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**I.J.F. DEVELOPMENTS LTD**

**HEALTH AND SAFETY  
EMPLOYEE HANDBOOK**

PREPARED BY  
**Mentor Services**

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## **INTRODUCTION TO THE MENTOR SERVICES HEALTH & SAFETY SERVICE**

**The Mentor Health & Safety Service provides a comprehensive range of services to help your business understand, comply and effectively manage the complexities of Health & Safety legislation on a day to day basis.**

**This Health and Safety Guidance System has been prepared to cater for your particular business needs and to lead you through the basic steps required to meet legislative requirements.**

**In addition to the Guidance System the Mentor Health & Safety Service provides you with:**

- (A) 24 hour telephone advice, 365 days a year, on any aspect of Health & Safety.**
- (B) Employee Handbook**
- (C) Health & Safety Stationery**
- (D) Updating service for legislation changes and changes within your business**
- (E) Consultancy time in the preparation of the System**
- (F) Insurance Indemnity relating to expert witness and representation in court on Health & Safety related matters**
- (G) Crisis management. A consultant will help you through any Health & Safety crisis that occurs in your organisation**

**This System should be used in conjunction with the advice available through the 24 hour Telephone Advisory Service.**

**Our Consultants are specialists in the area of Health & Safety. They are always happy to speak to you about any question or query, no matter how minor it may appear to you.**

**Please make sure that advice is taken at all times in respect of serious situations such as those involving accidents or actions by the enforcing authorities. These areas are of a technical nature and may involve following complex procedural requirements.**

**The Mentor Health & Safety Service is here to protect your business.**

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# **SECTION 1**

# **HEALTH & SAFETY**

# **POLICY**

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# HEALTH & SAFETY POLICY STATEMENT

## 1 GENERAL STATEMENT

The Health and Safety of all our employees, contractors, self-employed associates, visitors, customers and members of the public who are, or who may be affected by our operations is of paramount importance to us.

Senior Management has reviewed Health, Safety, and Environmental Legislation when considering our responsibilities and setting our Health and Safety Policy objectives.

## 2 COMPANY RESPONSIBILITIES

We will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. We will manage our business in such a way, and so far as is reasonably practicable, that the safety and welfare of persons not employed by us are not exposed to risks.

This policy document explains in broad terms what must be done by everyone within I.J.F. Developments Ltd to achieve these objectives. The aim is to provide a sound basis for co-operation between management and employees and is intended to encourage continuous improvement of our Health, Safety and Environmental performance.

## 3 OBJECTIVES AND COMMITMENT

### 3.1 Our objectives are to:

- \* Risk reduction, prevention of injury and loss due to damage.
- \* Identify health and safety hazards and manage those hazards so that the risks are effectively controlled.
- \* Work to safety standards which satisfy our statutory requirements and reflect good industry working practices.
- \* Review and develop these standards continuously. Revise them accordingly when changes in legislation, industry practice or technology occur.

### 3.2 We are committed to consult with employees on health, safety and welfare issues by:

- \* Ensuring that our employees are trained to understand and carry out their responsibilities. This will involve, but will not be limited to, selection, training, re-training and continuous assessment of employee performance.
- \* Continually monitoring this policy by auditing and reviewing its effectiveness in the workplace.

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#### 4 LEGAL OBLIGATIONS

We recognise the legal obligations placed on us by the Health & Safety at Work etc. Act 1974 and other Statutory Legislation as may be applicable to our undertaking.

Our Health and Safety documentation and records will be made freely accessible to employees, contractors, self-employed associates, visitors, customers and members of the public who may be affected by our operations.

Employees will be made aware of this facility and are obliged to familiarise themselves with the contents of this Manual as it contains essential information for their health, safety and welfare. Should any employee have any questions on any health and safety related matter they must raise it with their immediate supervisor.

#### 5 HEALTH & SAFETY ADVISORY SERVICE

In order to assist us in our undertaking, we have appointed **Mentor** Health & Safety Services to provide competent advice and guidance, which we will duly adhere to.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Ian Ferrier

Position: Director

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## **SECTION 2**

# **HEALTH & SAFETY RESPONSIBILITIES**

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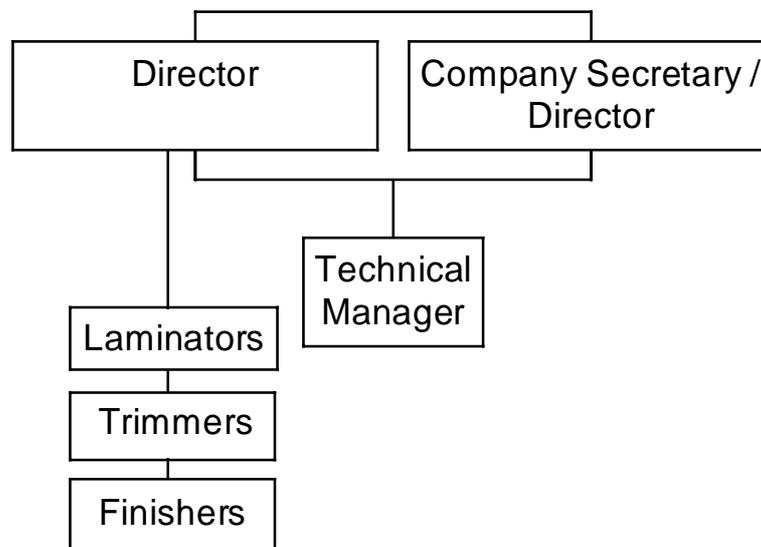
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# I.J.F. DEVELOPMENTS LTD

## HEALTH & SAFETY ORGANISATION STRUCTURE



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# HEALTH & SAFETY RESPONSIBILITIES

## 1 GENERAL

- 1.1 There are various levels of responsibility for persons employed within this organisation. These are defined by Health and Safety Legislation

The following responsibilities have been allocated to employees within our organisational structure.

- 1.2 Management will retain the overall responsibility to ensure that employees fully understand and comply with their duties under health and safety legislation. The main responsibilities contained within the Health and Safety at Work etc Act 1974 (HSWA 1974) are stated below.

