

2017

Luton

Name.....

Luton Adult Learning
Apprenticeship
Health & Safety Assignment



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Be Safe!

You will need to discuss with your supervisor, and others, the issues raised in this workbook.

You will be set a date for completion of the workbook (within the first few weeks of your Apprenticeship) by your Caseload Officer.

When you have completed it successfully, your Caseload Officer will sign off the workbook as complete, so that you can use it as evidence towards you Apprenticeship.

This workbook will help you to maintain Health & Safety within the workplace and advise you on how to keep yourself and your colleagues safe.

Your supervisor will give you a Health & Safety induction into the workplace and may arrange training for the job you do.

Ask if you feel unsure about how to carry out a task. Avoid hazards where you work – to stay safe you must be aware of the risks in your working environment.

Health and Safety Policy

It is important to work in a safe and healthy way whilst at work so you don't have accidents or cause anyone else to have an accident. Businesses that employ more than five people are legally required to have a Health and Safety Policy, which clearly states their commitment to health and safety. The Chief Executive has overall responsibility for your organisations health & safety. Each department must also assess the health and safety risks of your job; this assessment is documented in a risk assessment. You must make sure that you read and understand the risk assessment and any other relevant safety procedures/documents. If in doubt, ASK.

You are responsible too – be smart – think before you act.

The health and safety at work act places legal duties on yourself as an employee and your employer.

By law, you must:

- Take reasonable care of your own health and safety and the health and safety of anyone else that may be affected by what you do or fail to do including members of the public.
- Cooperate with your employer in matters of health and safety.
- Not interfere with, or misuse, anything provided, for safety.
- Learn how to work safely and obey safety rules.
- Use all equipment and protective clothing provided.
- Report to your supervisor/section head/manager all accidents, near misses, injuries and violent incidents immediately or as soon as possible.
- Report things that seem dangerous, damaged or faulty.
- Only use tools, machinery or substances after you have been trained and given permission to do so.
- Never play practical jokes – they can kill.

Failure to observe your health and safety responsibilities may lead to disciplinary action being taken, by your employer.



What am I entitled to regarding Health and Safety?

As an apprentice you are entitled to:

- A safe, healthy and supportive environment.
- A workplace induction to health and safety when starting your programme.
- Full information on relevant health and safety policies, responsibilities and procedures.
- Information on supervision arrangements and any risks associated with your programme.
- Provision of suitable personal protective equipment from your employer.
- Information on restrictions which apply, for example restrictions on the use of certain machinery or vehicles.
- Training on health and safety and appropriate use of equipment.
- Advice in the event of an accident at work.

General responsibilities of your employer:

- To ensure the health, safety and welfare of employees whilst at work.
- To provide and maintain plant and systems of work that are safe and without risks to health and safety.
- To ensure safety and absence of risks to health in connection with, handling, storage and transport of articles and substances.
- To provide information, instruction, training and supervision as is necessary to ensure health and safety at work.
- To provide a place of work that is safe and has safe means of access and egress.
- To provide adequate welfare facilities at work.

First Aid

The Health and Safety (First Aid) Regulations 1981

- Make sure you know about first aid arrangements.
- Get to know the names of the first aiders and where your first aid box can be found.
- Report to your supervisors any injury or any ill affects you suffer and fill out the accident report form if applicable.

Your caseload officer will ask you about your department's first aid provisions.



Accidents at work

Reporting an accident

Any accidents, incidents or near misses in the workplace MUST be reported immediately to your employer and caseload officer using the appropriate recording form. Certain accidents must be reported to external agencies therefore it is important that all accidents are reported immediately.

If you have an accident at college you must report it to your tutor who will then complete an accident form. If you are taken from college straight to hospital this must be reported to HSE (Health and Safety Executive) by the college.

How accidents can be prevented in your workplace

By following control measures in the risk assessments reporting defects, reporting bad working practices, preventing horse play and exercising good housekeeping.

