



## Royal Borough of Kensington & Chelsea

### Health and Safety Handbook

#### Contents

<a href="#">Health and Safety Advice</a> .....	2
<a href="#">Main Legislation</a> .....	3
<a href="#">Corporate Health and Safety Policy</a> .....	3
<a href="#">Accident and Incident Reporting</a> .....	3
<a href="#">First Aid</a> .....	3
<a href="#">Working Environment</a> .....	4
<a href="#">Risk Assessment</a> .....	5
<a href="#">Manual Handling</a> .....	6
<a href="#">Fire Safety</a> .....	7
<a href="#">COSHH</a> .....	8
<a href="#">Electrical safety</a> .....	8
<a href="#">Display Screen Equipment (DSE)</a> .....	9
<a href="#">Housekeeping</a> .....	9
<a href="#">Workplace equipment</a> .....	9

## Introduction

Welcome to the Royal Borough of Kensington & Chelsea. The Royal Borough of Kensington and Chelsea recognises and accepts the duties and responsibilities placed on it as an employer by the Health and Safety at Work Act 1974. The Borough especially recognises the importance of ensuring that the health, safety and welfare of its employees considered and is committed to improving health and safety at work.

This handbook has been create to provide you with some basic knowledge of health and safety and is by no means an exhaustive list of health and safety legislation.

## Health and Safety Advice

Corporate health and safety have specialist health and safety advisors who ensure that the current health and safety legislation is digested and transformed into Council policies and guidance, enabling business groups to ensure they implement the necessary measures to ensure their working activities do not put at risk any persons who may be affected by them as far as is reasonably practicable.

Corporate Health and Safety address

Room 346  
Kensington Town Hall  
Hornton Street  
London  
W8 7NX

Telephone: [REDACTED]

Fax: [REDACTED]

Details can be found on health and safety the intranet by going into 'doing my job' and clicking on health and safety. Your line manager should be your first point of contact, and should you find they are not able to answer your question, contact your business group Health and Safety Liaison Officer (SLO) or Safety Advisor.

For information on health and safety, which is specific to your business group, you can find this on the intranet under the tab 'Business Groups'.

### Access to Training – What is available?

Corporately there are training courses made available to employees of the Council each year. You can access the available courses via the 'Student Learning Centre' on the intranet by clicking on the it's associated link:

Advice on Display Screen Equipment can be found by using the AssessRite package, which will enable you to learn how to set up your workstation correctly and carry out a self-assessment. Click on the associated link.

Further health and safety advice from external agencies can be found by clicking on the following link 'Useful Websites'.

All staff must ensure that they attend as mandatory all the health and safety courses marked 'K' which are relevant to them.

## Main Legislation

The Health and Safety at Work etc Act 1974 applies to all workplaces, and to everyone at work; employers, directors, employees, trainees and the self employed. (Only domestic servants and the police are excluded).

All Council employees under the Act must take:

**‘Reasonable care of themselves and anyone else who may be affected by their activity.’**

The principal duty remains with the employer to provide equipment, training, supervision and information so as to make this possible. Responsibility is also given to manufacturers, suppliers and importers of products for use at work to ensure that they are safe to use.

Other laws apply to particular equipment, processes, working environments and work places, where you can find out further information throughout the handbook and in particular on the health and safety website, where all Council Policies and guidance relating to health and safety legislation can be found. The general laws, dealing particularly with staff welfare and workplace requirements for example are:

- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992

## Corporate Health and Safety Policy

Where an organisation has five or more employees, then it must set out the organisation and arrangements in place to ensure workplace safety.

The document CS/001 – ‘Corporate Health and safety Policy’, can be found within the ‘Corporate Health and Safety’ intranet site within the A – Z. The policy is a clear working document, showing who has responsibilities for health and safety within the Council, providing a clear statement of intent by the Leader and Chief Executive of the Royal Borough of Kensington and Chelsea.

## Accident and Incident Reporting

In the event of an accident/incident occurring, as defined in section 2 above, all employees shall:

- Contact an appointed first aid officer to tend to any injured parties, if necessary.
- Contact the manager of the injured person.
- Report it to your line manager and enter details onto the accident/incident report form (CSF/001)
- CSF/001 is to be sent to your business group safety liaison officer within five working days.

