lettering on Red background

The mind responds quicker to pictures and symbols so it is particularly helpful to someone who is disorientated and frightened in a smoked filled room that they don't know very well. They are recognisable and accessible

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to the majority including those who cannot read or those who use a different language, so anyone picking up a bottle with the symbol and colour denoting a warning would know of the danger. As individuals you should ensure that you know how to use substances safely. In the Residential Homes and Offices you will find this information on the COSHH information sheets that are kept on each unit and wherever hazardous substances are stored. On the community information regarding the clients home and materials will be available in the care/assessment plan and you will be expected to read the labels on any products used; use and store to the manufacturers recommendations; be familiar with the first aid guidelines; minimise any risks and report any concerns such as substances without labels or unsafe storage.

### **What factors affect health and safety at work?**

#### **Occupational factors**

- The nature of the work some jobs have obvious hazards associated with them
- Occupational factors can have implications for everyone The risk of accident and disease may not be obvious but the danger is still there

#### **Environmental factors**

- High noise levels can damage our hearing
- Inadequate ventilation can cause headaches
- Poor lighting can cause headaches and eye strain
- A dusty atmosphere can cause respiratory problems and irritate medical conditions such as asthma

#### **Human factors**

Carelessness	Lack of training/instruction/information
Complacency	Lack of attention/concentration
Distraction	Being under the influence of alcohol or drugs
Unsafe access	Unsafe storage
Poor systems of work	Damaged tools or wrong tools for the job
No warning signs	Wrongly labelled
Inexperience	Misuse of equipment/tools
Haste	Unsuitable dress
Poor housekeeping	Horseplay
Poor reporting	Poor storage

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Poor systems of work

**What is an accident?** - An unplanned and uncontrolled event, which has led to or could have caused injury to a person, damage or other loss.

What should happen after an accident or dangerous occurrence/near miss?

- Ensure the injured person is being cared for and send immediately for a supervisor/first aider/ambulance - **DO NOT MOVE THE INJURED PERSON** and make area safe/remove any equipment involved etc
- Report and record - Report the full details to your department manager and record on the appropriate form accident book -The record will be inspected by the Safety Officer. The accident will be reported to the inspecting authority as and when necessary
- Any near miss incident which occurs should also be reported to your immediate supervisor who will be responsible for making a report to the Department Manager
- All accidents will be investigated by the Department manager and the safety officer

A report will be made to the Proprietor who will ensure that necessary action is taken to prevent reoccurrence





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## Health and Safety Questionnaire

1 What Act of parliament is used to ensure health and safety at work?

2 What are the employee's duties under this Act?

3 What hazardous items might you come across when out in the community and how can you eliminate or reduce the risk to yourself; colleagues and clients?

4 What accidents do you need to report? And when

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5 List the 4 main types of safety signs and the colours associated with them?

6 Look back at the list of human factors that cause accidents and draw up a list of ways to prevent them?

7 What are PPE and give examples?

8 What is COSHH?

9 What is RIDDOR?

10 What should happen after an accident?

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## Health and Safety Scenarios

### Answers

Explain how you would handle the situations

Who should be informed and why?

Give any suggestions you may have to help avoid this situation in the future

1 Your client is a 78-year-old lady who is quite frail and suffers from arthritis in most joints. As part of your daily visit you make her a cup of tea. The client spills the hot tea on to her legs. It appears quite red on her leg but the client says she doesn't want any fuss and becomes quite agitated

*A Stay calm and reassure client apply first aid as appropriate*

*Explain to the client the importance of getting someone to check/dress the burn*

*If the burn is more than one-inch square ring for an ambulance - any doubts ring into the office for support*

*Report to office ASAP and assist to write up an accident report*

*The office must be informed because they have to inform social services and need to investigate to try and prevent a similar occurrence*

*Discuss with the client they may have some ideas that may help to avoid a similar occurrence*

*Re-assessment of client*

*The tea could be cooled slightly, Special cups or adaptations to assist your client to hold easier*