- 1.3 The Directors have the primary responsibility to ensure the Health and Safety of all our employees whilst they are at work.

- 1.4 We accept this principle and will manage our activities accordingly.

- 1.5 Section 2(3) of the (HSWA 1974) places a legal duty on us to *“have in place a written statement of general policy”*.

This document states the arrangements that we have in place to ensure the Health and Safety at Work of all our employees, as well as others who may be affected by our activities.

- 1.6 It is the responsibility of the Directors to ensure that this Policy is regularly reviewed and updated whenever changes occur in our operations and/or activities. Notwithstanding, the Policy shall be reviewed at least annually.

- 1.7 Our employees will be made aware of this policy document when they first join the organisation. Changes and/or amendments to supporting Health and Safety information will also be brought to their attention.

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## 2 SPECIFIC RESPONSIBILITIES

- 2.1 Section 2(2)a of the HSWA 1974 requires that we have ***“plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health”***.

The Directors have the responsibility to ensure that tools, equipment, plant and systems of work are safe, and that individuals required to use or operate the equipment, systems of work etc. are suitably trained and competent to do so.

Elements of this function are further delegated to the Technical Manager.

- 2.2 Section 2(2)b requires that we have ***“arrangements for ensuring, so far as is reasonably practicable, absence of risks to health in connection with the use, handling, storage and transport of articles and substances”***.

The Directors have the responsibility to ensure that those employees who are required to use, handle, store or transport, articles and/or substances in connection with their daily employment have been properly trained in these activities.

Elements of this function are further delegated to the Technical Manager.

- 2.3 Section 2(2)c requires that we provide ***“such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees”***.

The Directors have the responsibility to ensure that employees carry out their work in the correct and most appropriate way as is detailed in any safe systems of work developed for that purpose.

Where appropriate, this responsibility will include the issue of personal protective equipment (PPE). We supply PPE to aid employee safety and insist that such items be worn when necessary.

- 2.4 The management responsibility for co-ordinating our training activities has been allocated to the Directors who will organise training as and when required.

- 2.5 Section 6 of the Health and Safety at Work etc Act 1974 covering ‘duties of Designers, Suppliers, Installers’ is not considered to be applicable to our organisation.

- 2.6 Section 6 Covering the ‘duties of suppliers’ etc. imposes a duty on us to ensure items manufactured, supplied or installed by our employees are fit for use with regard to the Health and Safety of anyone who may handle or use them.

The responsibility for this has been allocated to the Directors and the Technical Manager.

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### **3 MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999**

- 3.1 We have a duty to make a suitable and sufficient assessment of risks to the health and safety at work of our employees under Regulation 3(1) of the above.

The significant findings from risk assessments will be recorded in writing and our employees notified of those findings.

- 3.2 Our management is responsible for taking appropriate action to reduce any significant risks to health and safety identified by risk assessments. Risks shall be reduced by elimination where reasonably practicable.

Where this is not reasonably practicable, suitable risk reduction measures shall be implemented. These measures include suitable design; guarding; safe systems of work; the use of personal protective equipment; information, instruction and training etc.

- 3.3 It is responsibility of the Directors to ensure that risk assessments are conducted.

Some of these duties have been further delegated to the Technical Manager.

- 3.4 Regulation 6 requires the provision of appropriate health surveillance as necessary.

- 3.5 Regulation 8 requires that we establish effective procedures to follow in the event of serious and/or imminent danger to persons working in our undertaking and others who may be affected by any such event/emergency.

- 3.6 The Fire Precautions (Workplace) Regulations 1997, requires that we undertake a “fire risk assessment” of the workplace and work activities. The responsibility for this function has been allocated to the Director, although elements of this may be further delegated as and when required.

- 3.7 The Company Secretary has been allocated the responsibility to ensure that accident and/or injury records are regularly reviewed and statistics updated. Where applicable, any adverse trends are to be brought to the attention of the respective members of Management.

It is the responsibility of the Company Secretary to report certain injuries, diseases and dangerous occurrences to the relevant authority. Reportable ‘incidents’ are detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR ‘95).

- 3.8 New or Expectant Mothers - A general risk assessment will be carried out for new or expectant mothers. Such an assessment will take account of the type of work in which they are involved and their working environment. Consideration will be given to hazards such as noise, cold, heat, chemicals, biological agents, etc.

The responsibility to undertake risk assessments in relation to the health and safety of new and expectant mothers has been allocated to the Director.

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## 4 EMPLOYEES RESPONSIBILITIES

Employees have several duties under health and safety legislation as detailed below.

The Directors have the responsibility to ensure that our employees are informed of these duties and, under section 2(2)c of the Health and Safety at Work etc Act 1974, to provide them with sufficient information, instruction, training and supervision to ensure their safety.

### 4.1 HEALTH AND SAFETY AT WORK ETC. ACT 1974

#### *Section 7*

“To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work”.

“As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

#### *Section 8*

“Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

### 4.2 MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

#### *Regulation 14*

Employees have a duty;

“To use everything provided for his use, and/or his health & safety, in accordance with any training or instructions received.”

“To inform his employer, or another employee (e.g. their supervisor), of anything which he reasonably believes to represent a serious and immediate danger to health and safety.”

“To inform his employer, or another employee (e.g. their supervisor), of anything which he reasonably believes to be a shortcoming in respect of the protection arrangements for health and safety.”

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#### **4.3 PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992**

##### ***Regulation 10(2)***

Employees shall use the personal protective equipment provided to them in accordance with the training and/or instruction that is provided.

##### ***Regulation 10(4)***

Every employee who is provided with personal protective equipment shall take reasonable care of it and return it to the appropriate accommodation provided when finished with.

##### ***Regulation 11***

Every employee provided with personal protective equipment shall report to his employer/senior any loss or obvious defect in that equipment.

#### **4.4 MANUAL HANDLING OPERATIONS REGULATIONS 1992**

##### ***Regulation 5***

Each employee whilst at work shall make full and proper use of any safe system of work provided for his/her use in compliance with these regulations.