Further information on reporting of accidents/incidents can be found in document CS/004 – ‘Accident Reporting Guidance’.

## First Aid

All employers must make adequate arrangements for first aid treatment within the workplace and the number of employees; the location and the level of risk associated with that workplace determine the numbers.

First aid officers must hold a valid certificate through a recognised training organisation by the HSE. As an employee it is your responsibility to ensure that you are aware of who your first aid officer/s is/are and how to contact them in the event of requiring first aid treatment.

## Working Environment

It is important that the environment in which you work has been considered so as to ensure your health, safety and welfare and covers some of the topics mentioned below.

**Temperature** - A comfortable working temperature to be provided, usually above 16°C (60°F). Legislation does not specifically provide for a maximum working temperature but action must be taken to avoid discomfort. Where low temperatures prevail (a cold store for example) workers should be provided with protective clothing.

**Cleanliness** – The Council ensures that its premises and fittings are maintained to a good standard remaining clean at all times and expects employees to maintain a good housekeeping regime through their working activities. They will for example ensure that waste is regularly removed from offices, ensure that contract cleaners maintain a good level of cleanliness throughout its premises.

**Welfare facilities and Hygiene** – Sufficient toilet and washing facilities will be provided, ensuring they are easily accessible to all users and regularly kept in a clean, tidy, well lit, ventilated and in a good state of repair. Washing facilities will provide both hot and cold running water, along with soap and other provisions for hand drying. Provisions will be provided as required by the working activities carried out in that location.

Where drinking water is supplied this will be clearly marked, differentiating between washroom facilities and drinking water.

Suitable seats should be provided for workers to use during breaks. These should be in a suitable place where General personal protective equipment (for example respirators or hearing protection) need not be worn. In offices and other reasonably clean workplaces, work seats or other seats in the work area will be sufficient, provided workers are not subject to excessive disturbance during breaks, for example, by contact with the public. In other cases one or more separate rest areas should be provided (which in the case of new workplaces, extensions and conversions should include a separate rest room).

**Lighting** – there will be a good standard of illumination provided within the workplace to suit the working activities being carried out within designated area of work. It shall be cleaned regularly and maintained to ensure it remains suitable and sufficient.

**Space** – Each employee must have sufficient working space to enable them to do their work safely and without risks to their health.

**Ventilation** – Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air.

**Maintenance of equipment, devices and systems** – They shall be maintained, cleaned and remain in an efficient state, in efficient working order and in good condition. In order to achieve this, they shall be subject to regular maintenance, where appropriate.

Examples of equipment and devices are:

- Emergency lighting
- Tools such as hammers, drills etc.
- Fixed equipment used for window cleaning
- Mechanical ventilations systems

**Workstation and Seating** – All workstations are to be suitably arranged so that tasks can be carried out safely and comfortably. This includes workers with disabilities.

On joining you should ensure that you have carried out the AssessRite programme and you will be provided with a full workstation assessment to ensure the above requirements are met.

**Floors and Traffic Routes** – These include routes for pedestrians, vehicles or both, for example:

- Stairs, fixed ladders, doorways, gateways, loading bays, ramps etc.

They must be properly maintained so as not to expose any person to a risk of their health and safety.

All floors and traffic routes are to be clear of obstructions.

**Glazing** – Any translucent or transparent area of windows, doors or walls, should be made of an appropriate safety material or protected against breakage and marked so as to highlight the use of glass.

**Windows and window cleaning** – Openable windows, skylights and ventilators must be able to be opened, closed and adjusted safely and when open not create a risk to health and safety, inclusive of collision.

Where there is a risk that someone or something may fall from a height, suitable devices are to be used to prevent the window from opening too far. There should also be provisions in place for safe cleaning, if they cannot be cleaned from the ground.

**Organisation of traffic routes** – Every workplace shall be organised in such a way that pedestrian and vehicles can circulate safely. Where you are responsible for areas where traffic movement is necessary, then the traffic routes shall:

- Be suitable for the persons or vehicles using them
- Be sufficient in number
- Be in suitable positions
- Be sufficient in size
- Have sufficient separation from doors and gates, or from pedestrian traffic routes that lead into it.
- Have sufficient separation between pedestrians and vehicles where both use the same location.
- Be wide enough so as not to impede any wheelchair users.
- Set suitable speed limits and ensure that adequate signage is shown to display these.
- Have clearly marked pedestrian routes.

**Doors and Gates** – Doors and gates shall be suitably constructed, including being fitted with any health and safety devices.

In particular the following applies:

- Sliding doors must have safety devices in place to ensure they do not come off their tracks
- Any upward moving doors or gates are fitted with devices to ensure they do not fall down
- Any powered doors have safety devices to prevent it from causing injury by trapping a person
- Where necessary for reasons of health and safety, any powered door can be operated manually, unless it opens automatically when power fails.
- Where the doors or gates swing open in both directions, then viewing panels shall be fitted, unless low enough to see over.
- Conventionally hinged doors on main traffic routes shall have transparent viewing panels set at levels, so that wheel chair users are not put at risk from opening doors/gates.

## **Risk Assessment**

Risk assessment is the careful examination of the workplace and what could cause harm to people. The assessor for your service area will then need to decide whether the control measures in place are adequate to prevent any harm occurring, or if they need to introduce further measures.

Your business group shall have named assessors who have been trained to carry out these assessments in your workplace, identifying any hazards and risks associated with your working activity, equipment used and environment.

You should have been made aware of the risk assessments and the control measures in place, ensuring that you have a clear understanding of what is expected of you and others who may be affected by any of the risks identified.



## Terminology:

**Hazard** – Something with the potential to cause harm, for example, electricity, machines, working methods etc.

**Risk** – The likelihood that someone will be harmed by the hazard

**Consequence** – The result of the hazard being realised, for example, should harm be caused, then the consequence may be the injury.

**Control measures** – The measures put in place to either eliminate the risk or effectively manage that risk i.e. Safe systems of work, procedures, safety guards, training, personal protective equipment etc.

**Note: Personal Protective Equipment (PPE), should only be used as a last resort, all other methods to eliminate or reduce the risk should be tried first.**

## Manual Handling

Manual handling applies to all areas of work, whether you are involved in work that requires excessive lifting, i.e. Mechanical works i.e. lifting pumps etc. or work within the office i.e. lifting reams of paper, removing a file from the bottom draw.

Where your work involves excessive manual handling, then a manual handling risk assessment will need to be completed to ensure that any risks identified are either eliminated or effectively managed.

Manual handling is defined as:

**‘The transportation or supporting of a load by one or more members of staff, which includes any lifting, putting down, pushing, pulling, carrying or moving.’**

Mechanical aids must be used where appropriate to do so.

Making an assessment:

Problems to look for when making an assessment	Ways of reducing the risk of injury
<b>Environment:</b> <ul style="list-style-type: none"><li>➤ Constraints on posture</li><li>➤ Bumpy, obstructed or slippery floors</li><li>➤ Variation in levels</li><li>➤ Hot/cold/humid conditions</li><li>➤ Strong air movement</li><li>➤ Poor lighting conditions</li><li>➤ Restrictions on movements or posture from clothes or Personal Protective Equipment (PPE)</li></ul>	<b>Can You:</b> <ul style="list-style-type: none"><li>➤ Remove obstructions to free? movement</li><li>➤ Provide better flooring?</li><li>➤ Avoid use of steps and steel ramps?</li><li>➤ Avoid extremes of hot and cold?</li><li>➤ Improve lighting?</li><li>➤ Wear PPE that is less restrictive?</li><li>➤ Ensure your clothing and footwear is suitable for work?</li></ul>
<b>The Loads, are they:</b> <ul style="list-style-type: none"><li>➤ Heavy, bulky or unwieldy?</li><li>➤ Difficult to grasp?</li><li>➤ Unstable or likely to move unpredictably?</li><li>➤ Harmful e.g. sharp or hot?</li><li>➤ Awkwardly stacked?</li><li>➤ Too high for the handler to see over?</li></ul>	<b>Can you make the load:</b> <ul style="list-style-type: none"><li>➤ Lighter or less bulky?</li><li>➤ Easier to grasp?</li><li>➤ More stable?</li><li>➤ Less harmful to hold?</li><li>➤ If the loads have been brought in from elsewhere, has the supplier been asked to change the way in which they are delivered?</li></ul>

