

HEALTH & SAFETY NOTICE



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THE HEALTH & SAFETY OF VISITORS & SERVICE USERS **CONTENTS**

Introduction	Page 13.2
Legal Responsibilities	Page 13.2
Duties of Staff	Page 13.2
Casual Visitors	Page 13.3
Staff Working in other areas	Page 13.3
Work Experience	Page 13.3
Appendix 1. Dangerous Machines	Page 13.5
Appendix 2. Guidance for employing Young persons on work Experience	Page 13.6

THE HEALTH & SAFETY OF VISITORS

AND SERVICE USERS

INTRODUCTION

1. This Health and Safety Notice should be read and understood by all employees of Vacman Cleaning Ltd. Employees should inform visitors or service users of the relevant sections of this Health and Safety Notice.
 - 1.1 The health and safety of children and young persons at Vacman sites is covered in HSN-15.
 - 1.2 The health and safety of contractors at Vacman sites is covered in HSN-14.

LEGAL RESPONSIBILITIES

2. The Company, as the occupier of its premises, owes a "common duty of care" to its visitors and the general public, i.e. a duty to take such care as is reasonable in the circumstances, to see that visitors or anyone using our service will be safe in using the premises to which they are invited or permitted access. It has a higher duty of care to children, as we must be prepared for children to be less careful than adults.

DUTIES OF STAFF

3. Members of staff who invite visitors on to any site must ensure that their visitors report to the appropriate site reception. If the site does not have a reception then the visitor must report directly to the person(s) that they are visiting. The member of staff is also responsible for the health and safety of the visitor while on site and must make them aware of the fire and emergency procedures and any special procedures within the area that they are visiting.
 - 3.1 If the visitor has a disability and/or restricted mobility the person responsible for the visitor must be aware how to evacuate them safely in the event of an emergency.
4. Visitors who wish to use any machinery or equipment must first obtain permission from the relevant member of staff responsible for machinery or equipment. The person in charge of the machine must be informed. All work must be done under supervision and in accordance with the health and safety policy and local codes of practice.

CASUAL VISITORS & SERVICE USERS

7. People visiting the public areas of Vacman buildings or visiting any sites where Vacman provide cleaning services must be made fully aware of the fire and emergency procedures relating to that site. This is achieved by appropriate signage around the premises.
8. Members of the public using or visiting any site(s) will be classified as casual visitors. It will be the responsibility of the person in charge of the site to make casual visitors aware of relevant health and safety precautions, including emergency and fire procedures.
 - 8.1 The children of casual visitors attending will be the responsibility of the parent(s)/guardian(s). Failure to control children adequately could result in the person(s) being asked to leave.

STAFF WORKING IN OTHER AREAS

9. Members of staff working/visiting an area that is not their normal place of work must be made aware of any relevant health and safety precautions.

WORK EXPERIENCE

10. It will be the responsibility of the Managing Director to ensure that any person undertaking work experience is fully supervised and a Risk Assessment HSN-36 completed. The adults/minors must be given induction training. The basic programme must include the following:
 - 10.1 fire precautions and the action to be taken if the fire alarm sounds,
 - 10.2 the action to be taken if they discover a fire,
 - 10.3 the location of first-aid facilities,
 - 10.4 the details of any health precautions and procedures necessary;
 - 10.5 the requirements for wearing personal protective equipment;
 - 10.6 the restrictions on the use of dangerous equipment (The Dangerous Machines Training of young persons Order 1954, made under the Factories Act 1961) lists a number of machines which are of such a dangerous character that minors should not work at them, unless certain training and other requirements are met. These are listed in Appendix 1.
11. All staff involved in the visit of adults/minors on work experience should be made aware of:

- 11.1 the importance of maintaining effective supervision of adults/minors at all times,
- 11.2 how to provide suitable and sufficient training;
- 11.3 the statutory restrictions on children/young persons.

Approved by:



.....
Managing Director)

Date...../...../.....

