

SHACKLETON VILLAGE
RESIDENTS' ASSOCIATION

HEALTH AND SAFETY

WORKBOOK

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Introduction

This Health and Safety Workbook is based on the policies of the Residence Association. It is designed to assist volunteers and supporters and to ensure all committee members, volunteers, supporters and visitors to any Residence Association event are in a Safe Environment.

These are practical guidelines to ensure everyone can understand their responsibility and agreed arrangements for ensuring Everyone's Health and Safety at events. They provide the residents association with a framework for delivery of events.

Health and Safety are, at the core of everything we do, and we will seek to conduct our business in such a way as to avoid harm to ALL who may be affected directly or indirectly by our activities.

The aim is to help event organisers operate safely and avoid accidents by providing a framework within which a safe method of work can be established. It is therefore important that you read the advice given here before any event / project is started.

Accident prevention is mainly common sense, tidiness and forethought, but safety does require constant vigilance and care. Remember that a little planning and thought can save a great deal of trouble and regret.

Always seek advice when in doubt.

What are our requirements

We have a duty to comply with several regulations and legislations regarding Health and Safety. Shackleton Village Residence Association shall comply with the following:

- Health and Safety at Work etc. Act 1974

- Management of Health and safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

To assist in compliance Shackleton Residence Association shall

- Set and monitor Health and Safety objectives and guidance for the Association.
- Effectively communicate best practices on health and safety matters throughout the Association
- Assist with the risks to the safety, health and wellbeing of our committee members, volunteers and supporters and others who may be affected by our activities and implementing controls to minimise those risks.
- Give guidance for the safe use, handling, storage and transport of articles and substances
- Provide and maintain a safe working environment with safe access.
- Provide suitable and sufficient information, instruction and supervision for Event Leaders.
- Continually look to improving the performance of our Health and Safety procedures and information with a yearly review.

What is a risk assessment?

A risk assessment is a systematic process of identifying potential hazards, evaluating the risk associated with those hazards and implementing reasonable measures to eliminate or control them.

What are the Five steps we shall take to meet the criteria?

1. Identify Hazards. Spot anything that could potentially cause harm
2. Determine who might be harmed. Specific people
3. Evaluate the risk. Assess the likelihood and severity of harm then decide on necessary precautions
4. Record Findings. Document the significant hazards, risks and implement control measures.
5. Review and update. The risk assessment shall be produced before the event and signed off by a Health and safety committee person. However, it is ESSENTIAL the risk assessment is updated should any conditions change before or during the event.

Once the risk assessment has been completed the following details must be recorded on the document

- Date of production.
- Name who produced the document.
- A revision letter if the document has been altered.

- The location of the event.
- The date of the event.
- The signature of the Health and Safety committee person stating the document is satisfactory at that point in time with the information known about the event.
- If a revision is required either before or during the event the document must be updated and a new revision letter issued with the date.

To assist with a risk assessment a flowchart has been produced to give some thoughts on questions that need to be answered and implemented in the risk assessment where appropriate.

WHAT IS RIDDOR?

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is the UK law that requires employers to report certain workplace accidents, occupational diseases and dangerous occurrences to the Health and Safety Executive (HSE). It applies to all employers, the self-employed and people in control of work premises.

Failure to report a notifiable incident is a criminal offence that can result in prosecution, unlimited fines and reputational damage.

The regulations focus on the word work and while most will not see events as work if the Association invite businesses to attend events this will come under a work situation and in any situation the area where any events are held would be deemed as premises.

What must be reported under RIDDOR?

RIDDOR requires the responsible person– to report the following categories of incident to the HSE: In our situation either the Lead Event person or a Health and Safety Committee Member.

What is COSHH (Controls of Substances Hazardous to Health)

COSHH is a regulation to protect people from exposure to dangerous materials and substances.

We are highly unlikely to need to look at the majority of regulations under this legislation however we need to ensure we protect everyone from the exposure to items they are likely to come into contact with and have sufficient details to be able to prevent injury.

Areas Of Responsibility.

The overall responsibility for Health and Safety is with the Residence Association Committee. However, EVERYONE has a responsibility for Health and Safety.

To demonstrate our responsibility and the importance we place on Health and Safety there is a subcommittee for Health and Safety, and this workbook is designed to assist all those involved with events on behalf of the association.