Problems to look for when making an assessment	Ways of reducing the risk of injury
<b>Individual capacity, does the job:</b> <ul style="list-style-type: none"> <li>➤ Require unusual capability e.g. above average strength or agility?</li> <li>➤ Endanger those with a health problem or who is disabled or with learning difficulties?</li> <li>➤ Endanger pregnant women</li> <li>➤ Require special information or training?</li> </ul>	<b>Can you:</b> <ul style="list-style-type: none"> <li>➤ Pay particular attention to those who have a physical weakness</li> <li>➤ Take extra care of pregnant workers</li> <li>➤ Provide employees with more information on the range of tasks they are likely to face.</li> <li>➤ Provide more training</li> </ul>
<b>The tasks, do they involve:</b> <ul style="list-style-type: none"> <li>➤ Holding loads away from the body?</li> <li>➤ Twisting, stooping, or over-reaching?</li> <li>➤ Large vertical movement?</li> <li>➤ Long carrying distances?</li> <li>➤ Excessive pushing or pulling?</li> <li>➤ Repetitive handling?</li> <li>➤ Insufficient recovery or rest time?</li> <li>➤ A work rate imposed by the process?</li> </ul>	<b>Can you:</b> <ul style="list-style-type: none"> <li>➤ Replace the task with mechanical aids?</li> <li>➤ Improve the workplace layout to improve efficiency?</li> <li>➤ Reduce the amount of twisting, stooping and/or over-reaching?</li> <li>➤ Avoid lifting from floor level and at excessive heights, especially heavy loads?</li> <li>➤ Reduce the carrying distances?</li> <li>➤ Reduce repetitive movement?</li> <li>➤ Vary the work, allowing for the muscles to rest, whilst using other forms of muscle?</li> <li>➤ Push rather than pull?</li> </ul>

## Fire Safety

On joining your business group, on your first day you should have been informed of the following:

- What the fire evacuation procedure is for your particular building
- Where the nearest fire call points are located
- The different fire escape routes within the premises
- Where your fire assembly point is located
- If you have been trained to do so, where the fire equipment is located.
- Discussed your Personal Emergency Evacuation Plan (PEEP), where necessary.

Some basics to do on hearing the fire and emergency alarm:

- Stop what you are doing and leave the building immediately. Do not remain in the building because you think it might be a false alarm, or because you have an important piece of work to complete or because the alarm stopped after a short period.
- Where possible close windows and doors behind you.
- Leave by the nearest fire exit (not the route you normally take in each day, unless this is the nearest way to exit the building).
- Go directly to your fire assembly point and remain there until told otherwise. Do not decide to go elsewhere unless you have informed someone.
- If you are a wheelchair user or require assistance, then wait for those who have been designated to help you in the event of a fire or other emergency. This should have been accounted for within the PEEP.
- Do not panic, leave at a sensible pace
- Do not use the lifts
- Do not go back to your place of work to collect belongings
- Only re-enter the building when it has been authorised by the chief fire officer for the building.

Fire escape routes are to be kept clear at all times and designated fire doors must remain closed at all times. They are designed to stop the spread of fire and/or smoke. At no time should any fire escape route be locked whilst people are within the building.

Each building shall have nominated fire marshals. They are responsible in the event of a fire to ensure that the area they have been designated is evacuated. They shall be clearly identified by the wearing of a Hi-visibility jacket and upon being told to leave, you must do so immediately.

On discovering a fire you should:

- Raise the alarm immediately by going to the nearest fire call point
- Proceed down to the chief fire officer designated for the building and inform them of what you saw, location etc.
- Remain with the chief fire officer until told otherwise.
- When told you can leave, proceed immediately to the fire assembly point.
- Remain there until you have been authorised to return to the building.