Vacman - HSN-13 APPENDIX 1

Dangerous Machines as detailed in the Factories Act 1961

Brick and tile presses
Machines used for opening or teasing in upholstery or bedding works
Carding machines in the use of wool textiles trades
Corner staying machines
Dough brakes
Dough mixers
Worm pressure extruding machines
Gill boxes in use in wool textile trades
Laundry machines
Hydro presses
Washing machines
Garment presses
Meat mincing machines
Milling machines in use in the metal working trades
Pie and tart making machines
Power presses, including hydraulic and pneumatic presses
Loose knife punching machines
Wire stitching machines
Semi-automatic wood turning lathes
Slicing Machine

The following machines, whether powered or not, are also included:

Guillotine machines
Platen printing machines

Vacman HSN 13 Appendix 2

GUIDANCE FOR EMPLOYING YOUNG PERSONS ON WORK EXPERIENCE

INTRODUCTION

- 1 The safe employment of children and young persons is governed by, amongst other things, the Health and Safety (Young Persons) Regulations. There are also requirements in the Management of Health and Safety at Work Regulations. The Health and Safety (Young Persons) Regulations are explained fully in a guidance booklet produced by the Health and Safety Executive entitled “Young People at Work - A Guide for Employers”.¹

DEFINITIONS

- 2 The Health and Safety (Young Persons) Regulations distinguish between “child” and “young person” as follows:

“**child**” means a person who has not reached the minimum school leaving age, MSLA (16 years)

“**young person**” means a person who has not reached the age of 18 years.

SPECIAL CONSIDERATIONS APPLYING TO CHILDREN AND YOUNG PERSONS AT WORK

- 3 Young workers are regarded as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. Thus children under 13 years old are generally prohibited from any form of employment, whilst children between 13 and the minimum school leaving age (MSLA) are prohibited from being employed in industrial undertakings, service industries, etc., except when on work experience schemes approved by the local education authority.
- 4 Where the company offers work experience placements to children under MSLA, the Health and Safety (Training for Employment) Regulations have the effect of designating those children as **employees** for the purposes of health and safety legislation. Sites are then required to provide them with at least the same health, safety and welfare protection which is given to the existing staff.
- 5 As a result, Managers/Supervisors must make suitable arrangements to assess risks to young persons under 18 years old **before** they start work, which will include taking into account their inexperience, lack of awareness of existing or potential risks, and immaturity.
- 6 In particular, the following factors must be taken into account:

¹ HSE booklet HS(G)165, ISBN 0 7176 1285 6

the layout of the workplace or workstation
the range and use of work equipment and the way in which it is handled
the organisation of processes and activities
the extent of the health and safety training provided, or to be provided,
to the young persons concerned.

ASSESSING THE RISKS

- 7 HSN-36 sets out the Company's policy on risk assessment and describes the procedure for carrying out such assessments. At paragraph 2.5, there are two important points noted, firstly:

“the aim is to identify the significant risks in the workplace. Trivial risks can be ignored”

and secondly

“ all groups of persons...must be considered...together with those who may be particularly at risk, e.g. young or inexperienced workers...”.

It must be remembered that what might be considered a trivial risk to an experienced, mature employee familiar with his or her workplace, may well become a significant risk to a young inexperienced person on a work experience placement during the first few days of a completely different daily environment.

- 8 HSN-36 gives an example of a risk assessment record sheet and it is recommended that this be used as a basis for recording the **significant** risks that the young person may be exposed to during his or her work. Appendix 1 of this document shows a suitably modified form which may be adopted for the purpose The record should be kept with the other documentation relating to the placement and a copy given to the young person.
- 8 Persons on work experience placement will be carrying out “office”-type activities in various departments and the number of significant risks to be assessed will normally be minimal. However, some placements occasionally take place in departments which do have significant risks to safety or health, for example, in laboratories, or the service departments. The Health and Safety Executive booklet “Young People at Work - A Guide for Employers” (see Introduction), lists those work activities in which young persons must not be employed if significant risks to their health and safety have been identified **and cannot be avoided.**

PROVISION OF INFORMATION TO PERSONS ON WORK EXPERIENCE PLACEMENT

- 10 Persons on work experience placement must be given information to enable them to work safely and to know what action to take in case of an emergency.

It is recommended that such information be written down clearly and concisely since the young persons will generally be employed for short periods in unfamiliar surroundings. Appendix 3 gives an example of a form which may be used for the purpose. If necessary it can be tailored to fit in with any other documentation concerning the placement but the information shown in Appendix 3 must be included.