#### **4.5 SOCIAL SECURITY (CLAIMS AND PAYMENTS) REGULATIONS 1979**

Any person incurring an injury or ill-health effect whilst at work no matter how small must ensure that an appropriate and accurate record is made in the accident/incident report book (BI 510 or similar).

#### **4.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002**

##### ***Regulation 8(2)***

Every employee shall make full and proper use of any control measure, personal protective equipment or other facility provided for his use in compliance with these Regulations.

Every employee shall take all reasonable steps to ensure any control measure, personal protective equipment or other facility provided for his use is returned after use to any accommodation provided for it. If he discovers any defect he shall report it without delay to his employer

Every employee shall report forthwith to his employer (or any other employee with specific responsibility for the health and safety of his fellow employees) any accident or incident which has or may have resulted in the release of a biological agent which could cause severe human disease.

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## **HEALTH AND SAFETY POLICY ARRANGEMENTS**

### **5 OUTLINE:**

#### **5.1 REQUIREMENT FOR HEALTH AND SAFETY POLICY**

Section 2(3) of the Health and Safety at Work etc Act 1974 requires us to produce a written policy with respect to the health and safety of persons connected with our operations. This includes the arrangements currently in place for carrying out that policy.

This Policy document will be updated and amended as and when changes in Legislation and/or in our working practices demand.

#### **5.2 HEALTH SURVEILLANCE**

There are currently no operations or processes within this organisation that require health surveillance to be undertaken as a matter of course.

Should this situation change, appropriate measures will be introduced by management.

#### **5.3 INFORMATION, INSTRUCTION AND TRAINING**

It is the practice of this organisation to give as much information, instruction and training as possible to our employees in order to ensure that they are properly equipped to carry out their tasks in a safe and proper manner.

Our employees will receive instruction in the safety aspects of situations that they may encounter in their daily work. They will be advised of the actions that they are expected to take should they encounter a health and safety hazard or risk to themselves and/or anyone else.

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#### **5.4 INDUCTION TRAINING**

The Health and Safety Policy and associated documentation form the initial part of our induction training for employees.

All new employees will receive training on our Health and Safety Policy within their first few hours with us.

Employee induction training will cover the operational and welfare arrangements of the tasks that employees are expected to carry out with particular emphasis on health and safety practices.

All aspects of our fire arrangements will be explained including the fire procedure and relevant fire precautions. Specific fire arrangements relevant to the employees' place of work will be covered.

Training and instruction will be given in the operation and use of fire extinguishers and any other fire fighting equipment that is available. This training will include the means of raising the alarm in addition to the procedures that they will be expected to adopt in order to evacuate their workplace to a suitable place of safety.

#### **5.4 REFRESHER TRAINING**

All of our employees will undergo periodic refresher training in the content and the requirements of our Health and Safety Policy and supporting arrangements.

#### **5.5 SUPERVISION**

It is our practice to supervise our employees adequately and to take whatever action is required to ensure compliance with the requirements of relevant Legislation, Approved Codes of Practice and Guidance.

#### **5.6 EMPLOYEE NOTIFICATION AND CONSULTATION**

Our employees will be made aware of any amendments to our Health and Safety Policy and/or associated documentation.

Acknowledgement will be required from all employees to identify that they have been made aware of changes.

We will inform our employees of any matters affecting their health, safety and/or welfare. Such information will be passed on by direct communication and/or through their workplace representatives as appropriate.

Should an employee wish to raise an item for discussion at our Health and Safety Committee meeting, they must ensure that the Committee Chairperson is notified well in advance as to the nature of the topic. This should ensure that appropriate resources and/or expertise are made available.



## **6 ENFORCEMENT NOTICES, PENALTIES AND INTERNAL DISCIPLINARY PROCEDURES**

### **6.1 ISSUE OF ENFORCEMENT NOTICE(S)**

Serving of Enforcement Notices by the authorities must be brought to the immediate attention of the Directors who will then take appropriate action to comply with that notice.

### **6.2 LEGAL PENALTIES**

The Body Corporate accepts its responsibility, under section 37 of the Health and Safety at Work etc. Act 1974, in that it has a duty to take action should it become aware of **ANY** health and safety problems, even if it is not directly responsible for that particular work, area or process.

**ALL** members of management and employees are at risk of prosecution by the enforcing authorities for failing in their statutory health and safety responsibilities – these have been previously outlined.

Magistrate Courts (or Sheriff Courts in Scotland) may impose fines on summary conviction of up to £20,000 for breaches of the 'General Duties' being sections 2 to 6 of the Health and Safety at Work etc. Act 1974, and £5,000 for breaches under any of the other statutory provisions.

Offences tried on indictment (Solemn Procedure in Scotland) in the Crown Court (or Sheriff Court in Scotland) may attract unlimited fines.

Contravention of an Improvement notice or Prohibition Notice, or of a remedy order made by the court, may lead on summary conviction to a maximum £20,000 fine and/or 6 months imprisonment. On indictment, the maximum penalty is two years imprisonment and/or an unlimited fine.

### **6.3 POTENTIAL OUTCOMES**

The consequences from a breakdown in our safety management may result in the injury and possible death of employees, contractors, self-employed associates, visitors, customers and members of the public.

This may involve us and our employees in criminal and civil litigation, adverse publicity, increased insurance costs and/or other associated losses arising from the situation. These require due consideration when considering the various aims and objectives of our Policy.

### **6.4 DISCIPLINARY PROCEDURES**

It is our policy to discipline those who do not fulfil their health and safety responsibilities adequately. All employees will be given comprehensible information, instruction and training to ensure that they are fully aware of their duties.

We will not hesitate to instigate disciplinary procedures against any employee at any level who fail in their responsibilities in respect of health and safety. This will occur even if they have been injured as a result of an accident caused by their own carelessness.

