



Site and Building Managers' Guide to Health and Safety in

Offices

Mae'r ddogfen yma ar gael yn y Gymraeg
This document is available in Welsh

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Authors	Corporate Health and Safety Team, Ty Elai, Williamstown
Department	Human Resources
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Contact Number	01443 425531

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Introduction

In this document, 'site manager' can refer to 'building manager', and 'site' can refer to individual buildings, such as when a site consists of just one building.

This guide has been developed to assist site managers understand and fulfil their duties under health and safety legislation. It draws attention to the main hazards found in offices, and provides information and guidance to safeguard employees and other persons who may visit or share the site e.g. members of the public, contractors, etc.

It is the responsibility of the relevant group directorates to appoint site managers, and deputies if necessary. Group directorates should contact Corporate Estates Asset Management Team, who will coordinate and maintain an up to date database of site managers. Site managers must be provided with relevant information, instruction and training regarding their role and responsibilities. In large multi-occupancy or shared sites, it is likely that the site manager will have a coordinating role for the management of health and safety throughout the site. In general, the site manager will have responsibility for communal areas and ensuring that the relevant maintenance and servicing of equipment and systems is carried out in accordance with set standards, e.g. fire extinguishers, emergency lighting, portable appliance testing, etc. The day-to-day management of individual offices, storage areas and kitchens, etc., used by individual sections will be the responsibility of the relevant section head.

In large multi-occupancy or shared sites, it is possible that the site manager will need assistance and cooperation from other site users on issues such as fire, first aid, traffic management, accident reporting and security. These arrangements should be documented and agreed with the relevant section heads. Please note, there is a legal requirement that where different employers share a workplace, they must cooperate and coordinate with each other on health and safety matters.

Self-Audit/Inspection Checklists are provided at the end of the guide and should be used by the site manager to direct their attention to areas that require regular examination.

Legal Duties

As an employer, the Council has duties under the Health and Safety at Work etc. Act 1974 (the Act) to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees, and others who might be affected by its undertaking, e.g. members of the public visiting offices to meet with officers of the Council. This includes the provision and maintenance of:

- a safe and healthy place of work and working environment;
- safe plant, equipment and working systems;
- safe handling, transport and storage of materials and substances;
- information, instruction, training and supervision to enable employees to recognise and minimise hazards; and,
- adequate welfare facilities.

Employees of the Council also have duties under the Act, the most important of which are to take care of their own health and safety and that of others who might be affected by their work activities, and to cooperate with their employer in all matters of health and safety.

In order to assist in the process of managing health and safety, the Council has developed Health and Safety Policies covering a host of specific topics. The policies can be viewed and downloaded from *Inform* and the *RCT Source*. The site manager must bring these policies to the attention of all employees.

The Management of Health and Safety at Work Regulations apply to all work activities and require employers to manage health and safety. Together with the associated Approved Code of Practice, the Regulations make some of the general duties of the Act more specific, such as the requirement to undertake suitable and sufficient risk assessments, and to ensure staff are provided with adequate information, training, instruction and supervision.

The following pages provide information and guidance concerning the management of the main health and safety hazards likely to be encountered in an office environment.

Further advice and guidance can be found by contacting the Corporate Health and Safety Team based at Ty Elai, Williamstown and/or Corporate Estates/Maintenance based at Ty Trevithick, Abercynon.

Asbestos

Asbestos is a naturally occurring fibrous material that was a popular building material from the 1950s until a partial ban in 1985, of blue (crocidolite) and brown (amosite) asbestos, and a total ban in 1999, which included white (chrysotile) asbestos. Its use was banned because if asbestos fibres are released into the air and breathed in, it can lead to asbestos-related illnesses, such as cancers of the lungs and chest lining.

It was used as an insulator (to keep in heat and keep out cold), had good fire protection properties and protected against corrosion. Asbestos can be found in many products that were used in buildings, including ceiling tiles, pipe insulation, boilers and sprayed coatings, and because asbestos was often mixed with another material, it is hard to know if you are working with it or not. Some offices may have asbestos containing materials (ACMs) in some areas of the building but, generally speaking, if the building was built from the year 2000 onwards, then this is unlikely.

The Council has a legal duty to control and manage the presence of asbestos in all properties under its control. To this end, Corporate Maintenance have undertaken surveys of Council premises and have developed a framework for managing ACMs that includes:

- the identification of ACMs in the building;
- the assessment of the condition of the ACMs;
- either removal, or management in situ, which would include the development of an Asbestos Management Plan;
- providing information to employees and contractors;
- training for employees where required; and,
- appropriate record keeping.

The site manager will follow the Asbestos Management Plan provided by Corporate Maintenance and will:

- ensure they are aware of the emergency arrangements;
- keep the Asbestos Management Plan readily available and use it to manage and control any ACMs that may be present in the building;
- inform anyone who may work in the vicinity of the ACMs of their presence (e.g. maintenance staff);
- report any ACMs that might or have become damaged to Corporate Maintenance for immediate action; and,
- contact Corporate Maintenance when any building works are planned, including refurbishments or demolition, running computer cables, electrical cables, plumbing, etc.

If your premises has not received an asbestos survey, or as the site manager you have not received training/instruction regarding your responsibilities, please contact Corporate Maintenance.

Two workers installing computer equipment were exposed to asbestos fibres after drilling into asbestos containing material. Although an asbestos survey had been carried out, this was not communicated to the contractor by the landlord, and the contractor had not requested to see the asbestos survey prior to the work commencing. Both the landlord and the contractor were prosecuted by the Health and Safety Executive (HSE) following the incident.

Additional Information/Guidance

- Council Policy HS24 – Control and Management of Asbestos
- The Site Asbestos Management Plan (contact Corporate Maintenance for a copy)
- Asbestos – HSE Guidance

Boiler Rooms

A boiler is capable of exploding if safety controls fail, and blocked flues can cause flue gas to leak into surrounding areas causing damage and risks to life and health through carbon monoxide poisoning, etc.

Site managers are required to:

- in liaison with Corporate Maintenance, ensure that boiler systems are maintained and inspected on a regular basis (heating systems must be serviced);
- ensure that boiler rooms are free from combustible materials such as wood, paper and document storage, flammable substances;
- ensure boiler rooms are kept locked shut and signposted to that effect, when not in use; and,
- ensure wood pellet stores (where applicable) are only accessed by competent/trained personnel (this will usually be specialist contractors or engineers) and subject to a permit to work system.

