

# PART 3

## Health and Safety

In this topic area we will learn about:

- Hazards in the workplace and measures taken to ensure safe practice
- The procedure followed when an accident occurs (and how to complete the required documentation)
- What is meant by a health and safety policy and what it includes
- The use of induction training to cover health and safety issues
- Current UK health and safety legislation and what employers and employees should do in relation to these acts



## Health and Safety

N5 Only

### Induction Training

The word 'induction' comes from the word 'introduction'. Induction training is training which an employee first receives when starting a new job. The personnel (or human resources) department will be responsible for general induction training such as general policies and procedures.

All employees must be given training on health and safety issues as part of their induction training.

## Workplace Hazards

A hazard is something about the working environment which may cause harm or injury to employees. Potential hazards come in many forms including:

- Slips and trips
- Falling
- Being struck by a moving object
- Poor handling, lifting or carrying
- Fire

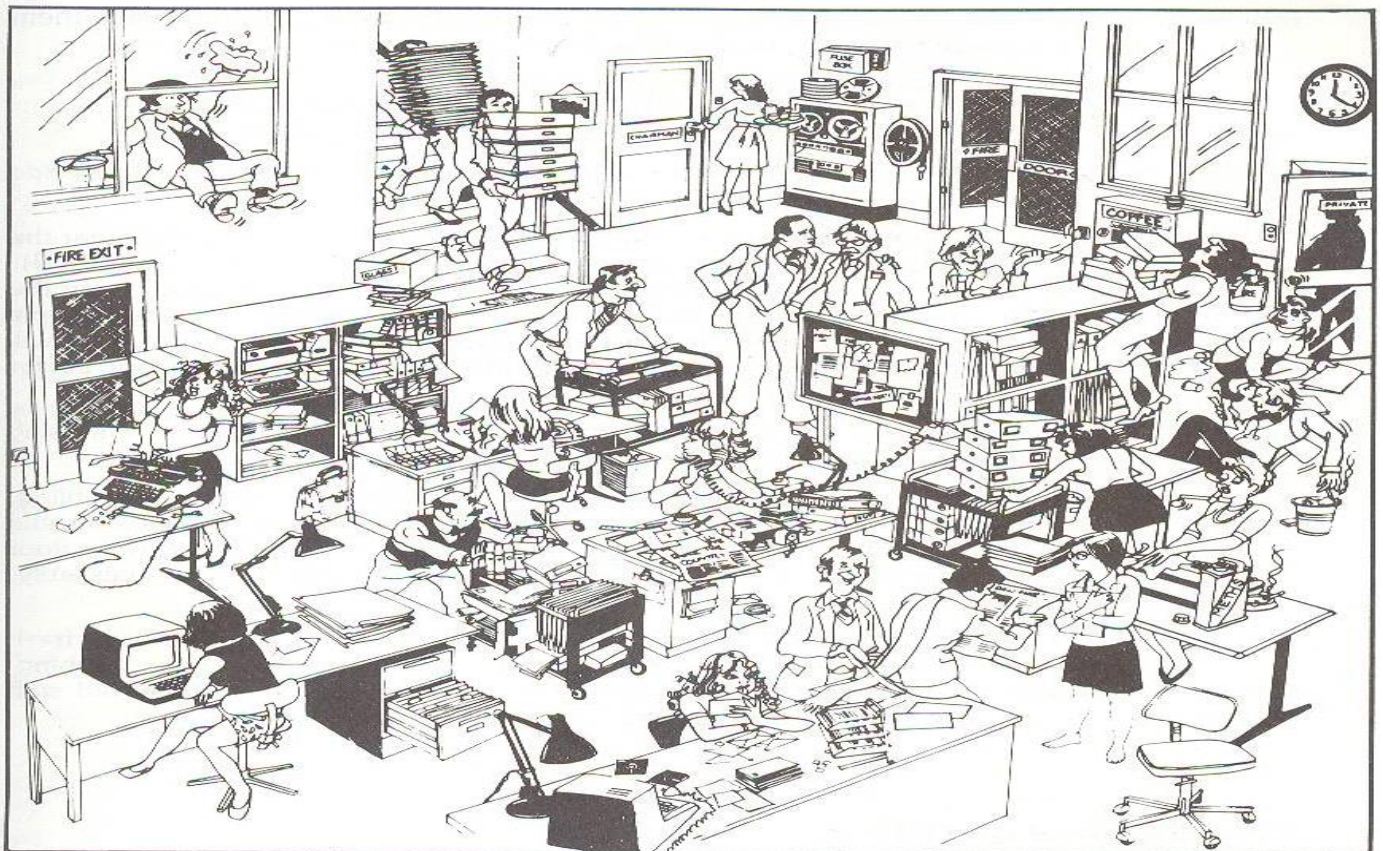
# Challenge 1

### KEYWORDS

- Induction Training
- Hazards



With a partner, analyse the diagram below and see how many potential hazards you can spot.





Next...

Copy the table below, and put the hazards you have identified in the picture above under the correct heading.

Slips and Trips	Falling	Struck by a moving object	Poor handling	Fire



### Measures to Ensure Safe Working Practices

The risk of all of the hazards in a workplace actually harming an employee, can be minimised.

It is the **responsibility of both the employer and the employee** to ensure they work in a way which prevents the likelihood of an accident happening, and employee being harmed or injured.

# Challenge 2



Using the Health and Safety Game (follow the link) look at and try to identify the different health and safety signs which you see around organisations. Decide which of the potential hazards they are trying to prevent happening.

[http://www.bbc.co.uk/northernireland/schools/11\\_16/gogetit/getworkinni/hs-game.swf](http://www.bbc.co.uk/northernireland/schools/11_16/gogetit/getworkinni/hs-game.swf)

## Next...

Using DTP software create a summary poster of at least 3 signs from this game to show what you have learned.



Include an appropriate title, page border and images in your poster.



Other ways of preventing accidents are outlined below:

<b>Slips, Trips and Falls</b>	<ul style="list-style-type: none"><li>• Provide adequate storage</li><li>• Ensure a cable management system is in place</li><li>• Position furniture and equipment away from doors and passageways</li><li>• Provide appropriate equipment</li><li>• Not leave anything lying around that others could fall over</li><li>• Keep work areas tidy</li><li>• Avoid storing materials in hard-to-reach places</li><li>• Mop up spillages immediately</li><li>• Use wet floor signs when necessary</li></ul>
<b>Being struck by a moving object</b>	<ul style="list-style-type: none"><li>• When stacking boxes, always stack the heaviest at the bottom and lightest on top</li><li>• Use an appropriate step ladder to reach high shelves.</li></ul>
<b>Poor handling</b>	<ul style="list-style-type: none"><li>• Only carry small items at one time - ask for help when required</li><li>• Don't try and carry heavy items alone</li><li>• Train staff on how to handle/lift heavy goods properly</li></ul>
<b>Fire</b>	<ul style="list-style-type: none"><li>• Ensure fire exits are not blocked</li><li>• Ensure staff are aware of no smoking policies</li><li>• Maintain equipment on a regular basis</li><li>• Have regular fire drills</li><li>• Ensure liquids are kept away from computer equipment</li><li>• Never overload power sockets</li><li>• Report any faulty equipment immediately</li></ul>

**KEYWORDS**

- *Slips/Trips*
- *Accidents*
- *Fire*



## Accident Report Form

If an accident occurs they must be recorded. Accidents should be entered into an Accident Book or an Accident Report Form. Serious accidents, by law, must be reported to the Health and Safety Executive who will investigate the matter.

Accident Report Forms should be completed with as much detail as possible to find out exactly what happened and what can be done to prevent the accident from happening again.