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# **SECTION 3**

# **GENERAL SAFETY INFORMATION**

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**I.J.F. DEVELOPMENTS LTD**

## **STAFF FIRE ACTION**

In these premises the fire warning is given verbally by:

### **Shouting "Fire"**

#### **ON DISCOVERING A FIRE**

- (a) Raise the alarm by shouting FIRE.
- (b) Tackle the outbreak with a fire extinguisher, but only if it is safe to do so, Otherwise leave the building and proceed to the assembly point at:

### **The Car Park**

#### **ON HEARING A WARNING OF FIRE**

- (a) Alert all persons under your charge - or make sure that they have been alerted.
- (b) All persons should evacuate the premises quickly but calmly by the nearest exit and proceed to the assembly point at:

### **The Car Park**

- Do **NOT** delay the departure by collecting coats or other personal belongings.
- (c) Before leaving, check cloakrooms and toilets to ensure that all persons have left the premises.
- (d) Close all doors of rooms and those through which you pass on leaving the building.
- (e) Do not use lifts as a means of escape.
- (f) Ensure that the Fire Brigade is called immediately you hear the fire warning - Dial 999 and give the Full Postal Address of the affected premises when connected with the Fire Brigade Operator.
- (g) Do not re-enter the building until a Fire Brigade Officer has stated that it is safe to do so.

OUR ADDRESS IS: -

**RIVERSIDE INDUSTRIAL ESTATE,  
BLACKBURN,  
LANCASHIRE,  
BB1 4NF**

OUR TELEPHONE NUMBER IS: - **01254 876 505**

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# REDUCING THE RISKS FROM FIRE

Due to the nature of the premises of I.J.F. Developments Ltd, some of this section may not be directly relevant.

For mobile & peripatetic workers much reliance will be placed upon the client occupiers of other premises to provide fire precautions and fire facilities.

Employees must be made aware of the local & other agreed arrangements.

Where necessary, I.J.F. Developments Ltd will make suitable independent arrangements for fire fighting equipment etc.

## 1 FIRE DOORS

- 1.1 All doors designated as fire doors are installed to prevent the spread of fire, fume and smoke (any one of which may be fatal).
- 1.2 Fire doors should be positioned in places where the fire can be contained, thereby allowing other means of escape to be used.
- 1.3 Designated fire doors should be of such construction that they will prevent the spread of smoke, fume and flames for at least half an hour (or more depending on the terms of the Fire Certificate, or the outcome of the detailed Fire Risk Assessment). Provided they are firmly closed, this should allow ample time to escape from the building.
- 1.4 Fire doors should be fitted with a self-closing device, although in exceptional circumstances this may be replaced (where applicable) by a magnetic door retainer that releases the door when the fire alarm sounds.
- 1.5 Fire doors should also be equipped with appropriately installed intumescent strips or smoke brushes to further prevent the ingress of smoke and fume.
- 1.6 Fire doors should never be wedged open even for a short period of time. This can have serious consequences through spread of fire, fume and smoke.
- 1.7 Fire doors should be checked weekly to ensure that they function in the manner designed.
- 1.8 Door furniture, fixtures and fittings should also be inspected for signs of damage or malfunction.
- 1.9 Doors should be hung in such a way that they do not catch on the floor or carpet. There is a possibility of jamming, which must be avoided.

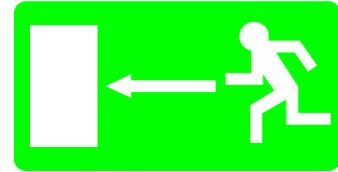


Fire door  
Keep  
closed

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## 2 FIRE ESCAPE ROUTES

2.1 There must always be at least one but preferably two escape routes from every workplace or place where people might be assembled e.g. a canteen.



2.2 These routes should be marked by signs of the appropriate standard and must be kept clear of any and all obstructions.

Any obstacles might be clearly seen in normal use but not in a panic situation.

2.3 Final escape doors must be clearly marked externally, in order to prevent persons obstructing them. If the door opens onto a road or car park, physical barriers should be fitted to prevent obstruction.

## 3 SMOKING / NO SMOKING

3.1 It pays to adopt a no smoking policy in the workplace since fire risks are reduced and also non-smokers are not then subjected to tobacco smoke.



3.2 Always clearly define any “smoking” and/or “no smoking” area(s) and provide signs of an appropriate standard to assist in the effective management of these area(s).

3.3 Little used areas such as plant rooms etc. should always be designated ‘no smoking’ since a fire could build to high levels without being noticed. Be wary of employees, maintenance men or contractors smoking illegally in these areas.

3.4 Ensure that there is no risk when smoking in a designated “smoking” area(s) and provide suitable and sufficient facilities to enable the effective extinguishing and containment of discarded cigarette ends and/or their debris/ash, etc.

3.5 Metal containers with lids should be used by employees or contractors when emptying ashtrays etc.

3.6 A check or “Fire Watch” should be undertaken to confirm all smoking materials have been extinguished after work / end of business. This is particularly important in areas that have been occupied by members of the public e.g. in waiting rooms and in public areas of shops, restaurants, bars and pubs.

3.7 In working environments where smoking is permitted then measures should be taken such as increased ventilation, air filtration etc to ensure that employees who are non-smokers are not subject to tobacco smoke (i.e. to prevent “passive smoking”)

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## 4 STORAGE

- 4.1 Stores of flammable or highly flammable substances can give rise to fire if they are near a source of heat.
- 4.2 Stores of highly flammable, flammable, or combustible materials near oxidising agents should be effectively controlled and managed. Further information, on the storage arrangements for such materials, can be found in the product/Material Safety Data Sheets provided by/available from the product suppliers/manufacturers.
- 4.3 Highly flammable, flammable and/or combustible materials should not be stored near a source of direct heat, radiated heat, sparks or flames
- 4.4 All sources of heat, especially where flames are involved, should have a clearly marked area around them in which **NO** substances, highly flammable or otherwise, should be stored.
- 4.5 Flammable materials in bulk storage should be separated by suitable means to prevent the spread of fire.
- 4.6 The storage of petroleum, liquid petroleum gas and compressed gas cylinders also requires careful consideration and appropriate management - further advice on this topic can be obtained from your local Fire Service Fire Safety Officer or Local Authority Petroleum Officer.