The lead person of any event will have responsibility for Health and Safety. The Health and Safety committee wish to ensure that compliance with the guidelines defined in this document are not a barrier to our wonderful residents volunteering.

Health and Safety Committee

To deliver the following

- Ensure the policy and workbook is up to date and relevant.
- Assist and give practical guidance to all those that take the position of Event lead in relation to health and safety.
- To sign off the Health and Safety Generic Risk assessment. (The risk assessment prior to the event).

Event Lead Person

This person for the event they lead shall be responsible for the following with Reference to Health and Safety.

- Produce a risk assessment,
- Ensure the Risk assessment is signed off by a Health and Safety committee member before the event.
- Ensure they have a copy of the risk assessment when at the event to refer to.
- Updating the risk assessment on the day of the event should any circumstances change.
- Oversea and co-ordinate any Health and Safety situation during an event.
- Produce a report of any Health and Safety issues that occurred at the event.

Risk Assessment Further Information to think about

When carrying out a risk assessment there are many things to consider. Below are just some of the more common areas to think about that may then lead into other areas.

- Protective clothing- footwear, Hi Vis tops, gloves
- First Aid Kit- Where will it be located. Who are the people that have first aid training and ensure they are known to all Volunteers.

- Defibrillator- Where will it be located, who has been trained to use a defibrillator.
- Electrical equipment- Ensure PAT tested and only those who supply the equipment use that item of electrical equipment.
- Non electrical Equipment- Only those who supply them shall use most of the equipment like steps, forks, cutters etc
- Ground conditions-from uneven to slippery.
- Manual Handling- Ensure volunteers are aware of requirements and been briefed.
- Safeguarding Generally- refer to the safeguarding policy.
- Safeguarding- bringing in performers (i.e. father Christmas, clowns etc)- Ensure Advance DBS approved
- Weather conditions- Particularly if too hot or cold, wet or windy
- Understanding volunteers limits- a need to assess /understand
- Briefing -Who carries out the risk assessment briefing to the Volunteers and when. This would usually be the Event lead person.
- Risks associated with working near water, particularly reference to the stream and SuDs.
- Risks associated with known and potential harmful vegetation.

Risk Assessment Form (Example)

Below is an example of a risk assessment that is required for each event. This identifies the activity / risk, who is at risk, level of risk and the action taken to reduce risk.

Shackleton Village Residents Association Risk Assessment

Event Shackleton Village Clear Up

Location Shackleton Village

Activity Litter Picking

Date

EXAMPLE

Activity/ Risk	Who at risk	Risk Level	Action taken to reduce risk
Falling over / slipping on the surface	All volunteers	Low	Ground surface is solid paving, tarmac, grass. All relatively flat. Volunteers been advised to take greater care particularly on the grass areas if recently wet. The event shall not take place during hazardous weather or if ice still on the ground.
Hand cuts to volunteers	All Volunteers	Low	All volunteers have been advised to wear suitable gloves during the event. Litter pick sticks shall be used to reduce the risk of cutting hands from objects. First Aid Kit available.
A volunteer being left isolated from the group	All volunteers	Low	All volunteers have been advised to operate within earshot of another volunteer so a minimum group of two.
Being hit by a vehicle or cyclist	All Volunteers	Low	Volunteers have been advised to take particular care when near roads or cycle paths. Volunteers carrying out the activity in these areas MUST wear a vis vest or vis coat.
Access to litter collected	Everyone visiting Shackleton Village	Low	Designated waste bins have been identified to put all litter collected.
Larger or heavy items	All Volunteers	Low	This activity is for small litter items. Larger or heavy items shall be reported back and after assessment this may require two or more people.
Batteries found	Everyone visiting Shackleton Village	Low	If a volunteer comes across a battery they shall be handed into the events leader and disposed of correctly and not in the designated waste bins.

Information required for reporting a Health and Safety situation

When reporting a Health and Safety situation around Shackleton Village and **IS AN EMERGENCY**.

Call the emergency services.

Who calls

The Event Lead Person or nearest person to the incident

Information to be given

- Emergency service type required.
- Location.
- What has happened (Brief and to the point).
- How many people are involved.
- What are the injuries.
- Advise if other people are in danger.
- Your name and contact details

When the emergency services arrive ideally the Event Lead person or person who phoned meets them to update about the situation.