An example of an Accident Report Form is given below:

INJURED PERSON	
Surname:	Forenames:
Title: * Mr / Mrs / Miss / Other	Date of birth:
Home address:	
Status: * Employee / Student / Contractor / Visitor / Other	
If employee, state job title and department:	
ACCIDENT DETAILS	
Date and time of accident:	
Place of accident:	
How did the accident happen? Give full details and describe any injuries suffered.	
Was first-aid treatment given? * Yes / No	
If YES, give details of first-aid treatment given:	
Was the injured person taken to hospital? * Yes / No	
If YES, which hospital was the injured person taken to?	

State the names and positions of any persons who were present when the accident occurred:

Signature of person reporting the incident:

Date of report:

# Challenge 3



Using the information below, complete the following Accident Report Form. Some details have been completed for you already.

Use the form given to you by your teacher.

Mona Lott, the Mail Room Assistant, tripped over some loose carpet in Reception at 9.15 am yesterday. Penny Choo saw what happened and quickly fetched the first-aider who examined Mona, strapped up her wrist and sent her to hospital for an X-ray.



## The Health and Safety Executive

The HSE check the standards of health, safety and welfare in organisations as well as give advice on how to prevent people becoming ill because of, or being injured at work.

They carry out random spot checks on organisations and if the business is not meeting health and safety standards they will be given a penalty or fine.

## Health and Safety Policy Statement

An organisation that employs 5 or more people must, by law, have a written health and safety policy. This describes how the organisation will manage health and safety and lets others know that they are committed to keeping staff and visitors safe.

### It will include:

- The name of the person (s) responsible for carrying out health and safety checks and how often.
- Appropriate health and safety training to be given to employees.
- The organisation's emergency evacuation procedure.
- Details of the maintenance of equipment.



## Responsibilities of Employer and Employee

### Health and Safety at Work Act 1974 (HASAWA)

The Health & Safety at Work Act 1974 sets out the responsibilities of employers and employees with regards to health and safety in the workplace. It also states all employees must have access to the organisations health and safety policy. This act applies to all places of work and everyone at work.

#### Employer's responsibilities:

- provide and maintain suitable surroundings
- provide information and training
- provide protective clothing and equipment if necessary
- Prepare a health and safety policy.

#### Employee's responsibilities:

- take reasonable care for their own safety and others
- cooperate with employer
- do not interfere with or misuse equipment.

#### Other current health and safety legislation includes:

- Health and Safety (Display Screen Equipment) Regulations 1992

- Health and Safety (First Aid) Regulations 1981
- Fire Precautions (Places of Work) Regulations 1995

# Challenge 4



Using the notes from previous pages and challenges complete the following questions.

1. State two ways to prevent slips or trips in the workplace.
2. Identify a document which should be completed if an accident does occur within the workplace.
3. Explain the purpose of the Health and Safety Executive (HSE)
4. List what information should be contained within an organisation's health and safety policy.
5. State what is meant by the term induction training.
6. Complete the following table with the responsibilities of an employer and an employee with regard to the Health and Safety at Work Act 1974. *(Ensure you are confident in this area specifically!)*

Responsibilities of an employee	Responsibilities of an organisation

## Extra activities Leckie and Leckie books:

Pg 38 – Activity at top of page → internet needed!  
Pg 40– Create a hazard checklist for use by the school

H & S Games -

<http://www.safework.sa.gov.au/activitiesandtests/huntforhazards/>




## KEYWORDS

- HASAWA
- Employee
- Employer
- Accident Report Form

# checklist

FILL OUT THE CHECKLIST TO SEE HOW CONFIDENT YOU ARE IN  
YOUR LEARNING

AP Part 2: Customer Care

	Skills, Knowledge and Understanding	Strength 		Weakness 	Next Steps
Customer Care	<i>I understand the hazards in the workplace and measures taken to ensure safe practice</i>				
	<i>I understand the procedure to be followed when an accident occurs</i>				
	<i>I understand what is meant by a health and safety policy</i>				
	<i>I understand current UK health and safety legislation and what employees/employers should do in relation to these.</i>				



**WELL DONE!**

**You have completed Part 3 of the  
Administrative Practices unit.**

**You are now ready for your assessment!**