

City Safety Advice Lines



Issue 4

City Safety has moved to:-

**PO Box 34
Portslade
Brighton
BN41 2XT**



All the staff at City Safety would like to apologise for any inconvenience that may have been caused to our clients due to our recent relocation.

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Fire Risk Assessment

Let City S@fety take the heat off you!

We are now offering a very economical fire risk assessment service to help you comply with the current legislation.

The process is painless - we send you a questionnaire to complete based on the current fire precautions in your building/site and when we receive this back from you we will draw up a fire risk assessment and action plan which will be speedily returned to you so that you can take the action we recommend.

Just phone us and ask for the current price - discount as usual for Adviceline members.

We welcome new Adviceline members

Bexhill High School of Bexhill-on-Sea

**OCTOBER
2003**



Safety on the move

Although workplace transport has been one of the HSE's strategic priorities, it's guidance on workplace transport is not due out until September at the earliest. The HSE may be carrying out more investigations into road traffic accidents if proposals under discussion with police and local authorities come to fruition.

The HSE is proposing that the police ask extra questions to help discover whether the cause of an accident is work-related and feed the results back to the HSE.



The BSI's transport expert John Lennox has stated that "The 'mobile workforce' is not seen as a high priority in terms of Health and Safety"

He recommended that company policy is unequivocal in supporting safe working practices for the mobile workforce, and that these are communicated effectively to staff. A systematic approach to road safety should include aspects such as a staff guide for drivers. This should include guidance on issues such as mobile phones, how many hours have been worked, driving licence and insurance checks.

A recent court case highlights the consequences:-

A director of a delivery company was fined £2,500 under Section 33(1) of the HSWA after a court heard how an employee, who had worked an excessive number of hours without sufficient rest breaks, was killed when he lost control of his car after falling asleep at the wheel. The employee, who was **not working** on the day of the accident, died instantly. Upon receiving information from the dead man's family, the police examined his time sheets for the six week period prior to the accident. The court heard that the man had twice worked 16 and a half hour days, as well as three 15 hour long shifts and one 14 and a half hour day. They also showed that in one two-day period, he had worked a total of 28 hours.

A spokesperson for road safety charity Brake said "Companies need to ensure that they have comprehensive policies in place to prevent their drivers falling asleep at the wheel. They have a duty of care to ensure the safety of their drivers, which includes making sure that drivers take regular breaks, never drive when tired and report any problems that have resulted from lack of sleep".

From 1 December 2003 anyone driving while using a handheld mobile phone will be subject to a £30 fixed penalty fine, or a fine of £1000 if the matter goes to court. It could also include 3 penalty points. As an employer there are issues you should consider to avoid both you and your staff from being prosecuted. Review your risk assessments and H & S policy. Review the suitability of equipment that you issue (do you provide hands free kits?). Avoid calling your staff when you know or suspect they are driving and discourage them from calling you. **Make it clear to all employees that the use of handheld mobile phones while driving is banned.** Develop policies that enable employees to perform their jobs while complying with any blanket ban you may invoke. If you need help with this call Adviceline 01273 414793



Spotlight on MSL

The first of a series of articles featuring a different Adviceline member every issue



MSL Corporate Services provide security, cleaning and landscaping services to businesses, private residential developments, leisure sites and private households. If you have ever visited Brighton Marina, which is Europe's largest commercial marina, you have had first hand experience of the standards and scope of the work which is carried out by MSL as they have operated successfully within the marina for the past 23 years.



Health and Safety is taken very seriously at MSL with two of its senior members of staff holding the NEBOSH General Certificate in Occupational Safety and Health. Operational staff at MSL all receive H & S training and information to help them to fulfil their duties in a safe way.



The Health and Safety policy is brought to the attention of all staff when they join the company and is implemented by the use of safe systems of work, training for individuals in COSHH, First Aid, Fire Prevention etc and a system of monitoring and review (they have just passed a ROSPA health check). The security guards are NVQ Level Two trained and all fully qualified first aiders.

"Our staff are all carefully vetted and are subject to detailed background enquires before any offer of employment is made. They are also screened for health, suitability and appearance and must be able to provide us with full personal documentation before we employ them"

Size, does it matter? confined spaces deaths

A telecoms engineer repairs buried cables; a plant manager enters a small boiler room; a contractor inspects the lining of a sewage pipe. Despite working in widely different industries all these personnel face the common danger of gas – related injury, which is a serious risk in any confined space where the free movement of air is limited.

The HSE has reminded employers of the dangers of working in confined spaces, following four tragic deaths in four weeks. These deaths follow a series of other confined space incidents in recent months. Three of the deaths involved an oxygen deficient atmosphere. The other death involved the use of a highly flammable liquid.