PROVISION OF INFORMATION TO PARENTS

- 11 There is a legal requirement to let the parents of young workers under MSLA know the key findings of the risk assessment and any control measures taken before that person takes up employment on the placement. Although there is no requirement to provide this information in writing, it would seem sensible to do so. It is suggested, therefore, that Appendices 1 (the written risk assessment, if it has proved necessary to produce one) and 3 (the safety information for the person on the placement) be forwarded to the parents as a means of satisfying this requirement.

NOTIFICATION OF PLACEMENTS FOR INSURANCE PURPOSES

- 12 The placement supervisor (or other appropriate person within the employing department) must notify the Portree Office in order for the Company's Employer's Liability insurance cover to be extended to the person on placement.

RISK ASSESSMENT RECORD	DEPARTMENT:	WORK TO BE UNDERTAKEN BY A PERSON ON WORK EXPERIENCE PLACEMENT		
		Name of person on Work Experience Placement:		
What are the significant hazards before any controls are put in place?	Is the risk adequately controlled, and if so, how?	Therefore, is the residual risk High, Medium or Low?	If High or Medium, what further action is necessary to control the risk?	
Assessor:	Designation:		Date:	

Appendix 2

SUMMARY OF WORK ACTIVITIES IN WHICH CHILDREN AND YOUNG PERSONS MUST NOT BE EMPLOYED ON WORK EXPERIENCE UNLESS THE SIGNIFICANT RISKS IDENTIFIED CAN BE AVOIDED

(Note: If any of the work summarised in this table is being considered for a person on a work experience placement, reference must be made to the HSE guidance (see Introduction)).

Work objectively beyond physical or psychological capacity	
Physical Capacity	Accidents, injuries and/or musculoskeletal disorders can occur in jobs that require repetitive or forceful movements
Psychological capacity	There are some areas of work that may be beyond a young person's mental and emotional coping ability, such as dealing with violent and aggressive behaviour and decision making in stressful situations
Work involving harmful exposure to certain agents	
Physical agents	
Biological agents	As defined in the COSHH Regulations
Chemical agents	Very toxic, toxic, harmful, corrosive and irritant substances Carcinogens Allergens (including animal allergens) Teratogens Lead and lead compounds Asbestos
Work involving harmful exposure to radiation	
Ionising radiations	
Non-ionising electromagnetic radiation	Optical radiation Electromagnetic fields and waves

Work involving risks which it may be assumed cannot be recognised or avoided by young persons	
Work with compressed and liquefied gases	Flammable liquids Flammable gases Gas cylinders Cryogenic liquids
Work with vats, tanks, reservoirs or carboys containing chemicals	
Work involving high voltage electricity	
Work in which there is a risk to health from extreme cold or heat or from noise or vibration	
Extreme cold or heat	
Noise	
Hand-arm vibration	
Whole-body vibration	

**HEALTH AND SAFETY INFORMATION TO BE GIVEN TO A PERSON ON A
WORK EXPERIENCE PLACEMENT**

NAME OF PERSON ON PLACEMENT:

.....

YOUR PLACEMENT SUPERVISOR IS:

.....

IF YOU HAVE AN ACCIDENT AT WORK

Contact your supervisor or the nearest first aider who is :

.....

If you have an accident away from your normal workplace, the names and telephone numbers of first aiders are in the Cleaners cupboard .

Remember to fill in an accident report form. Your supervisor will supply one.

IF YOU HEAR THE FIRE ALARM

Leave the building by the nearest exit and go to the assembly point.

Close windows and doors behind you.

Do not use the lift if your building has one.

Do not stop to collect your personal belongings.

Do not re-enter the building until the Fire Service allow you to.

Familiarise yourself as soon as you can with the fire emergency arrangements for your area - alternative escape routes, assembly point, etc.

IF YOU DISCOVER A FIRE

Leave the building and go to the assembly point.

On your way out break the glass of a fire alarm call point. These are located at the final exit doors of the building.

Give details of the fire to your supervisor or any member of staff.

IN ANY EMERGENCY

If you are on your own and unsure of what to do telephone 0800 783 6103 for help.

YOU WILL BE GIVEN THE FOLLOWING SAFETY TRAINING/INSTRUCTION DURING THE PERIOD OF YOUR PLACEMENT:

FOR SAFETY REASONS YOU MUST NOT ENTER THE FOLLOWING AREAS:

FOR SAFETY REASONS YOU MUST NOT USE ANY OF THE FOLLOWING MACHINERY/EQUIPMENT/SUBSTANCES:

