



**EASTWOOD  
& PARTNERS**  
INSURANCE BROKERS

# Health & Safety Bulletin

Volume 4 Issue 5

May 2010

## TRAINING

Eastwood and Partners are capable of providing a number of courses.

Training is beneficial to any company whether large or small it helps employees to understand the approach taken by their employer in a number of areas. It equips them to undertake their work safer and in so doing reduces down time and can have an impact on waste and other losses.

We can provide health and safety training in the following CIEHO courses

Workplace health safety in the workplace level 1, 2 and 3

Risk assessment Principles and practice level 1 and 2

Principles of Manual Handling

We can also run bespoke courses to meet your own needs

## Eastwood and Partners Limited Insurance Brokers

### Assessing Driver Risk



It is generally accepted these days that risk assessments are needed to cover company activities in order to make sure that workers are safe.

However, one area that is frequently overlooked is that of people driving for work. It is often a case of 'out of sight and out of mind'.

Driving operations need to be risk assessed in the same way as other areas of the business and in order to help with this we have listed a few areas that need to be considered when looking at the risks from driving.

**Vehicle condition:** Is the vehicle road worthy? Is it well maintained? Is it suitable for the job that it is being asked to do? Do workers drive their own vehicle for work purposes?

**Drivers:** Do they have the necessary experience? Are they in good health? Are they trained and licensed? Are copies of licenses requested every 12 months?

**Distractions:** Do they have hands free mobile phones? Is Sat Nav fitted? Is there a written procedure to say they must not operated this type of equip-

ment whilst driving?

**Weather:** Is it safe to operate the vehicle due to the weather?

**Pressure:** Is undue pressure put on drivers to complete routes on time? Is fatigue an issue? Is time built in to allow for rest breaks?

**Lone Working:** Is there a procedure to ensure drivers are ok? If they return out of work hours does anyone actually check they are back?

**Associated tasks:** Is the load securely held in place? Can the driver access the rear of the wagon safely?

The above is certainly not an exhaustive list but will hopefully give an idea of what should be considered when assessing the risk of driving operations.

### Getting Started with Health and Safety

You've taken the plunge and set up a new business.

So many things to do, so little time... but a failure to properly manage health and safety could jeopardise your new venture before it gets started.

Below is a step by step guide to the basics needed regarding health and safety when setting up a new business.

- 1) Take out **Employers Liability insurance** to protect the business against claims from employees who are injured or become ill as a result of their work.
- 2) Appoint a **competent person** to help meet your health and safety duties. This could be a consultant or a suitably trained staff member.
- 3) Write your **health and safety policy** setting out responsibilities and arrangements in place to manage health and

safety.

- 4) **Assess the risks.** Decide what could harm people and what precautions are needed. These need to be recorded if you employ 5 or more people.
- 5) Provide **welfare facilities** such as toilets, washing facilities and drinking water along with appropriate lighting, ventilation and temperature.
- 6) Provide free **health and safety training** and supervision so that workers can carry out their duties safely. An example would be manual handling training.
- 7) **Consult your workers** by allowing them a means to raise concerns and discuss health and safety issues.
- 8) Display the **health and safety law poster.** This is a legal requirement.
- 9) Understand **RIDDOR.** This is the means whereby you must notify the Health and

Safety Executive of certain work place accidents, ill health or dangerous occurrences.

10) **Keep up to date** with requirements. Information is generally available on-line. A good place to start is the HSE's own website.

#### And finally, don't get daunted.

Health and safety is often regarded as a mess of red tape which is time consuming and anti the employer.

However, a well designed and run system, properly integrated into operational requirements should go virtually unnoticed whilst at the same time ensuring that the company provides a safe place of work for it's employees AND is able to prove that fact in the event of the unforeseen happening.

For further help or guidance please feel free to contact us here at E&P.

After all, H&S is **OUR** business.

## HSE NOTICES

### NEW TOWER REGULATIONS COME INTO FORCE

New regulations came into force on the (6 April) requiring the Health and Safety Executive (HSE) to be notified of conventional tower cranes installed on construction sites.

The new regulations:

Place the duty to notify on the employer

Require notification of the relevant information within 14 days of thorough examination of the crane

Require cranes already erected when the Regulations come into force to be registered within 28 days

Allow electronic notification via the HSE website

Details that would have to be notified to HSE are:

The site address where the tower crane is being used

The name and address of the crane owners/lessors

Details needed to identify the crane

The date of its thorough examination

Details of the employer for whom the examination was made

Whether any defects posing a risk of serious injury were detected

All details notified will be contained in a register that will be open to public scrutiny. Notifications will be subject to an administration fee of £20.