Hazard signs



CORROSIVE



EXPLOSIVE



FLAMMABLE



IRRIATING



OXIDATING



POLLUTING



TOXIC



RADIATING



Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work Regulations 1992 (PPE)

Personal protective equipment plays an important part in keeping you safe, but it does not stop the hazards. So you must be trained in how to use, wear, maintain and store your PPE.

PPE means all equipment that you wear or use at work to protect your health and safety.

PPE is available free of charge when it is required to undertake your job safely.

PPE Regulations:

- You must use the correct PPE for the job
- PPE must fit correctly
- Employers must supply suitable PPE, maintain it and store it safely
- Employees must use PPE correctly

Your responsibilities are to:

- Look after your equipment well when it is not in use.
- Store it properly in a, e.g. clean, dry cupboard.
- Keep eye protection in a box or case.
- Keep your equipment clean and in good repair.

The following pages give some examples of the PPE you are likely to come across during your working day.

Ear protection

Ear protection is designed to protect your hearing from being damaged. Loud noise for long periods of time can cause 'Noise Induced Hearing Loss'. As you get older your hearing can become less effective. There should be blue noise zone signs indicating that hearing protection must be worn. You must report any defects in the equipment to your supervisor.

There are two basic types of ear protector:

- Ear plugs.
- Ear defenders.



Ear defenders

Eye protection

Eye protection is essential to protect your eyes from harm. The law requires eye protection to be worn if there is a possibility of an eye injury.



Goggles

Head protection

The Construction (Head Protection) Regulations 1989 say you must wear suitable head protection on all building sites. **Never** remove head protection in working area.

- Many makes of safety helmet are available.
- They must be to British Standard.
- You must wear a safety helmet when required.
- Check that the expiry date is current



Helmets MUST be worn

Respiratory Protective Equipment (RPE)

Employers have a duty to tell their workers about the risks of harmful things in the air.

The choice of equipment depends on:

- The type of hazard
- Amounts of hazardous substances
- Length of exposure.



Masks MUST be worn

Skin protection

Some substances used on construction sites could harm your skin.

Ways to protect your skin include:

- Barrier cream
- Gloves, gauntlets
- Overalls
- Goggles
- Aprons
- Boots with steel toecaps and mid-sole protection
- Leggings



Gloves MUST be worn

Lifting and Carrying

The Manual Handling Operations Regulations 1992

Manual handling means the transporting, lifting or supporting of loads by hand or bodily effort, so includes not only lifting but also putting down, pushing, pulling, carrying or other means of moving a load.

Around 36% of the reported injuries at work that lead to absences of over 3 days are attributable to accidents whilst handling loads of one sort or another. Sprains and strains, particularly of the back, are very common.

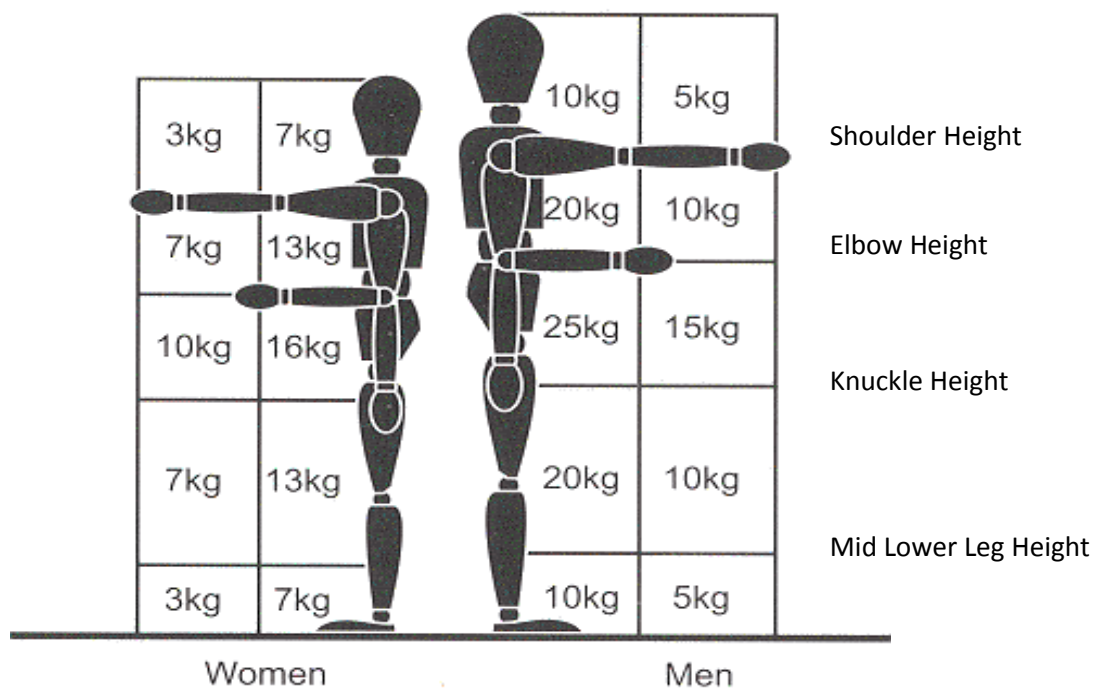
Make sure you can:

- Only lift or carry what you can easily manage.
- See clearly where you are going.
- Get help with anything that you think might be too heavy or awkward to manage on your own.

If in doubt, don't do it – ask for help!

Manual Handling Recommended Guidelines

There is no legal maximum weight you are allowed to lift, however; this diagram shows the recommended guideline maximum weights for lifting and lowering in each boxed zone for men and women. There is an increased risk of injury if you attempt to manoeuvre a heavier load than indicated.



Risk Assessment

The Management of Health and Safety at Work Regulations 1999

A risk assessment is a careful examination of what, in your work, could cause harm to people. You must weigh up whether you have taken enough precautions or should do more to prevent harm to yourself and others. You are legally required to assess the risks in your workplace. A hazard means anything that can cause harm, for example, chemicals, electricity and working from ladders.

A **Risk** is the likelihood of an accident happening.

A **Hazard** is anything with the potential to cause harm.

Bullying and Harassment



What is bullying?

- Constant fault-finding and criticism of a trivial nature
- A constant refusal to acknowledge you and your achievements
- Constant attempts to undermine you and your position and potential
- Being isolated, ignored and separated from colleagues, excluded from what's going on
- Being humiliated, shouted at and threatened, often in front of others
- Having unrealistic goals set, which change as you approach them

What is harassment?

Bullying tends to consist of many small incidents over a long period of time, whereas harassment may consist of one more serious incident. Harassment includes any unwanted behaviour that has the effect of creating an intimidating, hostile or offensive environment.

Appropriate Behaviour

Everyone has the right to feel safe in his or her working environment. If things aren't right and you feel uncomfortable you must contact either your supervisor or your caseload officer.



Cyber bullying

Cyber bullying is when someone is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the internet, email, blogs, social networking sites (such as Facebook or Twitter), mobile phones or other digital technologies.

How it works

There are two kinds of cyber bullying: **direct attacks** (messages sent to the victim directly) and **cyber bullying by proxy** (using others to help cyber bully the victim, either with or without the accomplice's knowledge).



Safeguarding

What is safeguarding?

In order to grow and thrive, people need to be challenged as well as kept safe by those offering opportunities for them to develop. Safeguarding people is about much more than child protection. It means taking a comprehensive approach that prevents people from any potential source of harm.

It is about creating a culture of openness and honesty, and protecting people from harm and danger without smothering their potential and need for challenge.

Personal safety

Personal safety is important. Learn to plan ahead and take practical precautions to keep yourself safe.

Be aware – trust your intuition and try not to be influenced by peer pressure.

Be alert – if you are going out, find out how to get to your destination and tell someone where you are going and what time you expect to return.

Plan ahead – what will you do if you face violence – your aim should be to get away from the situation quickly.

Always report incidents – it may help others in the future.

