

SECTION ONE

HYTHE TOWN COUNCIL HEALTH & SAFETY AT WORK ACT 1974 GENERAL STATEMENT OF INTENT RE SAFETY POLICY

Hythe Town Council has a duty to ensure the health safety and welfare of all its employees at work (s 2 (1) Health & Safety at Work Act 1974). This is the enabling legislation upon which this statement is based along with the following concomitant Regulations :

- The Health & Safety (First Aid) Regulations 1981
- The Noise at Work Regulations 1989
- The Electricity at Work Regulations 1989
- The Control of Asbestos at Work Regulations 1987
- The Management of Health & Safety at Work Regulations 1992 & 1999
- The Workplace (Health, Safety & Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health & Safety (Display Screen Equipment) Regulations 1992
- The Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations 1994 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Gas Safety (installation & Use) Regulations 1994
- The Working Time Regulations 1998, as amended by the Working Time (Amendment) Regulations 2002
- The Regulatory Reform (Fire Safety) Order 2005
- The Smoke-free (Premises and Enforcement) Regulations 2006

The Town Council is charged with :

- 1) Providing plant and systems of work that are safe and without risks to health (s.2(1)(a) HASWA 1974);
- 2) Ensuring that information, instruction, training and supervision are effectively given (s.2(1)(a) HASWA 1974);
- 3) Maintaining a working environment which is adequate, as regards facilities and welfare (s.2(1)(e) HASWA 1974);
- 4) Preparing and revising a written statement of the Town Council's health and safety policy (s.3 HASWA 1974);
- 5) Appointing health and safety representatives (s.4 HASWA 1974);
- 6) Consulting health and safety representatives (s.6 HASWA 1974) and if requested to do so by the safety representatives establish a safety committee (s.7 HASWA 1974).

In addition the employer has duties to assess risks in the workplace and take appropriate measures. Relevant in this context are the Management of Health and Safety at Work Regulations 1999. These regulations came into force on 29th December 1999.

The main requirements include :

1) **Risk Assessments**

All employers must carry out an Assessment of the risks to the health and safety of employees whilst at work, and the risks to anyone else who may be affected by the work activity. These Risk Assessments should be a systematic review of all work activities to identify hazards, those at risk and the controls necessary to ensure their safety.

2) **Arrangements**

Employers must make suitable and effective arrangements for planning, organisation, control, monitoring and review of all measures necessary to prevent ill health and injury, and to protect employees and anyone else who may be affected by the work activities. These arrangements should be included in the Health and Safety Policy. Where there are 5 or more employees the arrangements must be formally recorded.

3) **Health Surveillance**

Where the risk assessment has identified a specific disease or adverse health condition related to the work which is reasonably likely to occur, employees must be provided with health surveillance. This should detect any adverse health effects at an early stage, thereby enabling further harm to be prevented.

4) **Competent Person**

Competent persons must be appointed to assist in carrying out the measures necessary to comply with the regulations. A competent person is defined as having sufficient training and experience or knowledge and other qualities to enable him to fulfil this requirement.

5) **Emergencies**

Procedures must be established to be followed in the event of emergencies where there is the risk of serious and imminent danger. The risk assessment should identify the foreseeable events that need to be covered by these procedures.

6) **Information**

Basic, easily understood information must be provided to employees on the risks to their health identified by the Risk Assessment. This should include details of all preventative and protective measures, procedures for evacuation and the identity of fire marshals and first aiders. The Health & Safety Executive's Information Panel is on display at the Town Council Offices.

- 7) **Shared Workplace**
Where the workplace is shared by two or more employers, they must full co-operate with each other and provide all necessary information relating to the specific risks of their individual activities. All arrangements for fire evacuation etc should be full co-ordinated.
- 8) **Non-Employees**
Any non-employees working on Council premises, eg contractors, must be informed of all risks which may affect them and of the measures and prohibitions introduced to control them.
- 9) **Training**
Employers must provide adequate health and safety training on recruitment and following any new or increased risk, eg when new equipment is introduced. This should be repeated periodically. For many staff, such as office workers, general health and safety awareness training will be adequate. Others will require more specialist training reflecting the specific nature of their work, eg the use of chainsaws, manual handling etc. Training requirements should be identified by the risk assessment process.
- 10) **Employee's Duties**
Employees also have a duty to work safely in accordance with instructions and training provided, to co-operate with their employer and to report any hazardous situations.
- 11) **Temporary Workers**
Temporary workers must be treated as if they were permanent employees in all matters regarding health, safety and welfare and for the purposes of the standard contract of employment.
- 12) **Young Persons and New or Expectant Mothers**
Special considerations and limitations apply to work carried out by young persons and new or expectant mothers. Please refer to the Working Time (Amendment) Regulations 2002 wherein Young Persons must not work more than 40 hours per week and 8 hours per day.
- 13) **Contact Arrangements**
Employers are required to establish 'contact arrangements' with 'external services', particularly regarding first aid, emergency medical care and rescue but also for any other specialist advice that may be needed to ensure safety following an incident or accident. In the absence of special risks this will simply mean ensuring that employees know the appropriate telephone numbers to summon help.