Employers in the UK are required by the *Confined Spaces Regulations 1997* to assess all 'reasonably foreseeable' risks and to draw up a safe system of work based on that assessment. Only then may properly trained personnel, protected by whatever safety equipment is necessary, be allowed to enter the area. In most cases both the assessment and the safe working system will require testing of the atmosphere with gas detection equipment.



HSE “Designer Initiative”

The HSE is preparing for an offensive against architects and construction design professionals to enforce the CDM regulations. It will be inspecting sites and studios unannounced to check that CDM Regs are implemented. This follows a pilot scheme where 123 sites were visited, one third of designers on these sites had little or no understanding of their CDM duties.



Safety in road transport and repair sectors

The HSE has launched two new web pages providing information and advice for the road haulage and vehicle repair industries. They include links to HSE guidance publications.

www.hse.gov.uk/mvr/index.htm

www.hse.gov.uk/haulage/index.htm



New publications from HSE Books

COSHH: a brief guide to the regulations INDG136 rev2

Is a new edition of the popular guidance leaflet on the safe use in the workplace of substances hazardous to health. The guide has been revised to take account of the amendments to the COSHH Regs which became law on 29th April 2003 and contains some significant new material.

ISBN 0 7176 2677 6 (pack of 10) priced £5.00# - or free download www.hse.gov.uk/pubns/indg136.pdf

Electrical switchgear and safety: A concise guide for users INDG 372

Is a leaflet aimed at the owners and operators of electrical switchgear in industrial and commercial organisations who have little knowledge and expertise available in-house on electrical matters. The leaflet also provides guidance on the management of three phase electrical switchgear from 400 to 33 000 volts ac. It covers its selection, use, care and maintenance.

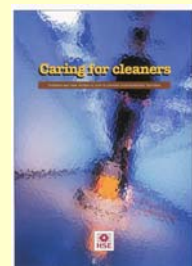
ISBN 0 7176 2187 1 (pack of 5) priced £5.00# - or free download www.hse.gov.uk/pubns/indg372.pdf

More comprehensive advice is given in [Keeping electrical switchgear safe](#) HSG230 ISBN 0 7176 2359 9

Caring for cleaners

Is a book which offers guidance on recognising and controlling the manual handling and upper limb risks faced by cleaners at work. It is designed for all those involved in the management of health and safety in the cleaning industry. It will be useful to employers, managers/supervisors, health and safety personnel, trainers, safety and union reps and cleaners themselves.

ISBN 07176 2682 2 priced £9.50#



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If you have received a complimentary copy of Advicelines and would like to join please give us a ring!

01273 414793

Issue 4



Adviceline looks into what the future holds:-



Transport of dangerous goods:

The health and Safety Commission has launched a public consultation on proposals to simplify the law on the carriage of dangerous goods in the UK. It will replace the 14 separate pieces of legislation with a single set of regulations.

Safety in Transport:

The BSI is in consultation with industry with the aim of developing new British Standards For health and safety in transport by 2005 at the latest.

Upcoming Training

November

First Aid Appointed person
Date TBA

December

Wednesday 3rd managers H & S seminar

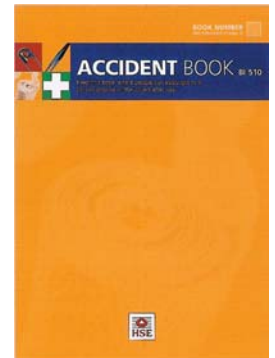
The Health and Safety at Work Act and all that! The essentials with tea and biscuits thrown in. 2 till 5.30 cost..... £80pp (Adviceline members)
.....£100pp (non members)

BUY ONE -
GET ONE
HALF
PRICE
ASK FOR
DETAILS!

New Accident Book

We have decided it would be useful to our members if we stocked the new format Accident Book, which complies with the Data Protection Act. Our Adviceline consultants will be carrying a copy of the book when they come to see you on an Adviceline visit or order it from us £5.60 +p&p

You must change over to the new format books by 31st December 2003



www.usefulsites

www.riddor.gov.uk

A website packed with information about RIDDOR, which also enables you to report accidents etc on line

www.hse.gov.uk

The HSE home page. Full of useful updated information, and a jumping-off point for a lot of other useful sites including HSE Books.

www.hse.gov.uk/mothers

New web page with advice on how to protect the H & S of new and expectant mothers.

www.firesafe-uk.co.uk

Order a helpful pack for carrying out your own fire risk assessments.

www.thebackstore.co.uk

Ergonomic furniture site

City Coaching

We are now offering a unique coaching service for people who cannot attend day release NEBOSH courses, or who need to update themselves on specific regulations.

Ask about our terms and conditions - this could be the answer you've been looking for.

Especially popular with referred candidates on the NEBOSH Certificate!