Further useful information is available from the Suzy Lamplugh Trust on:

<http://www.suzylamplugh.org>

Tidiness and Hygiene

“House Keeping”

Tidiness

- Slips, trips and falls are still the major cause of accidents. To help prevent them:
- Don't leave things lying around.
- Keep work areas and gangways tidy and clear.
- Clean up spills straight away.
- Always close drawers.
- Ensure all fire exits are **ALWAYS** clear of obstruction.
- Avoid trailing wires across walkways.
- Carry out regular inspections.



Hygiene

Dirt and contact with chemicals, oil, toner and so on, can make you ill and can cause unpleasant skin complaints. Always:

- Wash your hands and safety, using soap and water or a suitable cleanser, before you eat a meal and before and after using the toilets.
- Dry your hands and safety with the towels or dryers provided. Don't wipe them on rags or on your clothes.
- If they are supplied, use barrier creams to protect your skin when doing dirty jobs. You may also need to put on a cream after washing when the job is finished.
- Get medical advice about any skin complaints, rashes, blisters, ulcers etc. and follow any treatment recommended to you. Tell your supervisor about your medical problem immediately.
- Keep work area clean – wipe down regularly.

General housekeeping

Housekeeping is the overall upkeep of your work environment the following points are just some of the procedures that fall under this:

- Report any defects for repair i.e. faulty lights, faulty plug sockets etc.
- The minimum temperature for sedentary work is 16 degrees Celsius.
- The minimum temperature for strenuous work is 13 degrees Celsius.
- There is NO maximum temperature laid down by law.
- If any liquid is spilt warn people, cordon off until it can be cleaned.

You should always practice good housekeeping; most workplaces will have a quarterly inspection so management can ensure compliance with the law and maintain a safe working environment.

Moving about the Workplace



Remember:

Walk, don't run.

- Be aware of trailing wires.
- Make yourself aware of the space you work in.
- Keep walkways clear.
- Use the gangways provided and never take short cuts.
- Look out for, and obey, all warning notices and safety signs.
- You are only allowed to drive vehicles for which you have been properly trained and have passed any necessary test.
- Take particular care where vehicles like forklift trucks are operating.
- Never hitch a ride on any vehicle not designed to carry passengers.

Equipment and Machinery

PUWER – Provision and Use of Work Equipment regulations.

Ensure you check equipment prior to use including wires, guards, plugs and any casing.

If any machinery that you are using develops a fault, put a 'do not use' sign on it and report it to your supervisor. It may be an electrical fault.

Transport and Vehicles

Before driving a company vehicle you must ensure it has been serviced, check lights, fluid levels, tyres, brakes and look for obvious signs of damage, if found ensure you report any damage.

Never answer a mobile phone call whilst driving if you need to use the phone pull over in a safe position and switch off the engine before answering.

If you crash ensure everyone is unharmed if so swap necessary details, do not admit liability and inform your management. You must have business use on your insurance policy when driving a company car otherwise your policy may not cover you whilst driving at work.

Safety around the Site and Office

Roofs

Roofs may be fragile or have loose tiles. Never go on a roof unless you have been trained to take the proper precautions. Tell your supervisor if you feel giddy, faint or unsafe when at heights.



Electricity

Electricity can kill or cause severe burns. Treat it with respect.

Make sure you:

- Understand the instructions before using any electrical equipment.
- If you don't understand, ASK.
- Always switch off at the mains before connecting or disconnecting any electrical appliance.
- Report any damaged electrical tools or equipment, including cables and extension leads.

PAT – Portable Appliance Testing, this is usually presented on the item on a green label.

RDC – Residual Current Device, an RCD is an electrical safety device specially designed to immediately switch the electricity off when electricity "leaking" to earth is detected at a level harmful to a person using electrical equipment.






Office

- Keep your workstation tidy
- Ensure there are no trailing cables
- Wear gloves when handling toner
- Ensure chairs and bags are put under desks to avoid tripping hazards
- Keep fire exits and gangways clear.
- Follow your risk assessment.