## 5 PERSONAL DANGER

- 5.1 When fighting fires there is always a risk of personal injury.
- 5.2 Employees and other persons should never put themselves at major risk through fighting a fire. Only tackle a fire if it is within your capability.
- 5.3 Before fighting **ANY** fire, always sound the alarm using the recognised means.
- 5.4 Always ensure that you have a way out should you not be able to extinguish the fire.
- 5.5 **Never** try to fight a fire if containers of highly flammable liquids, flammable gases or explosives are involved.



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## 6 TYPES OF FIRE EXTINGUISHERS

6.1 There are several types of fire extinguisher available and your place of work should have sufficient types and numbers suitable for the risks present.

### 6.2 Water extinguishers - *Red body or Red Body with Red Label*

Used for general types of fire involving paper, wood, cardboard, etc. - 'Class A fires'.

These extinguishers must not be used for fires involving electricity or flammable liquids or for fat fires.

They are operated by aiming the nozzle at the base of the fire. The fire is extinguished using a sweeping action. As progress is made, the jet is directed progressively higher until the fire is out.

### 6.3 Carbon Dioxide extinguishers - *Black body or Red body with Black Label*

Carbon dioxide extinguishers are mainly used for fires involving electrical equipment 'Class C fires', but to some degree can be effective on other fire types.

Carbon dioxide extinguishes flames by depriving them of oxygen. As with most extinguishers, the jet should be aimed at the base of the fire but care should be taken to ensure that the flames are driven away from you.

It should be remembered that gas makes a loud noise when the extinguisher is used getting louder as it empties

The gas coming out of the nozzle is very cold and often freezes like snow. Care must be taken to ensure that the skin does not come into contact with the gases as cold injury can occur. Always hold the nozzle at the correct place, taking care not to put your fingers near or over the end. Do not hold the black horn if a rigid pipe and horn is fitted.

Squeeze the trigger in bursts to extinguish the flames.

Although carbon dioxide is not poisonous, it will decrease the amount of oxygen in the air so should not be used in a confined space or suffocation may result. Likewise it should not be directed at persons.

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#### 6.4 Dry Powder extinguishers - *Blue body or Red body with Blue Label*

Normally these are used for flammable liquid fires

They can be used for Flammable Gas fires 'Class C fires' however it is not advisable to extinguish gas fires unless the gas supply can definitely be shut off (or a serious explosion risk may be created) – it is recommended you leave this type of fire to the Fire Services.

They can also be used for paper, wood, cardboard, etc. 'Class A fires'.

They should be used in a similar way to water by directing the nozzle at the base of the fire. The flames are then forced down and away from you.

Be careful when using powder extinguishers in a confined space as the dust can form clouds which can be difficult to see through, and may affect breathing.

Some specialised powders are for flammable metals 'Class D fires' and should be used as directed on the extinguisher

#### 6.5 Foam extinguishers (including Aqueous Film-Forming Foam (AFFF)/Spray foam) - *Cream body or Red body with Cream Label*

Foam extinguishers are ideal when used on a contained burning liquid as 'Class B (I) fires. If used correctly, they form a blanket over the liquid preventing oxygen reaching the liquid, thereby extinguishing the flames.

Correct operation is essential, as the foam has to be directed to the sides of the container allowing it to fall onto the liquid and spread across the surface. N.B. If directed at the surface it will usually sink.

Foam can also be used instead of water. AFFF is frequently is considered a suitable replacement for water.

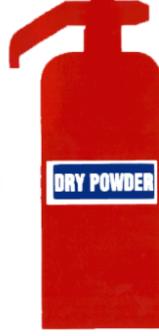
#### 6.6 Vaporising liquid "Halon" extinguishers - *Green body*

Halon is a good extinguishing medium being suitable for all types of fire. However, care should be taken when using it in confined spaces since it can deplete oxygen availability and cause toxic gases in certain circumstances.

The use of Halon as a fire-extinguishing medium is being phased out as it has been claimed that Halon depletes the ozone layer. Therefore, it is no longer possible to purchase or refill Halon extinguishers. They are being replaced by carbon dioxide or dry powder.

# KNOW YOUR FIRE EXTINGUISHERS

To BSEN 3 (New fire extinguishers – red body & coloured label style)

			
<ul style="list-style-type: none"> <li>SAFE FOR USE ON FLAMMABLE LIQUID FIRES</li> <li>SAFE FOR USE ON ELECTRICAL FIRES</li> <li>DO NOT USE ON WOOD, PAPER, TEXTILES ETC.</li> <li>DO NOT HOLD NOZZLE WHEN OPERATING</li> </ul>	<ul style="list-style-type: none"> <li>SAFE FOR USE ON WOOD, PAPER, TEXTILES ETC.</li> <li>DO NOT USE ON LIVE ELECTRICAL EQUIPMENT</li> <li>DO NOT USE ON FLAMMABLE LIQUID FIRES</li> <li>DO NOT USE ON FLAMMABLE METAL FIRES</li> </ul>	<ul style="list-style-type: none"> <li>SAFE FOR USE ON WOOD, PAPER, TEXTILES ETC.</li> <li>SAFE FOR USE ON FLAMMABLE LIQUID FIRES</li> <li>MAY BE USED IN PROXIMITY OF ELECTRICAL EQUIPMENT IN ACCORDANCE WITH BS 5306 Pt. 3.</li> <li>DO NOT USE ON FLAMMABLE METAL FIRES</li> </ul>	<ul style="list-style-type: none"> <li>SAFE FOR USE ON WOOD, PAPER, TEXTILES ETC.</li> <li>SAFE FOR USE ON FLAMMABLE LIQUID FIRES</li> <li>SAFE FOR USE ON GASEOUS FIRES</li> <li>SAFE FOR USE ON ELECTRICAL FIRES</li> </ul>
			

TO

BS5424 (OLD FIRE EXTINGUISHERS – BODY COLOUR STYLE)