14) **Liability of Employers**

An employer is not afforded any defence in criminal proceedings for a breach of health and safety legislation due to any failure on the part of an employee or an external person appointed by the employer to provide competent advice. The Town Council has a duty to carry Employer's Liability insurance the certificate for which is displayed and retained for the mandatory period.

Breaches of the health and safety regime can lead to civil damages actions, criminal penalties and constructive dismissal claims. A stress situation may well be a health and safety situation whether it relates to physical or mental problems.

Each employee has a duty under the Act to:

- 1) Take reasonable care to safeguard his own health and safety as well as that of others.
- 2) Co-operate with the employer in safety matters.
- 3) Not interfere with or mis-use anything provided in the interests of health and safety.

The Town Clerk has responsibility for the implementation and monitoring of the Town Council's Health & Safety policy. The Town Council has the responsibility for setting the Policy and ensuring that it is implemented.

Information relating to the detailed application of the Town Council's policy is available from the Town Clerk at Oaklands and will be issued to employees as considered necessary.

A copy of this statement will be issued to each employee and all Town Councillors.

Signed Town Clerk Dated

SECTION TWO

WORKING TIME REGULATIONS 1998 AS AMENDED BY THE WORKING TIME REGULATIONS 2002

These regulations are an integral part of Health & Safety measures. The relevant provisions are summarised below :

Working Week: The Town Council is required to take all reasonable steps to ensure that workers do not work (including overtime) more than an average of 48 hours per seven day week (during the reference period of normally 17 weeks).

Night Work: The Town Council is required to take all reasonable steps to ensure that *employees* do not work (excluding overtime) more than an average of 8 hours per 24 hours (during reference period of normally 17 weeks).

Special Hazards: The Town Council is not permitted to allow or require any relevant night worker whose work involves special hazards or heavy physical or mental strain to work for more than 8 hours in any 24 hour period.

Health Assessments – Employers are required to make free health assessments available to relevant night workers, and transfers to day work must be considered and, where possible, carried out where doctors recommend it.

Daily Rest: Workers are entitled to at least 11 consecutive hours away from work in any 24 hour period.

Weekly Rest: Workers are entitled to at least 24 uninterrupted hours away from work in any 7-day period.

Rest Breaks: Workers are entitled to at least one 20 minute rest break (which they may take away from their work stations) in each working period over six hours.

Holidays: Workers are entitled to a minimum of 20 days holiday per year.

SECTION THREE

HYPHE TOWN COUNCIL HEALTH & SAFETY AT WORK ACT 1974 POLICY DETAILS OF RESPONSIBILITIES FOR HEALTH & SAFETY WITHIN THE COUNCIL

1. TOWN CLERK

- 1.1 Will be directly responsible for the preparation for approval of the Council and the issue and the maintenance of a Health & Safety policy. The Town Clerk and support staff will undertake annual Risk Assessments subject to all staff being suitably trained, with a six-monthly review, where practicable and deemed to be necessary.
- 1.2 Will as often as is necessary and at least annually appraise the effectiveness of the policy and ensure that any necessary changes are put forward to the Town Council for approval.
- 1.3 Will ensure that the attention of the Council is drawn to any relevant information concerning Health & Safety matters within the Council which is of direct interest to them.
- 1.4 Will seek to ensure that the Council's Health & Safety Policy is understood at all levels.
- 1.5 Will seek to ensure that responsibility is properly assigned and accepted at all levels.
- 1.6 Will seek to ensure that accident records are kept and reported as required by statute and an accident report book be placed at all Town Council premises.
- 1.7 Will seek to ensure that all employees are adequately trained to do their job in a safe manner.
- 1.8 Will ensure that adequate numbers of persons are trained in First Aid to meet statutory requirements.
- 1.9 Will ensure that all premises comply with the requirements contained in the General Working Environment statement.
- 1.10 Will ensure that any persons carrying out any such work on behalf of the Town Council are made aware of the Town Council's Safety Policy and comply with it.
- 1.11 Will ensure that all major contracting operations are covered by Risk Assessments prepared by the contractor.