Additional Information/Guidance

- Contact Corporate Maintenance

Communication

It is the site manager's responsibility to ensure that there are clear and effective channels of communication throughout the site for information and guidance relating to its health and safety management, particularly in multi-occupancy/shared sites.

This can be achieved by holding regular meetings with site users to discuss site-based issues, circulating written information to ensure site users are kept apprised and ensuring safety signage is appropriate and adequate. Notice and information boards should be kept up to date.

The site manager must ensure that the HSE's health and safety law poster is completed appropriately and displayed where employees can easily read it. The poster includes basic health and safety information and lets people know who is responsible for health and safety at the site.

Current legislation requires the employer to consult with employees on health and safety matters. Consultation involves not only giving employees information, but also listening to and taking account of what they say, particularly when they report problems, and before making any health and safety decisions. The Council's Employee Suggestion Scheme and Hazard Reporting Scheme can assist in this process.

Where building or maintenance issues arise, the site manager must inform Corporate Maintenance. Communication and/or co-ordination with Corporate Maintenance should ideally be done via an identified 'single point of contact' for the site. It is the responsibility of the site manager to inform Corporate Estates Asset Management Team immediately of any changes to contact details in respect of this person, since this team keeps a register of site contact details.

Additional Information/Guidance

- The Council's Employee Suggestion Scheme – ESS1
- The Council's Hazard Reporting Scheme – HRS1

Control of Contractors

The control of contractors within a site is very important. Contractors in an office environment may be involved in long-term major refurbishment work, or everyday maintenance such as servicing of the heating system, repairing damaged guttering, maintaining the emergency lighting system, etc.

The site manager should always liaise with Corporate Maintenance and also follow the Council's Policy HS23 - Managing Contractors, for the planning, selection, appointment and monitoring of anyone undertaking works. This includes:

- having clearly identified personnel who are points of contact for contractors and visiting workers;
- having all significant and unusual hazards and risks at the site clearly identified; and,
- exchanging information on hazards and risks.

The site manager will ensure effective communication is established and maintained through:

- regular workplace meetings with contractors;
- providing contractors with copies of appropriate hazard registers, such as the asbestos register;
- informing employees and visitors about hazards at the site;
- having effective signing in and out procedures for contractors;
- informing contractors of emergency site procedures e.g. fire evacuation plan;
- sharing findings of risk assessments with contractors;
- asking contractors about the hazards and risks which they are bringing to the site (e.g. creating noise, dust, fumes);
- informing employees and visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes); and,
- monitoring the work against agreed methods.

Any issues or unsafe practice concerning the work of contractors must be reported to Corporate Maintenance.

Additional Information/Guidance

- Council Policy HS23 – Managing Contractors
- HSE - INDG368 – Using contractors - A brief guide

Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations (COSHH) require employers to prevent or control exposure to hazardous substances. This would include substances listed as very toxic, toxic, harmful, corrosive, irritant, and microorganisms. Hazardous substances can be in the form of a solid, liquid, gas, vapour or microorganisms, and can endanger life by being inhaled, ingested, or absorbed/injected through the skin or mucous membranes.

In offices these substances could include general cleaning materials, adhesives, photocopier toner, etc. In general, these types of product are used by cleaners and caretakers. COSHH assessments must be undertaken to assess the risks to health faced by employees and visitors from these substances, and up to date health and safety data sheets should be available for all substances in use. The undertaking of COSHH Assessments and the development of appropriate control measures is the responsibility of line managers.

On smaller sites, the line manager and site manager may be one and the same person.

Where required, for example on larger sites, the site manager must liaise with line managers to ensure materials are stored and used appropriately. The site manager must report back any issues to those responsible.

All substances must be stored in their original containers and in accordance with manufacturers' requirements, and kept secured away from vulnerable persons and visitors.

Additional Information/Guidance

- Council Policy HS3 – Control of Substances Hazardous to Health
- COSHH – HSE Guidance

Driving on Council Business

Health and Safety law applies to all vehicles driven for work purposes, whether those vehicles are Council or privately owned, leased or hired.

Fleet services are responsible for ensuring that all Council owned, leased and hired vehicles used for Council business conform to law and are safe and properly maintained.

However, line managers are required to ensure, for example, that:

- vehicles owned, leased and hired by employees that are used for work purposes have current MOT certificates, that employees have valid driving licences and insurance, and that relevant details are entered into the Envoy Expenses System;
- driving activities are risk assessed and any necessary control measures implemented;
- employees are made aware of their responsibilities when driving on Council business; and,
- employees are made aware of relevant Council policies and guidance.

On smaller sites, the line manager and site manager may be one and the same person.

Additional Information/Guidance

- Council Policy – Driving on Council Business – Council Owned, Leased and Hired Vehicles (Managing Work-Related Road Safety)
- Council Document – Driving on Council Business Using Vehicles that are not Council Owned, Leased or Hired
- Council Policy HS17 – Alcohol and Substance Misuse
- Council Policy HS18 – Smoking in the Workplace

Electricity

Electricity can kill. It can also cause shocks and burns and can start fires. The Electricity at Work Regulations cover the use of electricity in offices. These regulations require employers to maintain electrical systems and electrical equipment within their control.

Electrical systems include the lighting and power circuits, and portable electrical equipment such as vacuum cleaners, power tools, etc. All work carried out on electrical circuits and equipment such as installation work, inspection, testing and maintenance, must be carried out by a competent person. Fixed electrical installations must be inspected and tested at regular intervals.

All portable electrical equipment should be subject to periodic portable appliance testing (PAT). The frequency of the testing varies according to the appliance and its usage, although it is generally undertaken on an annual basis for office type equipment such as printers, computers, etc. You will find stickers or labels on the equipment indicating when it was last inspected and the date when the next inspection is due.

Employees using portable equipment must visually check it prior to use, and report any damage or defects. For example, broken plugs, frayed flex, discoloured or overheated cables. Defective or unsuitable equipment should be immediately withdrawn from service and labelled as not to be used until it is either repaired or destroyed.

Corporate Maintenance have contracts in place for the maintenance of both fixed and portable electrical equipment. If you are unclear as to when the fixed electrical systems or portable equipment was last checked, you should contact Corporate Maintenance.

Residual Current Devices must be used where required.

Employees must not bring their own electrical equipment into Council offices.

Electrical switch-rooms must be kept free from combustible materials and never used as storage areas.

Additional Information/Guidance

- Council Policy HS10 – Electricity at Work
- Electrical safety at work – HSE Guidance

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'responsible person' to ensure that a Fire Safety Risk Assessment (FSRA) is completed and regularly updated. The Council has appointed a consultant contractor who will undertake the assessments and provide a report highlighting any actions required. The site manager is responsible for updating the FSRA as and when actions are completed. The site manager is responsible for overall management of the day-to-day fire precautions at the site and will ensure that systems and arrangements are developed to:

- identify any significant findings from the FSRA and implement any actions required;
- check escape routes to ensure they can be used and are not obstructed;
- check the emergency exit devices on doors to ensure they work correctly;
- test fire alarm systems and, where installed, sprinkler systems, i.e. weekly in-house tests;
- in-house tests/inspections of emergency lighting systems, fire extinguishers, hose reels and fire blankets, etc.;
- record the training of relevant people;
- ensure a coordinated site-based emergency evacuation plan is developed;
- where necessary, ensure personal emergency evacuation plans (PEEPS) are developed for disabled persons, both staff and visitors; and,
- maintain the fire log book.

The site manager must also:

- update the FSRA as required, i.e. the on-line RAMIS system;
- liaise with Corporate Maintenance on building and maintenance issues; and,
- undertake an annual review of the FSRA.

As stated previously, in large multi-occupied or shared sites, many of the fire related maintenance and procedural arrangements will need to be coordinated with other site users.

The current fire related maintenance contracts in place and managed through Corporate Maintenance include:

- firefighting equipment, e.g. extinguishers – 1 service per year;
- fire detection and alarm systems, e.g. smoke/heat detectors, alarm repeater - 4 visits per year;
- sprinkler systems - 4 visits per year;
- emergency lighting - 4 visits per year;
- gas heating systems - annual service; and,
- gas safety check – annual.

The site manager must ensure that the maintenance is undertaken in line with the above contracts. Any discrepancies or uncertainties must be reported to Corporate Maintenance.

Additional Information/Guidance

- Council Policy HS20 – Fire Safety
- Council Document – Guidance for Writing Personal Emergency Evacuation Plans (PEEPs)
- Fire Safety Risk Assessment Guide – Offices and Shops – HM Government
- Fire Safety Risk Assessment Guide – Means of Escape for Disabled People – HM Government
- Fire Log Book – South Wales Fire and Rescue Service (copy available from the Corporate Health and Safety Team)

First-Aid

Under the Health and Safety (First-Aid) Regulations 'employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do. What is important is that they receive immediate attention and that an ambulance is called in serious cases.'

The extent of first-aid provision will depend on a number of factors, such as the types of hazards present, the number of employees, the history of accidents, the proximity of medical services, etc. This can be determined by carrying out a first-aid needs risk assessment. The HSE's publication L74 provides guidance on the regulations to help employers meet their obligations.

The site manager will liaise with other site users to ensure that the required numbers of suitably trained first-aid personnel are available at all necessary times.

The site manager must ensure that sufficient and adequately stocked first-aid boxes are provided and maintained by authorised personnel. The location of the first-aid boxes and the name(s) of the person(s) responsible for their upkeep must be clearly displayed throughout the site on suitable notices.

Records should be kept by the first-aid personnel of all treatment administered, and should include the name of the injured person, date, time and circumstances of the accident, and details of the injury sustained (see Appendix F of Council Policy HS9 - First Aid at Work).

Where appropriate, the Council's Incident/Accident and Injury Record form HS5(A) must be completed and forwarded to the Corporate Health and Safety Team in accordance with the Council's Accident Reporting Arrangement Guidelines (see also the section on Incidents/Accidents, following).

Additional Information/Guidance

- Council Policy HS9 – First Aid at Work
- Council Document – Accident Reporting Arrangement Guidelines
- First Aid at Work – HSE Guidance

General Working Environment

The Workplace (Health, Safety and Welfare) Regulations cover a wide range of basic health, safety and welfare standards. These regulations are intended to ensure a healthy and safe working environment, and that adequate welfare facilities are provided for all people at work, including people with disabilities. The Regulations cover such factors as:

- **Health** – ventilation, temperature, lighting, cleanliness, waste materials, room dimensions and space, workstations and seating;
- **Safety** – maintenance, floors and traffic routes, doors, gates, walls and windows;
- **Welfare** – sanitary conveniences, washing facilities, drinking water, accommodation for clothing, changing facilities, facilities to rest and eat meals.

Factors covered by the Regulations that commonly need to be addressed include:

- floors and stairs;
- doors and windows;
- temperature, space, lighting and ventilation; and,
- toilet, washing, changing and rest facilities.

Floors and Stairs

Many accidents are a result of slips, trips and falls, so it is important that, where possible, floor surfaces are non-slip and kept free from obstructions, and holes and defects in floor coverings are repaired promptly, particularly those on staircases.

Stairs should be maintained in a safe condition, well lit and kept free of obstructions.

Doors and Windows

Glass doors, including patio doors and French windows, must be fitted with toughened or safety glass or covered with a protective film that prevents glass from shattering. They must have a conspicuous mark or feature sufficiently obvious that people will be unlikely to collide with them.

Windows that are above ground level, accessible to people, can be opened and are large enough to allow people to fall out, should be assessed and, where necessary, fitted with restrictors, e.g. if the openings are less than 800mm above the inside floor level.

Window restrictors should also be fitted to windows at ground floor level that open outwards over pathways to prevent collision with the windows.

Window restrictors must be checked on a regular basis.

Temperature, Space, Lighting and Ventilation

The temperature within the office needs to be suitable to ensure all occupants are comfortable. The site manager must ensure that lighting and ventilation are suitable and adequate for the activities undertaken, and that employees have sufficient space to work comfortably and safely, particularly when undertaking moving and handling tasks.

Toilet, Washing, Changing and Rest Facilities

Accommodation should be provided for any employee's own clothing that is not worn during working hours, and for any special work clothing that is not taken home.

Appropriate changing and toilet facilities should also be provided for employees, including facilities for washing.

Suitable facilities must be provided for pregnant workers or nursing mothers to rest.

Outdoor Health and Safety

Steps and paths in the outdoor areas should be kept in good condition and free from obstructions that could lead to tripping hazards. Steps should have a suitable handrail, and paths that are used in the hours of darkness should be provided with lighting.

Safe systems of work must also be developed for clearing snow and gritting activities, and suitable personal protective equipment made available. Prior to the onset of winter, the site manager should carry out a pre-winter inspection of pipes, guttering, traffic routes, etc., to identify possible hazardous areas and prioritise routes for gritting.

Additional Information/Guidance

- Council Policy HS12 – Workplace Health, Safety and Welfare
- Council Policy HS2 – Use of Personal Protective Equipment (PPE)
- Council Document – Snow and Ice Management – A Guide for Site Managers and Head Teachers
- HSE – L24 - Workplace Health, Safety and Welfare – Approved Code of Practice and guidance

Incidents/Accidents

It is the responsibility of all employees to report incidents and accidents that occur on Council premises or which arise from work carried out on behalf of the Council.

Incidents and accidents must be reported to the Corporate Health and Safety Team using the Council's Incident/Accident Investigation and Injury Record form HS5(A) in accordance with the Council's Accident Reporting Arrangement Guidelines.

Certain incidents/accidents are also reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The following are reportable if they arise 'out of or in connection with work':

- accidents that result in the **fatal injury** of an employee or member of the public;
- accidents that result in an employee suffering a **specified injury** (fracture, dislocation etc.);
- accidents that result in an employee being **absent from work or unable to do their normal duties for more than seven days**;
- accidents that result in a member of the public suffering an injury and being **taken to hospital for treatment directly from the scene of the accident**;
- an employee **diagnosed with one of the specified work-related diseases**; or,
- one of the specified **dangerous occurrences** – these do not necessarily result in injury but have the potential to do significant harm.

Reporting Arrangements

In the event that a work-related accident occurs on the site, the relevant manager must notify the Corporate Health and Safety Team in line with the timescales set out in the Accident Reporting Arrangement Guidelines.

Where an incident/accident occurs on site and involves an employee, it is the direct line manager's responsibility to investigate. However, the site manager must be notified in order that hazardous areas and trends can be identified and any repairs or remedial work can be organised. Where the incident/accident involves a visitor, member of the public or contractor, then the site manager should investigate unless there are obvious reasons why the responsibility rests with a different manager.

Where it is necessary to report an incident/accident to the HSE under RIDDOR, this duty will generally be undertaken by the Corporate Health and Safety Team in accordance with the Council's Accident Reporting Arrangement Guidelines.

Additional Information/Guidance

- Council Policy HS5 – Reporting of Injuries, Diseases and Dangerous Occurrences
- Council Document – Accident Reporting Arrangement Guidelines
- Council Document – HS5(B) – Guidance to the Completion of the Incident/Accident Investigation and Injury Record Form HS5(A)
- RIDDOR – HSE Guidance

Interview Rooms/Reception Areas

Interview rooms/reception areas can play an important role within Council office facilities as they provide an area of privacy where employees and members of the public can meet and/or an area where employees and members of the public interact.

Where possible, it is important that the interview room/reception area is in a location and/or is designed in such a way and/or is fitted with security measures that prevents unauthorised access by visitors to the rest of the building. The design of the room/area should be such that it affords employees a means of removing themselves from any violent situation, should one occur.

It is equally important that, where necessary, the interview room/reception area is fitted with a panic alarm or another means of summoning assistance in the event of an emergency. Procedures should be developed for employees to follow in the event of the alarm sounding, and all employees must be made aware of these procedures.

Procedures should include the need for the interviewer to check the interview room prior to the interview for any objects that could be used as weapons.

Additional Information/Guidance

- Council Policy HS13 – Violence at Work
- Council Document – HS(V1) – Violence at Work – Incident Report Form

Legionella

Legionnaires' disease is a potentially fatal type of pneumonia, which is contracted by inhaling tiny airborne droplets or particles containing viable Legionella bacteria.

Although healthy individuals may develop Legionnaires' disease, the elderly, smokers, alcoholics, and those with cancer, diabetes or chronic respiratory or kidney disease would be more at risk. Legionella bacteria are common and can be found in water systems, wet air conditioning plant, whirlpool baths and hydrotherapy baths.

Corporate Maintenance have undertaken Legionella Risk Assessments of the water systems within Council premises and developed site specific Legionella Site Log Books.

The site manager will follow the Legionella Risk Assessment/Site Log Book and will:

- keep the Log Book updated and readily available and use it to manage and control the water systems in the building;
- carry out the monthly temperature monitoring as instructed in the Log Book;
- carry out weekly flushing of any low-use water outlets as instructed in the Log Book and record actions accordingly; and,
- record the findings and report any failings to the Legionella Team for investigation/rectification.

If your premise has not received a Legionella Risk Assessment/Site Log Book, or you as the site manager have not received training/instruction regarding your responsibilities, please contact Corporate Maintenance.

Additional Information/Guidance

- Council Policy HS27 – Control of Legionella
- Site Legionella Risk Assessment/Log Book (contact Corporate Maintenance for a copy)
- Council Document – Legionella Prevention – Instructions for routine water testing (contact Corporate Maintenance for a copy)
- HSE – INDG458 – Legionnaires' disease – A brief guide for dutyholders

Moving and Handling

There are always occasions when employees working in an office will need to move equipment, furniture, boxes, etc. It is therefore essential that before carrying out these tasks, a risk assessment is undertaken that considers the factors below:

- avoid hazardous manual handling operations where reasonably practicable:
 - is the job necessary?
 - can it be done in a different way?
 - can it be mechanised?
- assess any hazardous manual handling operations that cannot be avoided;
- reduce the risk of injury as far as is reasonably practicable:
 - add specialist sliders or wheels to furniture that has to be moved;
 - provide sack trucks or trolleys;
 - spread moving and handling tasks throughout the day.
- ensure employees have received suitable and sufficient training in both moving and handling techniques, and in the safe use of any moving and handling equipment they might be expected to use.

The most useful assessments are set out in a simple format so that it is possible to quickly assimilate what equipment, techniques and numbers of employees are required to carry out the task safely. Simple tasks only require simple assessments, e.g. dividing large boxes into smaller loads. More complex tasks will require detailed assessments and will need to be recorded. In some instances generic assessments are acceptable. However, all assessments should consider the task, the load, the working environment and the individual's capabilities.

Clothing, footwear and protective equipment are other factors that have a direct impact on movement and the ability to adopt the correct posture while moving and handling. They should allow employees to perform a full range of unrestricted movements.

Additional Information/Guidance

- Council Policy HS4 – Manual Handling
- Manual handling – HSE Guidance

Passenger Lifts

All passenger lifts in the workplace are subject to the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and must be thoroughly examined by competent persons, at least every six months. As well as the lift, the inspection/maintenance programme should include any release mechanism, alarm and communication device installed. Corporate Maintenance have contracts in place for the examination and maintenance of lifts, and the site manager should consult and cooperate with them, the lift manufacturer and/or the lift servicing/maintenance company regarding matters concerning the lift.

Site managers are responsible for ensuring that:

- notices are appropriately displayed instructing that the lift is not to be used in the event of a fire (unless it has been designed as a fire evacuation lift);
- sufficient people are designated and suitably trained to act as 'responsible persons' in the event of a lift breakdown;
- appropriate procedures are in place for responsible persons to follow in the event the lift fails, trapping someone inside it;
- notices are prominently displayed in/on/adjacent to the lift giving:
 - the names and contact details of the responsible persons;
 - clear instructions on how to isolate the electrical supply to the lift;
 - details of where any access panel and emergency manual lift door release keys are located.
- only trained and competent individuals have access to lift machinery, and that unauthorised access to the manual cranking mechanism/lift electronics, etc. is prevented;
- notices are displayed inside the lift explaining what to do in an emergency;
- any emergency telephone, bell or other device, fitted in the lift for summoning help is functioning correctly and can be heard where assistance is available; and,
- emergency operating procedures are periodically tested.

Additional Information/Guidance

- HSE – INDG339 – Thorough examination and testing of lifts – simple guidance for lift owners
- Lifting Equipment – HSE Guidance

Site Security

Crime does sometimes occur in public buildings and usually involves the 'opportunist' theft of property from unlocked or unattended offices, but it can occasionally involve physical or non-physical violence against employees. By ensuring that security, like safety, is non-negotiable, opportunity for crime can be substantially reduced. The site manager is responsible for ensuring that security for the site is effective and sustained at an appropriate level.

The site manager should undertake a risk assessment with regards to site security and implement control measures proportionate to the risks identified.

Procedures should be developed for locking and unlocking the building(s) and for receiving and supervising visitors and, where assessed as necessary, CCTV and magnetic swipe/proximity card access systems installed. All procedures and systems should be periodically reviewed to assess their efficiency.

All site-based employees should be made aware of security procedures and informed of their responsibility to follow them. Steps should be taken to monitor employee compliance with those procedures.

Additional Information/Guidance

- Council Policy HS13 – Violence at Work
- Council Document – HS(V1) – Violence at Work – Incident Report Form

Slips, Trips and Falls

Most slips occur when the flooring or ground is wet or contaminated. Most trips are due to poor housekeeping. These types of accidents are seen by many as inevitable and many people do not take them seriously. However, the statistics prove that slip, trip and fall accidents cost employers and the NHS millions of pounds each year, notwithstanding the pain and suffering of those injured.

The solutions are often simple and cost effective. A suitable assessment of the risks should identify the necessary control measures. For example:

Internal Areas

- floor surfaces should be kept free from obstructions and holes, and defects repaired promptly, particularly those on staircases;
- handrails should be fitted to staircases;
- staircases should be maintained in a safe condition, kept free of obstructions and well lit; and

- spillages should be cleaned up immediately.

Section heads are responsible for ensuring that the work areas under their control are kept clean, tidy and free from defects.

External Areas

- steps and paths in outdoor areas should be kept in good condition and free from obstructions that could lead to slips or trips;
- changes in surface levels, such as on ramps and steps, should be clearly marked and lighting should be suitable and sufficient; and,
- steps should have a suitable handrail, and paths that are used during the hours of darkness should be provided with outdoor lighting.

During the winter months it is likely that the risk of slips, trips and falls will increase. Arrangements should be developed to ensure that the increased risk is managed appropriately. For example:

- undertake a pre-winter risk assessment/inspection of pipes, guttering, drainage channels, traffic routes, etc. to ensure leaks are identified and repaired before the onset of winter;
- order supplies of salt/grit, and develop procedures to ensure adequate stocks are maintained;
- prioritise pedestrian and vehicle routes for gritting;
- agree the timing and frequency of gritting; and,
- inform other site users of these arrangements.

Additional Information/Guidance

- Council Policy HS12 – Workplace Health, Safety and Welfare
- Council Policy HS2 – Use of Personal Protective Equipment (PPE)
- Council Document – A Health and Safety Guide to Preventing Slips and Trips
- Council Document – Snow and Ice Management – A Guide for Site Managers and Head Teachers
- HSE – L4 – Workplace Health, Safety and Welfare – Approved Code of Practice and guidance
- HSE – INDG225 – Preventing slips and trips at work – A brief guide

Smoking

The Smoke-free Premises and Vehicles (Wales) Regulations 2007 prohibit smoking in enclosed or substantially enclosed public places, including workplaces. There is no obligation on employers to provide designated areas where employees can smoke. However, if designated smoking areas are provided, they should be located outside the building and away from doorways, windows and pedestrian routes. Arrangements must be made to remove all smoking debris.

'No smoking' signs must be placed in prominent positions at or near each entrance, so that people entering can see them.

Please note that the Council's 'Smoking in the Workplace' Policy imposes restrictions on smoking over and above those required by the aforementioned legislation. For example:

- employees can only smoke in their own time;
- the restrictions on smoking apply equally to both tobacco products and e-cigarettes; and,
- employees or visitors are not permitted to charge e-cigarettes in the workplace and/or in vehicles owned, leased, hired or rented by the Council.

Additional Information/Guidance

- Council Policy HS18 – Smoking in the Workplace
- Smoking – Welsh Government Guidance

Traffic Management

Every year about 70 people are killed and 2500 seriously injured in accidents involving vehicles in the workplace. Being struck or run over by moving vehicles are the most common causes of these accidents. Although the likelihood of being struck by a vehicle on an office site is low, the potential still exists. Vehicles likely to be encountered on an office site include cars, vans, refuse/recycling vehicles, delivery vehicles, etc. Additionally, there may be occasions where building or refurbishment works may impact on the regular traffic management arrangements on site.

It is therefore essential that a risk assessment is undertaken to identify the potential hazards and to ensure that appropriate control measures are adopted.

The risk assessment should take into account issues such as the type of vehicles accessing the grounds, reversing vehicles, access for emergency vehicles, parking, pedestrian routes, vulnerable visitors, unsecured gates, etc. Control measures could include speed limits, adequate lighting, separate access/egress for pedestrians and vehicles, clearly marked and/or designated parking bays, assistance for reversing vehicles, close supervision of visitors, one-way systems, restricting times of access for vehicles, etc.

Additional Information/Guidance

- Council Document – Managing Traffic Safety on Council Premises – Guidance for Managers
- HSE – INDG199 – Workplace Transport Safety – A brief guide

Training

Training is an important way of achieving health and safety compliance by helping to convert information into safe working practices.

Line managers are responsible for ensuring that all employees receive training appropriate to the work they undertake, including refresher training as necessary, and that suitable records are kept.

In an office environment, training could include, for example:

- site-specific induction;
- fire safety procedures;
- use of display screen equipment (DSE) and relevant software programmes;
- first aid;
- incident/accident reporting procedures;
- safe handling/use of substances (COSHH); and,
- correct use of personal protective equipment (PPE);

On smaller sites, the line manager and site manager may be one and the same person.

Additional Information/Guidance

- Health and Safety Training – HSE Guidance

Violence and Aggression

The Council recognises that violence/aggression towards employees at work can be a source of injury and distress. The term violence/aggression covers a wide range of incidents, not all of which result in physical injury, for example, verbal abuse.

Section 2 of the Health and Safety at Work etc. Act 1974 places a general duty on employers to ensure the health, safety and welfare of its employees, and this duty extends to protecting its employees from violence/aggression.

In response to this duty, the Council has developed Health and Safety Policy HS13 – Violence at Work to assist managers to implement appropriate controls in order to protect employees against violence/aggression whilst at work.

Line managers should develop procedures detailing the actions employees must take in the event they are confronted by a violent/aggressive person during the course of their duties.

Following an incident, the line manager should meet with the employee involved to discuss what happened and to offer counselling according to the individual's needs. This process of debriefing may have two functions: to establish details of the event and to provide emotional help. It is sometimes appropriate to supplement debriefing by confidential counselling.

On smaller sites, the line manager and site manager may be one and the same person.

Employee morale and confidence may be improved to see that there is a genuine commitment from employers to pursue prosecution in cases of serious assault. Violence/aggression must not be accepted as an unavoidable occupational hazard, and employees should be encouraged to record/report all occurrences of aggressive and violent behaviour.

Additional Information/Guidance

- Council Policy HS13 – Violence at Work
- Council Document – HS(V1) – Violence at Work – Incident Report Form
- Violence at Work – HSE Guidance

Visitors

Visitors to Council offices could include members of the public, contractors and other visiting Council employees. To protect visitors from harm, it will be necessary to know that they are on site.

The simplest way of recording visitors' presence is by using a register and/or issuing a visitor's badge. Where practical, visitors must sign in and out indicating who they are visiting, the time they arrived and the time they leave.

Visitors must be informed of the risks to which they may be exposed whilst on site and of any emergency arrangements, including the location of assembly points. Where an emergency arises, measures must be taken by the responsible person to ensure the visitor is accompanied to a place of safety. The responsible person may not necessarily be the site manager, but is likely to be the person who the visitor is meeting. Adequate supervision must be maintained whilst the visitor is on site.

Where disabled persons access the site, the responsible person must ensure, where necessary, that personal emergency evacuation plans (PEEPs) are developed for these individuals (See Fire Safety).

Additional Information/Guidance

- Council Policy HS15 – Visitors in the Workplace
- Council Document – Health & Safety Guidance Sheet – Writing Personal Emergency Evacuation Plans (PEEPs)

Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) require the risk to people's health and safety from equipment that is used at work be prevented or controlled. Generally, any equipment which is used at work is covered by PUWER. Work equipment in an office environment includes items such as shredders, stepladders, trolleys and photocopiers.

Work equipment provided must meet the requirements of PUWER, and in doing so it must be:

- suitable for use, and for the purpose and conditions in which it is used;
- maintained in a safe condition; and,
- in certain circumstances, inspected to ensure that it is, and continues to be, safe for use.

Any inspection/maintenance must be carried out by a competent person and records kept. Where appropriate, employees will be expected to undertake visual inspections of equipment before use, and report to their line manager any defects noted.

Risks created by the use of the equipment must be assessed, and eliminated where possible or controlled.

Employees using work equipment must receive adequate training, instruction and information for the equipment they are using.

Section heads are responsible for work equipment used solely by their employees.

Additional Information/Guidance

- Council Policy HS21 – Work Equipment
- Work Equipment – HSE Guidance

Work at Height

Every year there are a number of deaths and thousands of injuries due to falls from height in the workplace.

Most major injuries are caused by 'low' falls i.e. below two metres, and involve stairs, falls from desks/chairs (while putting up displays etc.) and from stools while closing windows/storing items, etc. However, falls also occur from greater heights, such as from ladders, platforms, roofs, etc., and from ladders/stepladders whilst carrying out repair and maintenance work and where the risk of serious injury and/or fatalities is increased.

The Work at Height Regulations require that:

- where possible, work at height should be eliminated, e.g. carrying out the work from ground level, or using long-handled poles to clean windows, for example;
- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected, with records kept;
- the risks from fragile surfaces are properly controlled; and,
- the risks from falling objects are properly controlled.

Any work at height that is necessary needs to be properly planned and organised:

- undertake a detailed risk assessment where significant factors are present, such as appreciable height, bulky loads, lone working, inclement weather, fragile surfaces, etc.;
- ensure you have the right access equipment for the job – consideration should be given to hiring suitable equipment for specific jobs, e.g. mobile scaffold towers;
- ensure access equipment, such as a ladder, tower, etc. is visually inspected before each use, and more formally on a monthly basis with details recorded;
- ensure the place of work is safe;
- ensure employees are fully trained and competent to use any work at height equipment;
- ensure the risks from falling objects are considered and controlled; and,
- for low-level access, kick step type stools and properly designed low steps with handrails should be considered.

Additional Information/Guidance

- Council Document – Health & Safety – Employee Information Sheet No 1 – Safe Use of Ladders and Stepladders
- Work at Height – HSE Guidance

Young Workers

The Management of Health and Safety at Work Regulations require that young persons (those under 18 years of age) should not be employed unless there has been a specific risk assessment undertaken for them, taking into account:

- the inexperience, immaturity and lack of awareness of risks of young people;
- the workplace and equipment;
- the nature and degree of exposure to harm;
- organisation of processes and activities; and,
- training.