2 Whilst assisting your client a 40 year old wheelchair bound with special learning needs from the bed to his wheelchair the chair moves and you nearly drop your client although the client is quite shaken he did not injure himself but you pulled a muscle in your back which resulted from you being off work for a week

*Reassure your client, you need to be sure he did not injure himself*

*Report immediately and complete an accident form - it is your duty under the health and safety at work act to report to your supervisor and a requirement of your employer to inform the Local authority because of the reporting of injuries and dangerous diseases regulations (RIDDOR)*

*Communication with all team members is very important if there is a fault on the chair it is important they are informed and everyone can learn*

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*The accident needs to be investigated and to see what improvements can be made to avoid a similar occurrence*

*Brakes and position of the chair should be checked, and well maintained*

3 Whist working in a client's home you cut yourself quite deeply on a bread knife

*(A) Apply first aid*

*Reassure your client and ring in to the office, they will be able to provide support and if you need to leave your client they will be able to cover you while you go to hospital for stitches and tetanus injection if required.*

*Wipe up any blood spills and dispose appropriately*

*Report and record - complete accident form*

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### ANSWERS

#### Health and Safety Questionnaire

1) What Act of parliament is used to ensure Health and Safety at Work?

*(A) The Health and Safety at Work Act 1974*

2) What are the employee's duties under this Act?

*(A) To take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her acts and omissions at work and to co-operate with the company in carrying out the health and safety policy/procedures*

3) What hazardous items might you come across when out in the community and how can you eliminate or reduce the risk to yourself; colleagues and clients?

*Carer should show a good awareness*

*Examples*

*Bleach and other household items - encourage safe storage and clear labelling, read labels and follow manufacturers guidelines; keep colleagues informed and report any concerns*

*Client medication - as above - know your client and their needs-*

*Faulty electrical wiring - be aware of faults, poor wiring, hot plugs etc and report immediately, keep everyone informed*

*Microorganisms that can be harmful to health*

*Waste matter/pads - blood/vomit - safe waste disposal procedures, spills wiped up immediately, good personal hygiene, and use of personal protective clothing, good communication between colleagues, prompt reporting of difficulties/changes*

*Read food labels don't use food out of date, encourage safe storage of food, ensure good hygiene and follow safe systems to avoid cross-contamination*

4) What accidents do you need to report? And when

*(A) Any injury sustained by yourself or clients; any near miss or dangerous occurrence*

*however small as soon as possible*

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5) List the 4 main types of safety signs and the colours associated with them?

*(A) Red prohibition - don't do  
Blue - mandatory - must do  
Yellow/orange - warning/danger  
Green - safe condition*

6) Look back at the list of human factors that cause accidents and draw up a list of ways to prevent them?

*(A) Prompt reporting and recording  
Good communication  
Wearing of suitable dress and footwear  
Appropriate training/instruction/supervision  
Staff made comfortable to ask questions if unsure  
Correct labelling  
Good housekeeping  
Use only the correct tools for the job, use equipment correctly  
Don't cut corners  
Ensure all equipment is in good working order and is well maintained  
Don't rush  
Don't drink alcohol take drugs inform supervisor if on medication  
Wipe up spills immediately  
Don't play around  
Dispose of waste safely  
Follow safe systems of work  
Correct safe storage  
Follow good personal hygiene  
Avoid distractions  
Concentrate*

7) What are P.P.E and give examples?

*(A) Personal protective equipment  
plastic gloves and apron, manual-handling equipment*

8) What is C.O.S.H.H?

*(A) Control of Substances Hazardous to Health*



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9) What is RIDDOR?

*(A) Reporting of Injuries and Dangerous Diseases Occurrences Regulation*

10) What should happen after an accident?

*(A) Deal with the injured person and make safe area if possible and call for the appropriate help e.g. ambulance*

*Report and record*

*Investigation*

*Put right if possible and assess systems to prevent re-occurrence*

*Inform all staff*