2. COUNCIL EMPLOYEES

- 2.1 Will make themselves familiar with and conform to the Health & Safety policy relevant to his/her occupation at all times.
- 2.2 Will observe safety rules at all times.
- 2.3 Will wear appropriate safety equipment and use appropriate safety devices at all times.
- 2.4 Will take reasonable care of safety equipment and report its loss, destruction or any defect.
- 2.5 Will report to the Town Clerk all accidents, whether persons are injured or not.

- 2.6 May make suggestions to the Town Clerk to improve Health & Safety at Work.
- 2.7 Must immediately report to the Town Clerk work, or methods of work, that they feel create hazards.
- 2.8 Will ensure that any unsafe machine or equipment is immediately immobilised.
- 2.9 Will report any defects found to the Town Clerk.

3. RISK ASSESSMENTS

- 3.1 The Management of Health and Safety at Work Regulations 1999 impose a specific duty upon employers to carry out a suitable and sufficient assessment of all risks to the health and safety of employees and others, arising at or from a work activity.
- 3.2 The risk assessment will:
 - a) correctly and accurately identify a hazard;
 - b) disregard consequential risks and those trivial risks associated with life in general;
 - c) determine the likelihood of injury or harm arising;
 - d) quantify the severity of the consequences and the numbers of people who would be affected;
 - e) take into account any existing control measures;
 - f) identify any specific legal duty or requirement relating to the hazard;
 - g) remain valid for a reasonable period of time;
 - h) provide sufficient information to enable the Authority to decide upon appropriate control measures, taking into account the latest scientific developments and advances;
 - i) enable the Authority to prioritise remedial measures.
- 3.3 The Authority will ensure that those carrying out assessments are competent to do so. The assessor should have an understanding of the workplace, an ability to make sound judgements and knowledge of the best practicable means to reduce those risks identified.
- 3.4 All contractors / hirers undertaking major operations / events on Town Council land and property shall provide the Town Council with copies of Risk Assessments on the activity.
- 3.5 All users, contractors on Town Council land and property shall provide the Town Council with copies of their employers and public liability certificates (£5m lower limit).

SECTION FOUR

GENERAL WORKING ENVIRONMENT ALL PREMISES

1. **HYGIENE & WELFARE**

- 1.1 Toilets to be ventilated, kept clean, in working order and easily accessible.
- 1.2 Ventilated space between toilet and any workroom.
- 1.3 Wash basin with hot and cold running water.
- 1.4 Soap and towels to be provided. Nail brush where required.
- 1.5 Waste bins to be emptied regularly.
- 1.6 Clean drinking water supply - clearly marked.

2. **CLEANLINESS**

- 2.1 Premises, furniture and fittings kept clean.
- 2.2 Good housekeeping to clear waste, dirt and refuse regularly.
- 2.3 Internal walls and ceilings washed or painted regularly.

3. **FLOORS & GANGWAYS**

- 3.1 Kept clean, dry and not slippery.
- 3.2 Level, even surfaces without holes or broken boards.
- 3.3 Floors and steps washed or swept regularly.
- 3.4 Salting/sanding and sweeping of outdoor routes during icy or frosty conditions.

4. **DESIGN FOR HEALTH**

- 4.1 Seats and benches at a sensible height.
- 4.2 Seats of suitable design, construction and dimensions with a back rest supporting the small of the back and, if needed, a foot rest.
- 4.3 Machine controls and instruments designed and arranged for best control and posture

5. **A SAFE PLACE TO WORK**

- 5.1 Adequate space for easy movement.
- 5.2 No tripping hazards (trailing wires etc.)
- 5.3 Furniture placed so that sharp corners do not present a hazard to passers-by.

6. **COMFORT**

- 6.1 Comfortable temperature (usually above 16° C 60°F) for sedentary occupations.
- 6.2 Good ventilation (avoiding draughts)
- 6.3 An easily read thermometer in the workroom.
- 6.4 Heating systems not to give off fumes into the workplace.

7. **LIGHTING**

- 7.1 Good general illumination with no glare.
- 7.2 Regular cleaning and maintenance of lights and windows.

- 7.3 No flickering from fluorescent tubes.
- 7.4 Adequate emergency lighting.
- 7.5 Outside areas satisfactorily lit for access during hours of darkness for security as well as for safety.
- 7.6 Light coloured wall finishes to improve brightness.