Line managers are responsible for ensuring that if any young people are employed, such risk assessments are undertaken and that any necessary control measures are identified and implemented.

On smaller sites, the line manager and site manager may be one and the same person.

Additional Information/Guidance

- Council Policy HS6 – Management of Health and Safety at Work
- Young People at Work – HSE Guidance

References

Various references have been made in this document under '**Additional Information/Guidance**'.

Where references have been made to HSE guidance and/or documents, these can be found by searching the HSE website:

<https://www.hse.gov.uk/>

Where reference has been made to a document produced by HM Government or guidance provided by the UK Government, this can be found by searching the UK Government website:

<https://www.gov.uk/>

Where references have been made to Welsh Government guidance, this can be found by searching the Welsh Government website:

<https://gov.wales/>

Where references have been made to contacting Corporate Estates/Maintenance, this can be done via telephone number 01443 281155

Where reference has made to Council documents (other than when it is referred to contacting Corporate Maintenance for a copy), including schemes and policies, these can be found on *Inform* and/or the *RCT Source* and/or by contacting the Corporate Health and Safety Team via telephone number 01443 425531 or by emailing:

HealthandSafetyTeam@rctcbc.gov.uk

Mae croeso i chi gyfathrebu â ni yn y Gymraeg /
You are welcome to communicate with us in Welsh

Self-Audit/Inspection Checklists

(To be completed by the site/building manager to direct their attention to areas that require regular examination. A 'No' answer will require action to be taken.

Should any issue not apply at a particular office,

'N/A' can be entered in the 'Comments/Action Required' column.

The checklists should be completed at least annually, but on a more frequent basis if Service Area requirements/management necessitate it.)

Topic	Yes	No	Comments/Action Required
Policies and Procedures			
Have you access to all the current Corporate H&S Policies?			
Have you access to all current H&S Guidance (available on Inform / the RCT Source / from Corporate the H&S Team)?			
Have you on display the completed Health and Safety Law Poster?			
Asbestos			
Have you a current Asbestos Register and Management Plan for your premises?			
Have you received training / instruction in its use, including the emergency arrangements?			
Do you inform all contractors / maintenance staff / surveyors of the requirement to read and sign the register?			
Do you inform everyone who may work near asbestos of its presence?			
Have you arrangements in place that when you are not available a competent member of staff manages this process?			
Boiler Rooms			
Do you liaise with Corporate Maintenance to ensure boilers are serviced when due?			
Do you contact Corporate Maintenance over any operating problems with boilers?			
Do you ensure boiler rooms are kept free from the storage of combustible materials / flammable substances?			

Topic	Yes	No	Comments/Action Required
Boiler Rooms (continued)			
Do you ensure that, when not in use, boiler rooms are kept locked shut and are signposted to that effect?			
Do you ensure that, where applicable, wood pellet stores are only accessed by competent / trained personnel (usually specialist contractors or engineers) and are subject to a permit to work system?			
Communication			
Are all site-based employees made aware of site safety arrangements?			
Are notice / information boards kept up to date?			
Are meetings with any other occupiers held regularly?			
Has Corporate Estates been provided with current site contact information?			
Control of Contractors			
Have you arrangements in place to risk-assess how building / maintenance / refurbishment works will affect the safety at the premises?			
Are Corporate Maintenance consulted and involved before and during construction / maintenance / refurbishment works?			
Have you identified in-house personnel who are points of contact for contractors and visiting workers?			
Do you have arrangements in place to exchange information regarding hazards and risks with the contractors?			

Topic	Yes	No	Comments/Action Required
Control of Contractors (continued)			
Do you have arrangements in place to regularly communicate and meet with contractors?			
Are arrangements in place to ensure all site-based employees and visitors are made aware of hazards and risks associated with the contractor's work?			
Control of Substances Hazardous to Health (COSHH)			
Is there an inventory of all hazardous substances used / stored on site?			
Have appropriate COSHH assessments been undertaken?			
Are hazardous substances stored safely away from vulnerable people / visitors?			
Are arrangements in place for liaising with cleaner's / caretaker's line managers?			
Are arrangements in place to liaise with contractors regarding hazardous substances?			
Have all relevant employees been suitably trained concerning safe methods of work?			
Has suitable personal protective equipment been issued, and employees trained in its correct use?			
Are procedures for dealing with spillages of hazardous substances in place?			
Are new employees trained before using hazardous substances?			

Topic	Yes	No	Comments/Action Required
Driving on Council Business			
Do you ensure that vehicles owned, leased and hired by employees that are used for work purposes have current MOT certificates, that employees have valid driving licences and insurance, and that relevant details are entered into the Envoy Expenses System?			
Do you ensure that driving activities are risk assessed and any necessary control measures implemented?			
Do you ensure that employees are made aware of their responsibilities when driving on Council business?			
Do you ensure that employees are made aware of relevant Council Policies and guidance?			
Electricity			
Have the electrical systems been checked by competent persons?			
Are appliances in good condition?			
Are plugs, sockets and leads in good condition?			
Are electrical leads prevented from trailing across floors?			
Are there enough sockets (i.e. sockets not overloaded)?			
Are RCDs used where required?			
Are regular visual checks of equipment carried out?			

Topic	Yes	No	Comments/Action Required
Electricity (continued)			
Do only competent people check and maintain equipment?			
Are employees trained in the safe use of equipment?			
Are there mechanisms in place to safely deal with faulty equipment?			
Fire Safety			
Refer to the rear of the <i>Riskmonitor</i> fire safety risk assessment folder for annual fire safety self-audit			
First Aid			
Has a first aid needs risk assessment been carried out to determine the number of first aiders and appointed persons and the level of first aid equipment required?			
Where required, are all shifts covered by suitable numbers of first aiders and appointed persons?			
Are notices displayed detailing the location of the first aid provision on site, including the identity and location of the first aider(s) and / or appointed person(s)?			
Are all first aid kits clearly marked?			
Are all first aid kits fully stocked, and regularly checked and replenished when necessary?			

Topic	Yes	No	Comments/Action Required
General Working Environment			
Are floor surfaces suitable, flat, free from trip hazards and properly maintained?			
Have you arrangements for cleaning up spillages?			
Are carpets in good condition?			
Are stairs well lit?			
Is the stair covering in good condition and clean?			
Are stairs free from obstructions?			
Are lighting levels sufficient, including those in corridors and stairs?			
Is there sufficient ventilation?			
Is glazing in good condition?			
Are window restrictors in place, where required?			
Are steps and paths in the outdoor areas kept in good condition and free from obstructions that could lead to tripping hazards?			
Do any steps have a suitable handrail(s)?			
Are steps, paths used in the hours of darkness provided with lighting?			