<p>CO/2 CARBON DIOXIDE</p> <p><b>BLACK</b></p> <p>FLAMMABLE LIQUIDS</p> <p>SAFE ON HIGH VOLTAGE</p>	<p>WATER CO/2</p> <p><b>RED</b></p> <p>WOOD, PAPER TEXTILES etc.</p> <p>UNSAFE ALL VOLTAGES</p>	<p>FOAM</p> <p><b>CREAM</b></p> <p>FLAMMABLE LIQUIDS</p> <p>UNSAFE ALL VOLTAGES</p>	<p>DRY POWDER</p> <p><b>BLUE</b></p> <p>FLAMMABLE LIQUIDS</p> <p>SAFE ALL VOLTAGES</p>	<p>VAPOURISING LIQUIDS</p> <p><b>GREEN</b></p> <p>FLAMMABLE LIQUIDS</p> <p>SAFE ON HIGH VOLTAGE</p>
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# FIRST AID

## YOUR FIRST AIDERS ARE:

**Brian Scanlon**

## LOCATION OF NEAREST FIRST AID BOX:

**Bottom of the Stairs and the Canteen**

**OUR ADDRESS IS: -**

**RIVERSIDE INDUSTRIAL ESTATE,  
BLACKBURN,  
LANCASHIRE,  
BB1 4NF**

**OUR TELEPHONE NUMBER IS: -**

**01254 876 505**

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## CONTENTS OF FIRST AID KITS/CONTAINERS

### CONTENTS OF FIRST AID KITS/CONTAINERS

I.J.F. Developments Ltd first aid boxes contain the following:

<b>Item</b>	<b>Number</b>
Leaflet giving general guidance on First Aid IND (G) 215L 1997	1
Individually wrapped sterile adhesive dressings (Assorted Sizes)	20
Sterile eye pads	2
Individually wrapped triangular bandages (Preferably Sterile)	4
Medium sized Individually wrapped sterile unmedicated wound - dressing approx. 12 cm x 12 cm	6
Large sterile Individually wrapped unmedicated wound dressing- approx. 18 cm x 18 cm	2
One pair of disposable latex gloves	1
Safety Pins	6
Individually wrapped medi-wipes	10

I.J.F. Developments Ltd first aid boxes are inspected monthly and the results recorded on the appropriate form.

All deficiencies must be reported to a responsible person so that replacement items can be arranged.

### CONTENTS OF TRAVELLING FIRST AID KITS/CONTAINERS

Where provided will contain at least the following:

<b>Item</b>	<b>Number</b>
Leaflet giving general guidance on First Aid IND (G) 215L 1997	1
Individually wrapped sterile adhesive dressings	6
Large sterile unmedicated dressing (Approx. 18 cm x 18 cm)	1
Triangular bandages	2
One pair of disposable latex gloves	1
Safety pins	2
Individually wrapped medi-wipes	5

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# **FIRST AID**

## **7 FIRST AID PERSONNEL**

- 7.1 It is a lawful requirement for an employer to provide an adequate number of suitably trained persons.
- 7.2 When considering your risk the following should be evaluated and appropriate allowances made -
- The operations undertaken at the place of work,
  - Your location in relation to obtaining medical assistance - response time(s),
  - The number of persons employed/present at any one time,
  - Holiday and or periods of sickness/absence cover,
- 7.3 The persons selected should be trained to the required standard by an authorised/recognised body for this purpose, either to the higher standard of 'First Aider' or the lesser one of 'Appointed Person'.
- 7.4 Training should be provided through an agency approved by the Health and Safety Executive; usually the local St John Ambulance, St Andrew Ambulance or the Red Cross provides local training courses.
- 7.5 The number of persons depends on the number of employees and the risks to which they are subjected. A high number of office personnel may require less cover than substantially lower numbers in engineering where the risks are likely to be greater.
- 7.6 However, cover should be provided even for a low number. Even though the risk of an accident is low, there is always the possibility of a serious medical condition such as a heart attack, epilepsy or diabetes.

## **8 FIRST AID MATERIALS AND CONTAINERS/KITS**

- 8.1 The details of first aid materials/supplies are stated on a preceding page.
- 8.2 It is general practice for a recognised and qualified person to take care of the first aid containers/kits supplied by I.J.F. Developments Ltd.
- 8.3 It is good practice to have extra first aid containers/kits for the temporary replacement of an under-stocked or soiled one.

This is particularly appropriate for first aid boxes kept in vehicles.

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8.4 A record should be kept of the date it was inspected and the required contents of the box.

8.5 Our current arrangements for first aid are detailed at the start of this section.

8.6 Additional first aid materials and equipment may be required such as:

- Scissors,
- Adhesive tape,
- Disposable aprons,
- individually wrapped moist wipes,
- Sterile eye solution (minimum 1 litre),
- Blankets, and
- Specific personal protective equipment for the first aid personnel attending.

## **9 ACCIDENT RECORDS**

9.1 The qualified person who carries out the first aid treatment should ensure that the injured person or his representative makes the appropriate entry in the accident/incident record book (being BI 510 or similar).

9.2 A nominated member of the Management Team will inspect the accident/incident record books periodically and update accident statistics. This periodic review will assist in allowing formal remedial action to be taken to reduce the risk of a repeat accident.

9.3 All accidents no matter how small, should be reported in writing in the BI 510 Accident Report Book. It is the responsibility of the injured person to ensure that this is done.

9.4 The first aider should keep a treatment register giving details of dates/times and type of treatments administered.

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# HOUSEKEEPING

## 10 GENERAL

- Do not rush about, this causes accidents.
- Do not run in the workplace.
- Don't fool around. Horseplay causes accidents.
- Do not rush around blind corners, especially if you are pushing or carrying a load in front of you.

### 10.1 WASTE AND RUBBISH

- 10.1.1 All work areas should be kept clean and in a tidy condition.
- 10.1.2 Accumulations of waste and rubbish can cause slip, trip and vermin problems. There is a legal requirement to remove accumulations of rubbish on a daily basis
- 10.1.3 If you cause any rubbish or waste or spill anything on the floor, **YOU** are responsible for clearing it up.
- 10.1.4 Use the appropriate bins remembering that some rubbish has to go into dedicated bins for waste removal purposes.