Safety Signage

Safety Sign Designs

Colour	Meaning or Purpose	Instruction and Information	Intrinsic Features	Example
RED	Prohibition/Danger alarm	Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate	Round shape; black pictogram on white background; red edging and diagonal line; red part to be at least 35% of the area of the sign	
YELLOW or AMBER	Warning	Be careful; take precautions; examine	Triangular shape; black pictogram on yellow background with black edging; yellow part to be at least 50% of the area of the sign	
BLUE	Mandatory	Specific behaviour or action e.g. wear personal protective equipment	Round shape; white pictogram on blue background; blue part to be at least 50% of the area of the sign	
GREEN	Emergency escape; first aid. No danger	Doors; exits; escape routes, equipment and facilities return to normal	Rectangular or square shape; white pictogram on green background; green part to be at least 50% of the area of the sign	
RED (fire-fighting signs)	Fire fighting equipment	Identification and location	Rectangular or square shape; white pictogram on red background; red part to be at least 50% of the area of the sign	

Working at Heights

Falls, sometimes from quite low levels, can cause death or serious injuries. Following these rules can make you safer:

- Always assess the task before undertaking.
- Always inspect the ladder for obvious damage before using.
- Make sure you are shown the correct way to place a ladder.
- Do not use a ladder with split, missing or loose rungs.
- Always make sure that the ladder is placed in the way you have been shown and cannot slip. If you are unsure, have it checked.
- Don't overstretch. Keep your body within the frame of the ladder. If necessary, come down and move the ladder to a more convenient position.
- Always use stepladders, kick stands, scaffolding or lift buckets to reach high places.
- Never ride in a crane bucket or on the forks of a forklift truck.
- Never stand above the third rung from the top on a ladder so that you have a hand hold on the ladder.
- If you witness someone working in an unsafe manner advise them of this and also advise management.



Hazardous Substances

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 are to protect you from hazardous substances used at work.

Remember:

Follow the organisations instructions

Ask if you are unsure.

- Read all hazard warning signs and the instruction labels on containers. They should tell you if, for example, a substance is poisonous, easily set on fire, or can cause burns.
- Read the COSHH assessment and data sheets. Before you use a substance, find out what to do if it spills onto your skin or clothes.
- Overalls or protective clothing which are soaked or badly stained by hazardous substances must not be taken away.
- Do not transfer small quantities of any liquids or substances into unlabelled or wrongly labelled containers – this is dangerous for everyone.
- A dusty atmosphere can also damage your health – ask if there are any special precautions you need to take.



Working with Computers

There is no evidence to suggest that display screen equipment (DSE) can cause you harm, provided that you:

- Complete a DSE self-assessment.
- Are trained how to use the equipment.
- Adjust your chair correctly.
- Use a footrest and a document holder, if you need them.
- Make sure that you have regular breaks or change to other work away from the screen.

You must report any problems with your eyes or any aches and pains in your wrists, arms or neck to your supervisor. Sometimes health problems can occur if you are carrying out repetitive tasks using computers.



