



West Berkshire Training Consortium

# **HEALTH & SAFETY WORKBOOK**





Health and Safety at Work Act 1974 - this Act of Parliament is the main piece of UK health and safety legislation. It places a duty on all employers "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all their employees

Besides the Health and Safety at Work Act itself, the following regulations apply:

Management of Health and Safety at Work Regulations 1999	Requires employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training
Workplace (Health, Safety and Welfare) Regulations 1992	Covers a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities
Health and Safety (Display Screen Equipment) Regulations 1992	Sets out requirements for work with Visual Display Units (VDUs)
Personal Protective Equipment at Work Regulations 1992	Requires employers to provide appropriate protective clothing and equipment for their employees
Provision and Use of Work Equipment Regulations 1998	Requires that equipment provided for use at work, including machinery, is safe
Manual Handling Operations Regulations 1992	Covers the moving of objects by hand or bodily force
Health and Safety (First Aid) Regulations 1981	Covers requirements for first aid
The Health and Safety Information for Employees Regulations 1989	Requires employers to display a poster telling employees what they need to know about health and safety
Employers' Liability (Compulsory Insurance) Act 1969	Requires employers to take out insurance against accidents and ill health to their employees
Noise at Work Regulations 1989	Requires employers to take action to protect employees from hearing damage
Electricity at Work Regulations 1989	Requires people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
Control of Substances Hazardous to Health Regulations 2002 (COSHH)	Requires employers to assess the risks from hazardous substances and take appropriate precautions
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)	Requires employers to notify certain occupational injuries, diseases and dangerous events



<b>Accident</b>	An unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury
<b>Hazard</b>	Is a potential source of harm or adverse health effect on a person or persons
<b>Risk</b>	Is the chance, high or low, that any hazard will actually cause somebody harm
<b>Risk Assessment</b>	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking
<b>PPE : Personal protective equipment</b>	Refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection
<b>H&amp;S Policy</b>	Is a written statement by an employer stating the company's commitment for the protection of the health and safety of employees and to the public. It is an endorsed commitment by management to its employees regarding their health and safety
<b>RIDDOR</b>	Is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents
<b>HSE</b>	The Health and Safety Executive is a non-departmental public body of the UK
<b>Appointed Person</b>	Is someone who is nominated to take charge of first aid arrangements, such as looking after the first aid kit and calling an ambulance in an emergency
<b>Qualified First Aider</b>	A first aider is someone who is qualified to give first aid treatment in the event of an injury or illness
<b>VDU</b>	Visual Display Unit - a device for displaying input signals as characters on a screen
<b>Repetitive Strain Injury</b>	(RSI) is a general term used to describe the pain felt in muscles, nerves and tendons caused by repetitive movement and overuse
<b>PAT - Portable Appliance Testing</b>	Portable Appliance Testing is the name of a process by which electrical appliances are routinely checked for safety
<b>Manual Handling</b>	Is any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force



**TASK 1**

Under Health and Safety law, what are employers responsibilities regarding the health and safety of employees?

**TASK 2**

List as many hazards and potential hazards in your working environment:



**TASK 3**

Select one of the hazards identified in Task 2. Explain the risks this hazard presents, and what control measures are in place to reduce the risks.

**TASK 4**

What are the consequences faced by employers and employees if Health & Safety laws and regulations are not followed?



**TASK 5**

Use the Internet to research one of the following pieces of Health & Safety legislation and explain how it applies to your work role and organisation.

Control of Substances Hazardous to Health Regulations 2002

Health and Safety (Display Screen Equipment) Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Manual Handling Operations Regulations 1992

Large empty rectangular box for writing the answer to Task 5.

Learner Name (please print)

Date

Signature



# WBTC

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