

A QUICK GUIDE TO...

HEALTH & SAFETY

BIGGA and GCMA members have use off the on-line Safety Management System which can be accessed via the respective websites. However, there is some information that is useful to know...

1. Reporting of Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) required the reporting of deaths or major injuries as quickly as possible and in the case of "over three day" injuries within 10 days.

In cases of death, major injury, or dangerous occurrences, you must notify the enforcing authority without delay, most easily by calling the Incident Contact Centre on 0845 300 99 23. (8.30am to 5pm);

You can also report the incident by: Internet: [www.hse.gov./riddor\(1\)](http://www.hse.gov./riddor(1)); Fax: 0845 3009924 or Post to: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

2. Work Pressures

If employees have a job that is challenging, they should expect to feel some pressure at work.

However, when that pressure is excessive and they suffer an adverse reaction to it, then it has become stress.

Stress is not a disease, but it can be a threat to health and safety at work.

Legally, an employer must take care of health and safety when employees are at work.

Stress can also be triggered by events away from work, such as bereavement, money worries and illness.

2. Employers' Responsibilities

All employers, whatever the size of the business, must:

Make the workplace safe;

Prevent risks to health;

Ensure that plant and machinery is safe to use, and that safe working practices are set up and followed;

Make sure that all materials are handled, stored and used safely;

Provide adequate first aid facilities;

Tell employees about any potential hazards connected with the work, chemicals and other substances used by the firm, and give you information, instructions, training and supervision as needed;

Set up emergency plans make sure that ventilation, temperature, lighting, and toilet, washing and rest facilities all meet health, safety and welfare requirements;

Check that the right work equipment is provided and is properly used and regularly maintained;

Prevent or control exposure to substances that may damage your health;

Take precautions against the risks caused by flammable or explosive hazards, electrical equipment, noise and radiation;

Avoid potentially dangerous work involving manual handling and if it can't be avoided, take precautions to reduce the risk of injury;

Provide health supervision as needed;

Provide protective clothing or equipment free of charge if risks can't be removed or adequately controlled by any other means and ensure that the right warning signs are provided and looked after

3. Employees' Responsibilities

Responsibilities as employees are:

To take reasonable care of their own health and safety;

If possible avoid wearing jewellery or loose clothing if operating machinery;

If they have long hair, make sure it's tucked out of the way;

To take reasonable care not to put other people at risk by what they do or don't do in the course of their work;

To co-operate with their employer, making sure they get proper training and understand and follow the club's health and safety policies;

Not to interfere with, or misuse, anything that's been provided for their health, safety or welfare;

To report any injuries, strains or illnesses they suffer as a result of doing their job;

To tell their employer if something happens that might affect their ability to work - because their employer has a legal responsibility for their health and safety, they may need to suspend the employee while they find a solution to the problem, and if they drive or operate machinery, to tell their employer if they take medication that makes them drowsy - they should temporarily move them to another job if they have one for them to do.