Fire

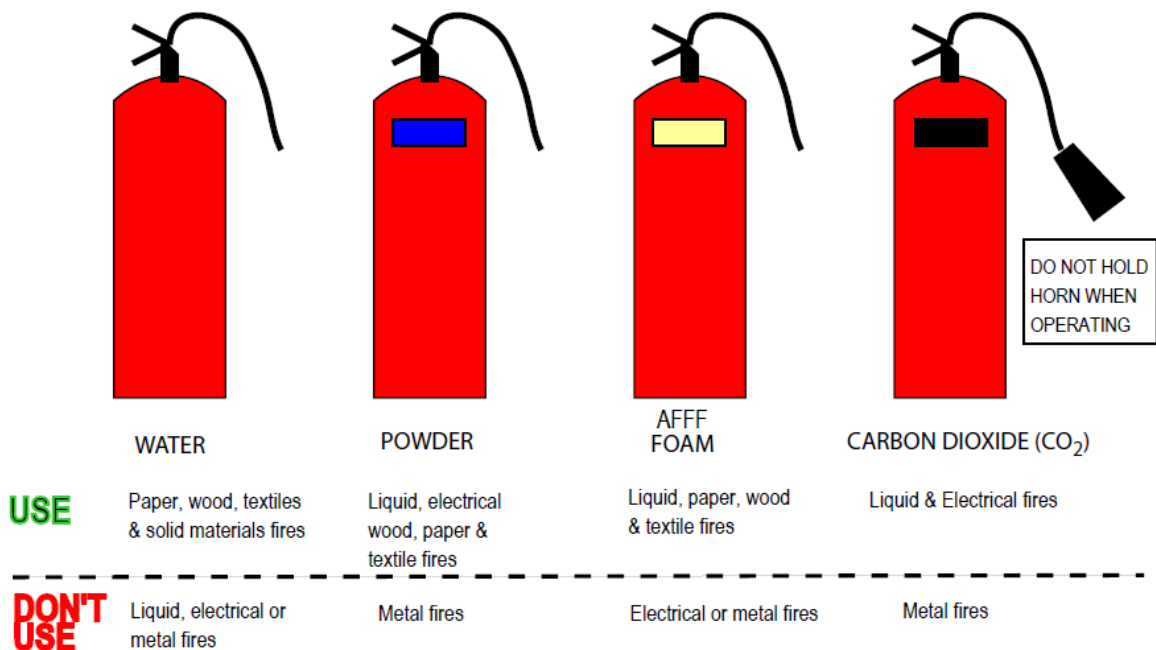
The three elements needed to start and sustain a fire are oxygen, heat and fuel. There are many causes of fire in the work place the most common are; electrical faults, cooking, poor housekeeping, sparks, poor control of flammable substances, arson etc. To prevent accidents caused by fire all businesses are required to have safety measures which usually include fire alarms, firefighting equipment, emergency lighting, evacuation plan and most organisations will exercise regular drills.

Do you know?

- What to do if there is a fire?
- How to raise the alarm?
- What the alarm sounds like?
- Where the fire exits are?
- Where the assembly point is?

Don't take risks. If you don't know – ASK

- Know and understand the organisation's fire instructions.
- Keep away from flames or sparks when handling petrol or other flammable substances.
- Find out about the no smoking policy rules.
- Do not create a fire hazard by throwing cigarette ends in corners or under benches.
- Keep fire doors unlocked and free from obstruction.
- In the event of a fire raise the alarm and evacuate.
- Never prop open a fire door as this compromises the escape route and allows the fire to spread rapidly.
- Never misuse a fire extinguisher (it is there for a sole purpose!).
- **DO NOT** run or use the lifts.





Sexual health

If you log on to <http://www.brook.org.uk/> you will find information on sexual health.

Diet

Good health is fundamental to leading a full and active life and getting the right nutrition is an important step towards good health. The more balanced and nutritious the diet, the healthier the person can expect to be. A balanced diet means eating the right amount of foods from all food groups.



Help yourself by:

- **Eating more starchy foods.** Starch is a good energy provider and adding it to a daily diet can help to reduce your fat intake and increase fibre. Starch can be found in foods such as bread, potatoes, rice and pasta.
- **Eating more fruit and vegetables.** Fruit and vegetables contain a large amount of the vitamins and minerals your body needs to function at its best. The Department of Health recommends that both adults and children eat at least five portions of fruit and vegetables per day.
- **Reducing fat intake.** Saturated fat is unhealthy in large quantities. It can raise cholesterol levels in your blood and lead to heart disease. Fat intake can be reduced without too much effort by choosing leaner cuts of meat and lower fat varieties of food.
- **Reducing salt intake.** Choose foods with reduced salt or no added salt. A lot of salt is more than 1.25g (0.5g sodium) per 100g.
- **Drinking less alcohol.** The British Nutrition Foundation advises men to consume fewer than four units of alcohol per day, and women to stick to less than three units per day. Excess drinking can increase your risk of some cancers, heart and liver disease.