Topic	Yes	No	Comments/Action Required
General Working Environment (continued)			
Have safe systems of work been developed for snow clearance and gritting activities, and is suitable PPE made available?			
Do you carry out a pre-winter inspection of pipes, guttering, traffic routes, etc., to identify possible hazardous areas and prioritise routes for gritting?			
Incidents/Accidents			
Are all incidents and accidents investigated and reported appropriately within set timescales and in accordance with the Council's Accident Reporting Arrangement Guidelines?			
Are records kept at the premise of all incidents and accidents?			
Are incidents / accidents reviewed to identify trends?			
Interview Rooms/Reception Areas			
Is the interview room / reception area in a location and / or designed in such a way and / or provided with security measures that prevents access by non-employees to unauthorised areas of the building?			
Has the room / area been designed to allow employees to leave safely if they feel threatened?			
Where necessary, is there an alarm or another means for employees to summons assistance in the event of an emergency?			
Are procedures in place for employees to follow in the event such assistance is necessary?			

Topic	Yes	No	Comments/Action Required
Interview Rooms/Reception Areas (continued)			
Are alarms / procedures regularly tested?			
Is the interview room free of objects that could be used as weapons?			
Legionella			
Have you a Legionella Risk Assessment / Site Log Book?			
Have you received training / instruction regarding your responsibilities?			
Do you undertake weekly flushing of low-use water outlets as instructed in the Legionella Risk Assessment / Site Log Book?			
Do you carry out monthly water temperature checks as instructed in the Legionella Risk Assessment / Site Log Book?			
Moving and Handling			
Is moving and handling avoided where possible?			
Have all manual handling tasks been assessed and preventative measures implemented?			
Do assessments cover the load, work method, workplace, working environment and individual capability?			
Are appropriate lifting and handling aids available and used?			
Are employees trained in use of equipment and handling techniques, as appropriate?			

Topic	Yes	No	Comments/Action Required
Passenger Lifts			
Are all passenger lifts maintained and inspected in accordance with set contract (contact Corporate Maintenance)?			
Is there signage outside the lift indicating that it must not be used in the event of a fire?			
Are there emergency procedures in place if the lift fails and people are trapped?			
Are there notices inside the lift stating what to do in the event of an emergency?			
If fitted, are checks made on the emergency telephone, bell or other device to call for assistance?			
Are drills carried out periodically to test the efficiency of the emergency operating procedures?			
Site Security			
Has a suitable risk assessment of security needs been undertaken, and are periodic reviews carried out?			
Are there procedures in place for locking / unlocking the premises?			
Are there procedures in place for receiving and supervising visitors?			
Have all site-based employees been informed of these procedures, and is compliance with them monitored?			

Topic	Yes	No	Comments/Action Required
Slips, Trips and Falls			
Internal Areas			
Are floors in good condition?			
Are pedestrian routes free from obstruction and trip hazards?			
Are changes to surface levels clearly marked?			
Are work areas kept clear of trailing cables and other trip hazards?			
Are pedestrian routes appropriately and adequately lit?			
External Areas			
Are all steps and pathways in good condition and free from obstructions?			
Are suitable handrails in place for steps?			
Is there lighting for paths used after dark?			
Are procedures in place for clearing snow and gritting pedestrian / traffic routes?			
Have pedestrian / traffic routes been prioritised for clearing / gritting?			
Have sufficient supplies of salt / grit been ordered?			
Has suitable training and instruction been provided to relevant staff?			

Topic	Yes	No	Comments/Action Required
Smoking			
Are appropriate 'No Smoking' signs suitably displayed?			
If provided, are designated smoking areas located externally and away from doors and windows?			
Have arrangements been made to remove all smoking debris?			
Have all site-based employees and others been informed of the restrictions on the use of both tobacco products and e-cigarettes?			
Are procedures in place to monitor compliance?			
Traffic Management			
Has a Traffic Management Risk Assessment been undertaken and control measures implemented?			
Are there procedures in place to monitor compliance with site traffic controls?			
Where possible, is the need for vehicle reversing manoeuvres eliminated or, where not possible, suitably controlled?			
Where possible, are pedestrians segregated from vehicles?			
Is the car park adequately lit?			
Is all relevant signage clear and visible?			

Topic	Yes	No	Comments/Action Required
Training			
Have all employees received training appropriate to the work they undertake, including any approved qualifications for specific activities?			
Are suitable records kept of employee training?			
Violence and Aggression			
Have you developed procedures detailing the actions employees must take in the event they are confronted by a violent / aggressive person during the course of their duties?			
Have you made employees aware of the procedures?			
Following an incident, does the line manager meet with the employee involved to discuss what happened and to offer counselling according to the individual's needs?			
Visitors			
Have you arrangements in place to account for all visitors?			
Are steps taken to inform visitors of any known risk?			
Do you inform visitors of the fire evacuation procedures?			
Have you 'Personal Emergency Evacuation Plans' (PEEPs) in place for disabled visitors?			

Topic	Yes	No	Comments/Action Required
Work Equipment			
Is the equipment in good condition?			
Is the equipment inspected in accordance with the relevant legislation?			
Are appropriate service / inspection records maintained?			
Have suitable and sufficient risk assessments been carried out?			
Have employees received appropriate training?			
Are records kept of employee training?			
Work at Height			
When appropriate, do you carry out a detailed risk assessment of the proposed work?			
Are weather conditions that could endanger health and safety taken into consideration?			
Is work at height eliminated where possible by using other means?			
Is all work at height properly planned and organised?			
Is anyone involved with work at height trained and competent in the use of any equipment to be utilised?			
Is the place where work at height is to be carried out safe?			
Do you have the right access equipment for the work?			

Topic	Yes	No	Comments/Action Required
Work at Height (continued)			
Is work at height equipment appropriately inspected and records kept?			
Are risks from any fragile surfaces properly controlled?			
Are the risks from falling objects properly controlled?			
Young Workers			
Is it ensured that a specific risk assessment is undertaken for any young workers before employing them?			
Is it ensured that any necessary control measures identified in the young persons risk assessment are implemented?			
Are any young persons provided with appropriate information, instruction, training and supervision?			