The new regulations are the Notification of Conventional Tower Cranes Regulations, SI 2010 No.333 and the Notification of Conventional Tower Cranes (Amendment) Regulations SI 2010 No.811

The Lifting Operations and Lifting Equipment Regulations 1998 require tower cranes to be thoroughly examined by a competent person before first use and on a periodic basis (6 or 12 months depending if they are used to lift persons) or in accordance with a written scheme of examination.

There are two main types of tower cranes, known as conventional (or 'assisted-erected') and 'self erectors'. Conventional cranes are transported in pieces and assembled on site. Self-erecting tower cranes are complete units that are brought to site and then unfolded.

## News

There is legislation in force requiring company's to have in place a policy on equality and diversity.

The HSE is no exception to this requirement and such has to have a diversity policy. To many companies preparing such policy statements could prove to be costly as these are often prepared for them by external organisations.

The HSE have published a single equality scheme with the aim of meeting statutory duties to promote equality for all groups in society.

These are downloadable from the HSE web site and could prove to be of value to companies trying to establish their own policies

<http://www.hse.gov.uk/diversity/hse.htm?ebu1=hsegen/12-apr->

## Recent cases

Footage filmed for a TV documentary about medics has been used to help secure a conviction



against a company carrying out construction work after the death of a 25-year-old.

The Health and Safety Executive (HSE) investigated the death of an employee on 24 February 2005. The employee, from Forest Gate, was re-pointing brickwork when he fell from scaffolding at the rear of a building in high street, South Norwood, Croydon. He suffered severe head injuries in the first storey fall and was taken to King's College Hospital and died on 1st March.

The unsafe scaffolding, as shown on the BBC documentary 'Trauma'

When HSE went to investigate, the scaffolding Mr Kumar had been standing on had been removed. During the investigation it emerged that a BBC television crew filming the documentary 'Trauma', had been accompanying the medical staff who attended the site, and HSE obtained footage showing scaffolding in very poor condition with insufficient guard rails and an inadequate working platform.

The HSE investigation showed that health and safety on the site had not been managed appropriately by the company. There was no one in effective control of health and safety on the site.

The HSE message is simple: "whatever the size of company or site, you have exactly the same responsibility to make sure employees have a safe and healthy working environment - and we can and will prosecute if these duties are neglected."

### Guard-rail Failure

A Black Country waste management firm has been fined £12,000 after a guard-rail gave way resulting in a worker falling nearly three metres, narrowly missing a crushing machine.

The company which is based at, Stourbridge was prosecuted by the Health and Safety Executive (HSE) for the safety failing. The company pleaded guilty of breaching Regulation 5 of the Provision and Use of Work Equipment Regulations 1998. AB Waste Management was also ordered to pay £1,836 in costs.

Walsall & Aldridge Magistrates Court heard how on 16 June 2009, the worker was on just his second day working at the Works, when he was cleaning a crushing machine. During the job a guard rail gave way, and he fell almost three me-

tres to the ground.

The victim's spine was broken in two places, and he also suffered several deep cuts to his head that required skin grafts. Although he was discharged he has had to return to hospital on a regular basis for check ups. Following the case HSE inspector said:

"The worker was seriously let down by his employers who failed to maintain the safety measures that were supposed to protect him. The employee could easily have been killed if he'd fallen into the crushing machine when it was in operation.

It's all very well installing a guard-rail and other precautions, but if they're not maintained and repaired properly then they are useless"

## Dead Slow

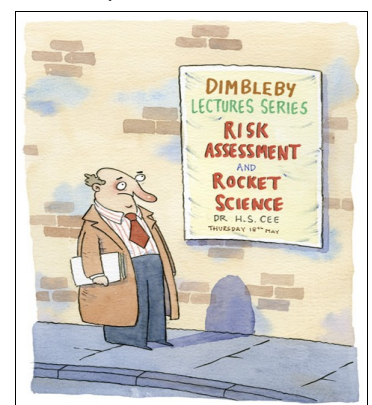
The HSE have published a DVD on Understanding the risks from slow moving vehicles

It is only an 8 min DVD and could prove very useful to managing the risks of vehicles moving about on site locations

[www.hse.gov.uk/understandingtherisksfromslowmovingvehicles](http://www.hse.gov.uk/understandingtherisksfromslowmovingvehicles)

## MYTH OF THE MONTH

**Risk Assessment is too complicated for me to do**



The reality

Carrying out a risk assessment should be straightforward. It's about focusing on real risks and hazards that cause real harm and, more importantly, taking action to control them.