## **COSHH**

Control of Substances Hazardous to Health (COSHH). All substances used within any working activity within the council must have an assessment carried out. This assessment must be carried out against the working activity and/or the process it is being used within. With the COSHH risk assessment, there should also be a copy of the safety data sheet, providing further information on the substance being used. No substance should be used until this assessment has taken place. It will not be acceptable just to have a copy of the safety data sheet present.

The assessment process will look at hierarchy of control, taking into consideration the following:

- Elimination - Does the substance or material have to be used?
- Substitution - can a less hazardous product replace the substance or material?
- Engineering controls - For example remove possible exposure through local exhaust ventilation (LEV).
- Provision of information, instruction, training and supervision
- As a last result consider the provision and use of personal protective equipment (PPE).

## **Electrical safety**

Electricity can kill and around 1000 accidents are reported to the health and safety executive each year throughout the UK as a result of coming into contact with electricity. Ensuring that any electrical equipment that you use or come into contact with is safe and free of faults is an important part of the maintenance process.

You as the employee can help in this, by carrying out visual checks on a daily basis to the equipment you use. By carrying out some of these simple checks shown below, around 95% of faults can be detected.

- Check any cables for cuts or abrasions (not light scuffs).
- Check any damage caused to the plugs casing or pins.
- Check that the cables are not being pinched between objects
- Damage to outer casing of equipment.
- Checks for overheating i.e. burn marks

Do not attempt to fix any of the faults that you find, but contact the General Services helpdesk on Ext. 3456. Also do not continue to use the equipment, but place a notice on it to say there is a fault.

Portable Electrical Appliances - These are generally pieces of equipment that are connected to an electrical supply by a cable and plug and can be moved around the workplace i.e. computers, table lamps, kettles etc. This would also include items such as photocopiers and printers.

All items should have a test certificate upon them, stating when the next test is due. Always ensure that this has been carried out. Your own personal items should not be brought into work.

For homeworkers, ensure that you have received an RCD and anti-surge extension lead from ISD.



## Display Screen Equipment (DSE)

All users of DSE within the council must ensure the following steps have been taken to protect themselves whilst using the equipment:

- You have completed the AssessRite Package through the health and safety section of the intranet.
- You have completed the self-assessment within AssessRite, printed off a copy and passed it to your line manager, who will arrange for a full workstation assessment to be carried out by the assigned assessor for your service area.
- The full workstation assessment has been completed and any necessary actions taken.

Remember to plan your work so that you are not spending long periods using your computer, taking regular breaks i.e. to do photocopying, filing etc.

## Housekeeping

Housekeeping is an important part of maintaining the workplace. Examples of good housekeeping are:

- Keeping main walkways and exits free of materials
- Maintaining a clutter free desk
- Ensuring any spillages are promptly cleared up
- That waste bins are not left over-filled.
- Not leaving table and filing cabinet draws open
- Not leaving files and paperwork over air-conditioning units, heaters etc.
- Not placing any boxes, files etc under your desk.
- To ensure all hazardous substances are stored in a hazardous substance cupboard
- Regular waste collection services are maintained to remove waste from the premises.

## Workplace equipment

Every employer shall ensure that work equipment is so constructed or adapted to ensure that it is suitable for the task being carried out.

By ensuring that the equipment is suitable for the task, it will help in eliminating the risks to the health and safety of its employees and others who may be affected within the workplace.

Therefore when choosing equipment for the workplace you will need to consider the following three aspects:

- The initial integrity – On providing a piece of equipment to be used, the employer must be satisfied that it has been produced for the purpose of the working activity and shall be used as specified by the manufacturer. Should you make any changes to the equipment, and then you must ensure it is still suitable for its intended purpose.
- The place where it will be used – Carrying out a check on the typical environment that it is to be used within, must be carried out to ensure there are no further risks imposed due to its use.
- The purpose for which it will be used – Ensure that the equipment is suitable for working activity at that particular time.