### 10.2 SPILLAGES

- 10.2.1 If you cause a spillage, take the appropriate steps to clean it up.
- 10.2.2 If you come across a spillage, don't just leave it for someone else to fall over it. Take whatever action is necessary to clear it up. Tell your manager, warn staff, barrier off the area.

### 10.3 OBSTRUCTIONS

- 10.3.1 Never cause an obstruction to any gangway, fire exit, fire point, first aid box or any area where someone might need emergency access.
- 10.3.2 Don't allow gangways to be obstructed by items projecting onto them.
- 10.3.3 Close all filing cabinet drawers.
- 10.3.4 Close doors behind you.

### 10.4 STORAGE

- 10.4.1 Ensure that all items are stored in their correct location.
- 10.4.2 Don't leave things lying about; do not overload cabinets, drawer's etc; do not place articles on the top of filing cabinets, cupboards etc.

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# LIFTING AND CARRYING

## 11.1 GENERAL

- 11.1.1 Everyone who has to lift or carry, and that includes most employees should be trained in the correct way to do it.
- 11.1.2 Every person should follow the guidance below when lifting or carrying.

## 11.2 METHOD

- 11.2.1 Keep your back straight, bend the knees and lift using the strong muscles in the leg.
- 11.2.2 Keep objects as close to your body as you can, ensuring that where possible, the narrowest side is facing forward.
- 11.2.3 When pushing or pulling keep your back and arms straight, tuck your chin in and use your front foot to balance you whilst you thrust with your back foot.
- 11.2.1 Wherever possible use mechanical means of lifting.
- 11.2.2 Use trolleys, hoists etc. when lifting or moving.
- 11.2.3 Remember when carrying large items, you may be unable to see where you are walking. Always check your route before starting.
- 11.2.4 Keep the heaviest part of the load to the body when lifting or carrying.
- 11.2.5 Where suitable protective equipment but remember that gloves which are too big may cause problems if your fingers do not reach the end. Never 'snatch' a load or drag it off a surface when lifting. If it is too heavy you will drop it or cause serious injury.

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## **DISPLAY SCREEN USERS**

- 12.1 The following points should be considered when using display screen equipment (DSE)
- 12.2 Ensure that your chair is suitable and provided support for your back.  
The height should be adjustable, as should the back and back support height.
- 12.3 Always set the chair to your own particular requirements.
- 12.4 If your feet do not touch the ground with comfort, use a foot rest.
- 12.5 Organise your work, if possible, so that you have occasional breaks away from the screen.
- 12.6 Adjust the screen settings to suit yourself.
- 12.7 Position the screen so that there is no glare.
- 12.8 Report equipment or software faults immediately.
- 12.9 Set the keyboard so that it is comfortable and use wrist supports when required.
- 12.10 Use carefully positioned holders for your work when you are copy typing.

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## **SIGNS AND NOTICES**

### **13.1 LEGAL REQUIREMENT**

There is a legal requirement to provide signs in certain circumstances in line with the Health and Safety (Signs and Signals) Regulations 1996. We will comply with this requirement.

### **13.2 NOTICES & POSTERS**

There is a legal requirement to provide and display certain statutory notices including the “Health and Safety - What you Should Know” poster.

These are displayed in the workplace, as is our Employers Liability Insurance certificate.

### **13.3 FIRE SIGNS**

Fire signs detailing the means of escape from our premises are displayed over every exit door leading from our premises. The outside of the final exit doors are marked to indicate that they are a means of escape route from the premises and so have to be kept clear at all times.

There are fire procedure notices posted around the premises and at every fire point detailing the action to take should a fire occur or the alarm sound.

Each fire point is marked with a sign detailing what each fire extinguisher is to be used for.

### **13.4 HAZARD AND INFORMATION SIGNS**

There is a legal requirement to ensure that the signs can be seen, so they must not be obscured and must be kept clean at all times.

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# SIGNS

## 14 TYPES OF SIGNS



### *Warning Signs (Hazards)*

This type of sign warns of hazards and will be displayed wherever a hazard is likely to exist.



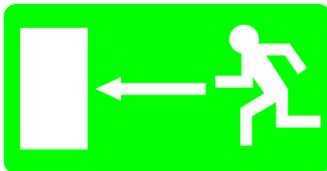
### *Prohibition Signs (Must NOT do)*

This type of sign is posted where something is prohibited.. Failure to conform to this could result in a serious accident, disciplinary action, or prosecution.



### *Mandatory Signs (Must do)*

This type of sign is posted where something must be done; PPE to be worn, route to be followed, etc.



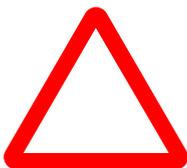
### *Emergency Escape, or First Aid, Signs*

This type of sign indicates what action is required in an emergency.



### *Fire Fighting Equipment Signs*

This type of sign indicates where fire fighting equipment is located.



### *Road Traffic Signs (Hazards)*

This sign shows Road Traffic warnings.

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# **CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT**

## **15.1 CLOTHING**

Clothing in this sense covers the things that people wear including jewellery etc.

The wearing of some jewellery can cause hazards to people whilst at work. Hanging chains can catch in moving machinery, rings can catch when lifting or carrying, earrings can affect the fitting of earmuffs, and watches can snag on moving machinery.

Loose clothing can get caught in moving machinery or be hooked onto passing vehicles. Hanging ties/cuffs can get caught in moving machinery.

If required, wear the protective overalls provided. These not only keep your personal clothing clean, but also reduce the risk of being caught. Sometimes there is a legal obligation to wear overalls.

## **15.2 ISSUE**

All personal protective equipment (PPE) is issued on an individual basis.

No one should use PPE issued to someone else

## **15.3 WEARING PPE**

Wherever possible, the necessity to wear PPE will be reduced by removing the reason at source. Where this is not possible, or where engineering solutions may take time to implement, the wearing of PPE may be compulsory.

Disciplinary action will be taken against anyone who is not using their PPE in the circumstances for which it has been issued and when it is required.

## **15.4 CARE OF PPE**

There is a legal requirement on anyone issued with PPE to take care of it and to take steps to have it maintained or replaced when necessary.