8. FIRST AID

- 8.1 Provide and keep clean a first aid box containing only first aid material.
- 8.2 First Aid box to be kept readily available in the General Office.
- 8.3 All injuries to be recorded in the accident book. (HSE Approved)
- 8.4 Any “dangerous occurrence” to be reported to the Town Clerk.

9. WORK STATION RISK ASSESSMENTS

- 9.1 Each Staff Member to prepare assessment of own immediate work environment

SECTION FIVE

HEALTH PROBLEMS

1. MEDICATION

Taking medicines (on prescription or otherwise) can affect people's ability to work safely. For example drugs prescribed for hay fever can cause drowsiness. Staff shall advise the Town Clerk if they are taking any medication. This information will be treated in the strictest confidence. In the case of the Town Clerk, this information will be provided to the Town Mayor on the same basis. The use of prohibited drugs is strictly forbidden. Many accidents at work are caused by the effects of alcohol. Even slight intoxication can lead to loss of concentration. Therefore, it is strictly forbidden for any employee to have any alcoholic drink during the working day, within office hours. Exemptions to this condition are civic occasions that occur during the working day (and at weekends).

2. SMOKING

The offices at Oaklands are No Smoking offices. (Members of staff and tenants are permitted to smoke in the Kitchen, with the air vent in operation, with appropriate caution being taken in the use of ashtrays – proposed for deletion.)

There is No Smoking in the Town Hall. (Chamber. Councillors and Members of Staff are permitted to smoke at the top of the staircase, with appropriate caution being taken in the use of ashtrays – proposed for deletion)

There is No Smoking in the South Road Recreation Ground's Sports Pavilion or in the Tennis and Bowls Hut.

The Town Council's Smoking Policy is attached to this Policy Statement.

3. DISPLAY SCREEN EQUIPMENT (DSE)

Employees who habitually use VDU's for a significant part of their normal (in excess of 2 hours per working day) work are covered by the Health & Safety (Display Screen Equipment) Regulations 1992.

This description may apply to employees and the following general policies will operate:

- 1) Workstations will be fully adjustable and users should ensure they make use of these facilities for their own comfort.
- 2) Screens will have adjustable brightness and contrast controls.
- 3) Users should plan workloads so as to have regular breaks or changes of activity.
- 4) Users must have comfortable seating which can be properly adjusted.
- 5) Users will be entitled to annual eye and eyesight tests and to special spectacles, if needed, where normal spectacles are unsuitable.

4. GAS APPLIANCES

Gas appliances will be serviced annually and repaired when necessary by a qualified contractor.

5. ELECTRICITY

All employees will be given basic advice regarding electrical equipment which they may come into contact with during their employment. Faulty electrical equipment must be reported to the Town Clerk. Employees are not allowed to carry out their own repairs. The Town Clerk will arrange for the necessary work to be carried out by a Town Council appointed contractor. All subsequent instructions in this section are subject to these pre-conditions:

- 1) Plugs, sockets and fittings to be obtained from a reputable manufacturer and be sufficiently robust for business use.
- 2) Fuses, circuit breakers and other devices are to be correctly rated for the circuit they protect.
- 3) Access to electrical dangers is to be prevented.
- 4) The main switches must be readily accessible and clearly identified and all staff to know how to use them in an emergency.
- 5) Electrical installations to be checked periodically and repairs carried out by a competent electrician.
- 6) All portable apparatus to be listed so that each can be regularly inspected and its condition recorded.
- 7) Suspect or faulty apparatus to be taken out of use, put in a secure place and labelled "Do Not Use" until attended to by a competent person.
- 8) Power sockets to be switched off before plugging in.
- 9) Appliance to be unplugged before cleaning or making adjustments.
- 10) Overloading sockets by using adapters is a fire hazard. If necessary use an additional multi-plug socket block.
- 11) Always use a proper plug with the flex firmly clamped to stop the wires (particularly the earth) pulling out of the terminals.
- 12) Replace frayed and damaged cables completely. Join lengths in good condition only by using proper connections or cable couples.

6. FIRE

General

- 6.1 Flammable material to be stored safely, well away from hazardous processes or materials.
- 6.2 Fire-resistant doors designed to stop the spread of fire and smoke must not be wedged open.
- 6.3 Fire extinguishers of the right type, properly maintained and serviced annually to be provided. All extinguishers to be wall-mounted and / or in a prominent position.
- 6.4 Fire doors and escape routes to be kept unobstructed and clearly marked. Clearly marked approved signs in situ.