Alcohol

Excessive alcohol consumption can affect your physical and mental health, your work, and your social and personal relationships. You are also more likely to find yourself in dangerous situations if you have been drinking a lot, as alcohol affects your judgement and you may do things that you would not consider doing when sober. Health risks associated with heavy drinking include:

- Liver disease (cirrhosis of the liver),
- Alcohol related anaemia and nutritional disease,
- Chronic calcifying pancreatitis,
- Heart muscle damage (cardiomyopathy), and
- Alcoholic dementia.



Heavy drinking also increases the risk of high blood pressure, cerebral hemorrhage (stroke), coronary heart disease and heartbeat irregularities. People who drink large amounts of alcohol over long periods of time are also at much greater risk of liver damage.

Smoking

Every year about 200,000 young people start smoking. Reasons why young people start smoking include pressure from friends, being around relatives who smoke (making it seem OK), curiosity or thinking it looks good.

Whatever your reasons, it's far easier to say 'no', or just not do it in the first place, than to try to give up further down the line when you are addicted.

The younger you start smoking, the more damage it is likely to do to your health and the harder it will be to give up.

Smoking and the Law

It is illegal to sell cigarettes, roll-up tobacco or cigars, either over the counter or from a vending machine, to anyone under the age of 18.

In the UK it is illegal to smoke in enclosed public spaces such as cafés, restaurants, shopping centres and railway stations. Recently they have also changed the law so that smoking products cannot be on direct display in shops.

You don't have to face quitting smoking alone as there are organisations to help you:



Quit – www.quit.org.uk, call 0800 002200
NHS 'Smokefree' – www.smokefree.nhs.uk, call 08000 224332
Luton Stop Smoking Services – call 0800 0130845



Drugs

Drug addiction is when you become dependent on a drug, and it forms a central part of your life. Misusing drugs can lead to physical dependency, and/or psychological dependency. Taking illegal drugs carries many serious health risks because they are not controlled or supervised by medical professionals.

As well as having immediate health risks, some drugs can be addictive and lead to long-term damage to the body. Heavy or long-term use of some illegal drugs may cause the user to overdose, which may cause permanent damage to the body and can be fatal.

Taking illegal drugs also carries a legal risk. Possession means being found with a substance on your person or in your property whether it is yours or not. Supplying means giving or selling drugs to other people. Even giving small amounts of drugs to friends can be classed as supplying drugs, even if no money is involved.

Luton Wellbeing Service - offers support and advice to help you keep safe and take fewer risks with drugs and alcohol. Confidential service with lots of help on offer. Call 01582 393130.

ADIBOP is a drugs and alcohol advice, information and support service for young Asian people and their families. Bengali, Sylheti, Urdu, Punjabi and Pahari are spoken. 94-106 Leagrave Road, Luton, LU4 8HZ. Female adviser: 01582 519504; male adviser: 01582 519503.

FRANK operates 24-hours-a-day. Call 0800 776600, text 82111, email frank@talktofrank.com or visit www.talktofrank.com. If you have hearing difficulties you can text phone FRANK on 08009 178765.

In an emergency

If you are with someone who becomes ill after taking drugs don't be afraid to call an ambulance (dial 999), especially if they are unconscious. It's important to get them the help they need quickly.

Useful Sources of Health and Safety Information

Useful websites:

www.gov.uk/government/organisations/skills-funding-agency

www.dfes.gov.uk

www.hse.gov.uk

www.asc-puke.co.uk

www.thesite.org

www.downyourdrink.org.uk

www.brook.org.uk

Useful telephone contacts:

Skills Funding Agency : 0845 3775000

Jobcentre Plus: 0800 0556688

Integrated Youth Services: 01582 54600

Drugs/Substance Helpline: 0800 776600

Samaritans: 08457 909090

Smokers Quit Line: 0800 1690169

Health and Safety Executive: 08701 545500


Analogous Industrial Injuries Scheme (AIIS) 01977 464070



Apprenticeship Health and Safety questions

1	Who is ultimately responsible for Health and Safety within your workplace?	
2	The Health and Safety at Work Act places legal duties on whom?	
3	Why is it important to work in a safe and healthy way whilst at work?	
4	Describe what the general responsibilities are of your employer?	
5	What are your personal Health and Safety responsibilities as an employee?	
6	What action will be taken if you fail to observe your Health and Safety responsibilities?	