After the incident follow up with a report by email to Shackletonvillagera@gmail.com

The report shall also advise the outcome and if any Safety measure have been taken or left in place.

When reporting a Health and Safety situation around Shackleton Village and **IS NOT AN EMERGENCY** email Shackletonvillagera@gmail.com

You will need to advise

- Location
- What was the event if an event.
- What is the danger or what did happen (Brief and to the point)
- How many people are involved (if any).
- What are the injuries (if any).
- What was the outcome or how has the situation been left.
- Have any contractors/ suppliers been made aware of the situation.
- Your name and contact details.

Further Reading

This area of the booklet allows you to get a greater understanding of certain topics and what the requirements are. Always seek further assistance from a Health and safety Committee member if you are unsure.

RIDDOR

Specified injuries to workers

These are defined injuries serious enough to require immediate reporting. They include:

- A fracture, other than to a finger, thumb or toe
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury diagnosed by a registered medical practitioner as likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
- Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours
- Over-7-day incapacitation
- Where a worker is unable to carry out their normal range of duties for more than 7 consecutive days (not counting the day of the accident), the employer must report this within 15 days of the accident.

Occupational diseases

We must report certain occupational diseases when a medical practitioner diagnoses them in a current employee working with a specific agent or in a specific occupation. Reportable diseases include:

Cramp of the hand or forearm (repetitive work)

Occupational dermatitis (exposure to a known skin sensitiser)

Any disease attributed to an occupational exposure to a biological agent

Dangerous occurrences

These are near-miss events that did not result in injury but had the potential to do so. The HSE's list of dangerous occurrences includes the collapse of a scaffold, accidental release of a biological agent, collapse of a building or structure under construction, and contact with overhead power lines, among others.

How do you report a RIDDOR incident?

All RIDDOR reports must be submitted to the HSE. There are two routes depending on the type of incident:

Online via the HSE's RIDDOR reporting portal at riddor.gov.uk – the preferred route for most incidents

By telephone to the HSE's incident contact centre (0345 300 9923) – required for fatal accidents and specified injuries, which must be reported immediately

The responsible person (Event Lead Person, Health and Safety Committee member, Chairperson of the Residents Association) is legally obliged to make the report. (see details below for information required when reporting).

What are the RIDDOR reporting time limits?

Time limits differ depending on the severity of the incident:

Incident Type	Reporting Deadline
Work-related death	Immediately – by telephone to the HSE
Specified injury to a worker	Immediately – by telephone, then online within 10 days
Over-7-day incapacitation	Within 15 days of the accident
Occupational disease	As soon as the employer receives a diagnosis from a medical practitioner
Dangerous occurrence	Immediately – by telephone, then online within 10 days

Missing a RIDDOR deadline does not remove the obligation to report – the HSE can still require a report after the fact and may initiate enforcement action.

What is not reportable under RIDDOR?

Certain incidents fall outside the scope of RIDDOR, even if they result in time off work. Common examples that do not require a RIDDOR report include:

- Injuries to workers that result in fewer than 7 days off work (though these should still be recorded in an accident book)
- Injuries to self-employed people who are not under the direct supervision of a host employer
- Road traffic accidents, unless they involve work-related activities at the roadside or loading/unloading
- Injuries sustained during sporting activities on the employer's premises that are not work-related
- Mental health conditions, except where they directly result from a reportable occupational exposure

Employers are frequently uncertain about the boundary. The key question is whether the injury or occurrence arose out of or in connection with a work activity. When in doubt, the HSE's online guidance tool at hse.gov.uk/riddor provides a decision pathway.

COSHH

There are Nine primary hazard symbols relating to COSHH. The symbol is the shape of a diamond with a distinctive red border and white background. One or more pictograms might appear on the labelling of a single chemical.



Corrosive Explosive (Symbol: exploding bomb)



Flammable Flammable (Symbol: flame)



Oxidising Oxidising (Symbol: flame over circle)



Corrosive Corrosive (Symbol: corrosion)



Toxic Acute toxicity (Symbol: skull and crossbones)



Environmentally damaging Hazardous to the environment (Symbol: environment)



Health hazard/Hazardous to the ozone layer (Symbol: exclamation mark)



Health hazard Serious health hazard (Symbol: health hazard)



Compressed gas Gas under pressure (Symbol: gas cylinder)