- 6.5 All staff to know how to raise the alarm and how to be instructed as to how to use the fire extinguishers.
- 6.6 Fire alarm drills will be held every 12 months – every quarter
- 6.7 Fire alarm systems will be tested weekly.
- 6.8 All occupiers of premises to be provided with information on what to do in the event of a fire.
- 6.9 Annual inspection of all extinguishers and fire fighting equipment and signs to be undertaken.

Discovering a Fire

- 6.8 Raise the alarm at once by the operation of the nearest fire alarm system call point and by shouting "FIRE".
- 6.9 On hearing the fire alarm the person nearest to a telephone will dial 999 and advise the operator:
FIRE AT HYTHE TOWN COUNCIL OFFICES, OAKLANDS, STADE STREET, HYTHE
and ensure the address is repeated correctly.
- 6.10 If the fire is considered small enough to be easily and safely extinguished e.g. a waste paper bin fire, attempt to do so with the nearest correct type of fire extinguisher.
NEVER take personal risks and **ALWAYS** call for assistance.
- 6.11 **NEVER** attempt to fight fire alone.
- 6.12 If the fire is considered too large, or if it should get out of control, or if the escape route is threatened, leave the building quickly and calmly by the designated escape route. Do not stop to collect personal belongings.
- 6.13 Report to the Bandstand which is the designated fire assembly point for Oaklands.

On Hearing the Fire Alarm

- 6.14 Leave the building quickly and calmly by the nearest available escape route wherever possible assisting visitors and shutting windows and doors.
- 6.15 Do not stop to collect personal belongings.
- 6.16 Report immediately to the fire assembly point for roll call.
- 6.17 Never attempt to re-enter the building until authorised to do so.

"First Aid" Fire Fighting

It must be clearly understood that staff should not attempt to tackle a fire unless it is considered small enough to be easily and safely extinguished. Both staff and tenants are to be trained in the operation of the extinguisher appliances. Never attempt to tackle a fire alone and never take personal risks.

The Description and Use of Extinguishers – NB – THE TOWN COUNCIL HAS WATER (RED) EXTINGUISHERS AND CARBON DIOXIDE (RED) EXTINGUISHERS IN SITU.

- i) **Water Type Extinguishers (RED)** - Suitable for use on carbonaceous fires e.g. wood, paper, textiles, etc.

When using water extinguishers direct the jet at the base of the flame and keep it moving across the area of the fire. A fire spreading vertically should be attacked at its lowest point and followed up. Seek out any hot spots after the main fire is extinguished.

DANGER - Do not use on live electrical equipment or burning liquid.

- ii) **Foam Extinguishers (CREAM)** - Suitable for use on most fires involving flammable liquids e.g. oil, petrol, paraffin, paints or liquifiable solids e.g. fats, wax etc.

When using foam extinguishers on liquid fires that are contained, direct the jet at the inside edge of the container or at an adjoining vertical surface above the level of the burning liquid. This breaks the jet and allows the foam to build up and flow across the surface of the burning liquid. Where the fire is not contained stand well back and direct the jet with a gentle sweeping movement allowing the foam to drop down and lie on the surface of the burning liquid. (The average length of the jet from a foam extinguisher is 7 metres).

DANGER - Foams are not generally suitable for use on live electrical equipment.

- iii) **Dry Powder Extinguishers (BLUE)** - Mainly suited to fires involving flammable liquids. They can also be used on fires involving live electrical equipment. On fires involving either liquids in containers or spilled liquids direct the jet of the powder towards the near edge of the fire and with a rapid sweeping movement drive the fire towards the far edge until all the flames have been extinguished.

WARNING - Dry powder has little or no cooling effect so beware of the danger or re-ignition of the liquid.

- iv) **Carbon Dioxide Extinguishers (RED)** - Suitable for extinguishing flammable liquid fire and fires involving live electrical equipment.

The discharge should be directed at the heart of the fire starting at an edge and sweeping across the surface of the burning material. If it is necessary to use the extinguisher in the open air, the operator should stand up-wind of the fire applying the gas in the down-wind direction as close to the fire as possible.

WARNING - Carbon Dioxide has little cooling effect so beware of the danger or re-ignition. The gas makes a loud noise on discharge.

DANGER - Carbon Dioxide gas can asphyxiate persons in a confined space.