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## 15.5 TYPES OF PPE

The following are types of personal protective equipment you may have to wear:

- boots or shoes with safety toecaps;
- boots or shoes with special soles;
- clean overalls, aprons or dresses;
- hard hats where there is a risk of things falling;
- goggles while grinding, drilling or using air tools or equipment;
- high visibility to warn traffic or to make your presence known
- safety harness where there is a risk of falling;
- earmuffs where noise levels are excessive;
- gloves when handling rough, sharp or cold items.

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# ALCOHOL, DRUGS & MEDICAL CONDITIONS

## 16.1 ALCOHOL

People under the influence of alcohol or drugs whilst at work are liable to either injure themselves or their colleagues.

Even a small amount of alcohol consumed at lunchtime can reduce reaction times and may cause errors of judgement when operating plant, machinery or equipment. In addition the perception of risk can be reduced.

The “morning after” condition can also lead to serious incidents and accidents, lack of concentration and carelessness.

## 16.2 DRUGS

The use of drugs may lead to a risk to health and safety.

Be aware that many drugs that are prescribed for medical conditions can also have adverse side effects which can be detrimental to health and safety.

The warning 'This drug causes drowsiness - do not operate machinery' is common on prescription tablets but not always heeded.

There can be other effects, which can also cause a hazard in the workplace such as a feeling of cold, sweating, clammy hands etc.

Always tell your direct senior if your Doctor has prescribed drugs or medication which could affect your work performance.

Drugs do not have to be prescribed to cause side effects.

Most cold cures will cause drowsiness.

## 16.3 MEDICAL CONDITIONS

All medical conditions should be explained to your ‘senior’ and the first aiders.

Any condition, which could affect your work, should be explained so that adequate measures can be taken to reduce the risk of the condition causing an accident i.e.

- Diabetes
- Epilepsy
- Angina
- Hypertension, etc.

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## 16.4 DISCIPLINARY MATTERS

Remember that it will be a disciplinary offence to present yourself for work under the influence of alcohol or drugs.

Disciplinary action may well be taken if you fail to disclose any permanent or temporary condition caused by medicines or illness which could affect the health and safety of yourself or others.

It could also be a breach of legislation for which action could be taken.

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## **MAINTENANCE SAFETY**

- 17.1.** All maintenance activities carry a degree of risk. This risk is increased significantly if inexperienced and or untrained persons undertake such work.
- 17.2.** Extra care and attention is required by anyone undertaking maintenance work as conditions may not be normal.
- 17.3.** The following points should be noted:
- always use the correct tool for the job; makeshift tools must not be used;
  - when using access equipment, ensure that it is suitable for the job, in good order and you have been trained in its safe use;
  - certain tasks may require a 'permit to work' or a 'safe working system' before work can commence; make sure you have the correct authorisation;
  - plan the work before starting and consider others who may be affected by what you are going to do;
  - use the required personal protective equipment; by the very nature of the job all hazards cannot be engineered out;
  - never undertake electrical work unless trained, qualified and authorised to do so;
  - ensure that all services are isolated where necessary

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# **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

## **18.1 USE OF HAZARDOUS CHEMICALS**

Only use hazardous chemicals if you are authorised to do so, have received adequate training in the risks associated with them and have the associated hazard data sheets available.

Only use hazardous chemicals for the task intended. Unauthorised use could result in mixed chemicals giving off dangerous fumes or undergoing a violent reaction

## **18.2 STORAGE OF HAZARDOUS CHEMICALS**

Hazardous chemicals must only be stored in the containers intended for such storage. The hazard warning labels appropriate to the contents should be clearly displayed on the container.

## **18.3 HAZARD DATA SHEETS**

There must always be COSHH assessment sheets posted or available where hazardous chemicals are stored, handled, transported and or used.

These must be kept up to date and must describe the chemical, its reaction, what to do in an emergency, how to dispose of the chemical, how to dispose of the container etc.

## **18.4 EMPTY CONTAINER**

Containers, which have held hazardous chemicals, can be as dangerous as the chemical itself if it contains residue.

Always follow the supplier's instructions when disposing of the empty container.

## **18.5 BUYING HAZARDOUS CHEMICALS**

The person who buys or supplies hazardous chemicals within I.J.F. Developments Ltd has a duty to obtain the necessary hazard data sheet and to ensure that it is distributed.

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# DANGEROUS MACHINERY

## 19.1 TRAINING

Before someone uses an item of plant, machinery or equipment you must be adequately trained and in some circumstances be of a certain age.

The operator of the equipment should be trained in the hazards associated with the machine as well as in the method of operating it.

## 19.2 OPERATING

The machine must be operated in the prescribed manner, and in conformance with the manual supplied by the manufacturer or supplier of the machinery.

All guards provided must be used at all times and never bypassed.

It is illegal to remove anything from the machine that is provided in the interests of safety. It is also very dangerous.

Ensure that you know how to stop the machine before starting it and how to disconnect it from its power sources, electricity, gas, air, etc. before operating it.

Report any dangerous situations you observe and do not operate the machine until the hazard has been removed.

## 19.3 CLEANING

Do not clean the machine without switching off ALL its power sources and ensuring the machine is stationary, has come to its proper stopping position, and cannot be accidentally re-started.

If necessary lock the controls in the off position and remove any keys that will allow re-energisation.

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# ELECTRICITY

## 20.1 WORKING WITH ELECTRICITY

Only competent, trained and authorised personnel can service, repair, or otherwise maintain electrical equipment within I.J.F. Developments Ltd.

Even authorised personnel have to ensure that there is no danger present before they carry out any maintenance or repair.

This can only be done by isolating the supply before working on the system and testing to ensure that the equipment/circuit is 'dead' or isolated.

## 20.2 WORKING WITH ELECTRICALLY POWERED MACHINERY

Ensure that you know how to operate the machine and how to stop it. You should also be able to isolate it from the electricity supply.

Never bring water into contact with electricity as a short circuit may occur which can cause fire and injury.



**REMEMBER - ELECTRICITY KILLS**

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