7	Describe the Health and Safety risks of your current work tasks and what control measures there are in place to minimise the risk?	
8	What does a risk assessment tell you?	
9	What does the term hazard mean?	
10	What action would you take if your fire exit was found to be obstructed by rubbish bags?	
11	You notice that a light does not work within your office, what actions would you take and why?	
12	You spill your hot drink on the kitchen floor – what are your immediate actions?	
13	A piece of equipment is issued with a “prohibition notice” what does this mean?	
14	What does COSHH stand for?	

15	What are the main principles of the COSHH Regulations?	
16	Name a chemical that you use at work – how would you ensure that it is used safely and what would you do if you spilt some of this chemical on the floor?	
17	<p>What do these hazards warnings mean?</p> 	
18	What damage can be done to your hearing as a result of prolonged noise exposure?	
19	What checks should be made before you wear any hearing protection?	
20	What injuries can you sustain if you do not implement correct lifting techniques?	

21	What does PPE stand for?	
22	Describe the PPE which you wear and for what reasons?	
23	You notice that your allocated gloves have a tear. You are just about to leave the depot to start a job, what actions would you take and why?	
24	Whilst using your drill, you notice that it keeps stopping – what actions would you take and why?	
25	Describe what machinery you use at work. What pre-user checks do you carry out and why?	
26	What does PAT stand for? What should you look out for to check that the equipment has been tested?	
27	Smoke is emitted from the back of your PC – what actions would you take and why?	

28	How would you ensure that your workplace was free from any slips, trips or fall hazards?	
29	Describe the risks involved with working at height?	
30	A contractor decides to stand on a table to change a light bulb near you, what actions would you take?	
31	Why is it important to see your workplace safety policy – what does it tell you?	
32	Who are the named : <ul style="list-style-type: none"> • First Aiders • Fire Officers 	
33	You have noticed that you are suffering from regular eyestrain whilst using your PC – what should you do?	
34	What pre-user checks should you undertake before driving a company vehicle?	

35	Whilst driving your mobile phone rings, what actions should you take?	
36	If you use your car for work purposes, why do you have to have business use on your car insurance policy?	

Powers and duties of the Health and Safety Executive (HSE)

- The Health and Safety law is enforced by Inspectors from the Health and Safety Executive (HSE), or your local authority.
- The HSE is divided into specialist inspectorates or sections. They operate from local offices across the country.
- The inspectorate is very powerful with regard to health and safety.
- It's staff visit workplaces to check that risks in the workplace are properly controlled
- Mainly, they help you to understand what you need to do.
- They enforce the law only when something is seriously wrong.
- The HSE has the power to serve notices on employers and employees. For example, they may issue an improvement notice (to put things right) or a prohibition notice (to stop work immediately) if they believe equipment and working practices may cause injury.

The HSE must be informed of the following:

- The starts of any construction work lasting longer than 30 days or involve more than 500 person days of construction work.
- Any accidents resulting in death or major injury such as fractures, amputations, loss of sight, hospital stay or more than three days off work due to an accident.
- Any poisoning or suffocation that needed medical treatment.

Investigation - An investigation involves finding out how an accident or major incident occurred.

- All accidents, however small, must be investigated.
- The HSE look for causes, such as unsafe acts or conditions, so that they can order changes to prevent accidents happening again.
- If you are involved in an accident, don't forget:

Who, What, Why, Where, When, How

- The secret of successful investigation is asking the right people the right questions and drawing the right conclusions.

For more information please visit:

www.hse.gov.uk