After extinguishing the fire, leave the room, close the door and do not re-enter the room until safe to do so. The low operating temperature of Carbon Dioxide extinguishers also presents a risk of freeze bums if the nozzle comes into contact with the skin.

Means of Escape

All staff must be aware of their means of escape in the event of an emergency. The escape routes are clearly marked. Fire Doors and Fire Exit Doors must **NEVER** be left open or obstructed in any way, they are provided to protect the means of escape and to prevent the spread of heat and smoke. **NEVER** obstruct the designated fire escape routes.

7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1994 (COSHH)

All necessary assessment required by the COSHH regulations have been made and all reasonable steps have been taken to ensure that the correct control measure are in place. The Town Clerk will be responsible for ensuring contractors operating on Hythe Town Council premises and land have an appropriate COSHH policy statement.

Developers and Toners – These chemicals must be used in accordance with the instructions, and skin contact should be avoided. Rubber gloves shall be provided for operator safety.

8. CONSTRUCTION (DESIGN & MANAGEMENT REGULATIONS 1994 (CDM)

Normal day to day procedures within Hythe Town Council do not require CDM regulations. Should Hythe Town Council authorise construction works to be carried out then Hythe Town Council will appoint a competent surveyor through whom the contractor will submit their CDM policy to Hythe Town Council.

9. MANUAL HANDLING OPERATIONS REGULATIONS 1992

All necessary assessment required by the Manual Handling Operations Regulations have been made and all reasonable steps have been taken to ensure that the correct control measure are in place.

SECTION SIX

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS

These regulations will tidy up long old requirements. In fact, they replace a total of 35 pieces of the old law, including parts of the Factories Act 1961 and the Offices, Shops and Railway Premises Act 1963. They are much easier to understand, making it clearer what is expected of you.

The regulations cover many aspects of health, safety and welfare in the workplace, some of which were not explicitly mentioned in the current law though they are implied in the general duties of the HSW Act. The regulations apply to all places of work except: -

- * means of transport;
- * construction sites;
- * sites where extraction of mineral resources or exploration of them is carried out; and
- * fishing boats.

Work places in agricultural or forestry land away from main buildings are also exempt from most requirements.

The regulations will set general requirements in four broad areas:-

Working Environment

- * temperature
- * ventilation
- * lighting including emergency lighting
- * room dimensions
- * suitability for work station
- * outdoor work station (eg weather protection)

Safety

- * safe passage of pedestrians and vehicles (traffic routes, for example, must be big enough and marked where necessary, and there must be enough of them)
- * windows and skylights (safe opening, closing and cleaning)
- * glazed doors and partitions (use of safe materials and marking)
- * doors, gates and escalators (safety devices)
- * floors (construction and maintenance, obstructions and slipping and tripping hazards)
- * falls from heights and into dangerous substances
- * falling objects

Facilities

- * toilets
- * washing, eating and changing facilities
- * clothing storage
- * seating
- * rest areas (and arrangements in them for non-smokers) rest facilities for pregnant women and nursing mothers

Housekeeping

- * maintenance of workplace, equipment and facilities
- * cleanliness
- * drainage

SECTION SEVEN

HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS

Unlike some other regulations outlined in this document the Health and Safety (Display Screen Equipment) Regulations does not replace old legislation but will cover a new area of work activity for the first time. Work with display screen equipment is not generally high risk but it can lead to muscular and other physical problems, eye fatigue, mental stress. Problems of this kind can be overcome by good ergonomic design of equipment, furniture, the working environment and the tasks performed.

The regulations apply to display screens where there is a "user", that is an employee who habitually uses display screen equipment as a significant part of normal work. They cover equipment used for the display of text, numbers and graphics regardless of the display process used. There will be some specified exclusions though, such as systems on board a means of transport, systems mainly for public use, portable systems, cash registers and window typewriters.

You have duties to:-

- * assess display screen equipment work stations and reduce risks which are discovered;
- * make sure that work stations satisfy minimum requirements which are set out for the display screen itself, keyboard, desk and chair, working environment and task design and software;
- * plan display screen equipment work so that there are breaks or changes of activity; and
- * provide information and training for display screen equipment users.

Display screen equipment users will also be entitled to appropriate eye and eyesight test and to special spectacles if they are needed and normal ones cannot be used.

The regulations are supported by detailed guidance.

New PPE will also have to comply with an EC directive on design, certification and testing. It will be implemented in the UK by regulations made by the Department of Trade and Industry. You will still be allowed to use PPE bought before these regulations came into force.

