



Health & Safety Implementation

Working Safely within the Training Programme

THAMES21

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Thames21 actively promotes the highest standards of health & safety at work with a view to the Health and Safety at Work Act 1974, the Management of Health and Safety Legislation and subsequent related safety legislation.

The Health and Safety at Work Act 1974 legislation places general duties on management and on individuals to ensure as far as is reasonably practicable they look after their own health and safety and that of others who may be affected by another individual's acts or omissions.

Thames21 will ensure:

- all venues are risk assessed before being used;
- any potential risks in venues are eliminated or reduced;
- access and fire escape routes are kept clear at all times;
- emergency procedures are discussed with centre management;
- first aid materials and equipment are available;
- trained First Aiders are available;
- all training equipment is safe for purpose;

During training events learners and trainers will:

- comply with all instructions or control measures given which are likely to affect an individual's health and safety;
- make full and proper use of any personal protective equipment provided;

- refrain from wilful measures or interference with anything provided in the interests of health and safety and welfare;
- report hazards found immediately;
- keep learning environments as tidy and clean as possible;
- avoid causing any slip and trip hazards by ensuring the floor area is kept clear of files, boxes, spillages etc
- avoid any possibility of manual handling injuries
- take a rest break of 10 minutes away from a computer screen every hour
- adhere to Thames21's policy and those of external organisations of no smoking on the premises;
- not obstruct fire escape routes, fire doors or fire fighting equipment;
- follow the fire evacuation procedure;
- report all accidents to Thames21 who will ensure they are recorded on the Health and Safety Accident Book.

1. Risk Assessment

Risks and how you will reduce the chance of someone getting injured or becoming ill.

Risk Assessment is important as it allows you to decide whether it is safe to proceed with the event, or abandon it. Only put in hazards that are likely to be present.

Risk Assessments give you control of the event they allow an event to take place in safety so that everyone enjoys themselves.

Check the site again no more than two days before the event – to make sure no new hazards have appeared. E.g. a fence may have fallen down. Check it again on the morning of the event.

How to carry out a Risk Assessment

First, identify the Hazard. The Risk Assessment below covers a lot of the hazards you will encounter but there will be others specific to your site that you will need to add yourself.

Second, list the risks (the kind of things which could lead to an accident or someone getting ill).

Third, decide what the likelihood of injury is without the risks being reduced. This is the chance of someone getting hurt or ill if they came to the event and made no effort to stay safe.

For example;

Hazard: dirty or contaminated water is a worry at every waterway event.

Risk: there is a chance that someone might get a stomach upset or even Weil's disease.

Likelihood of injury: Weigh up the chances of someone getting ill if they turned up to the event and picked up litter with bare hands and went home and ate a sandwich without washing them. There is a **High** likelihood that they will get ill e.g. diarrhoea.

Fourth, estimate the severity of the injury if an accident happened or they contracted an illness. E.g. if someone contracted Weil's Disease they could be very ill – probably needing hospital treatment – which is classed as a Major injury (see list below)

Fifth, list the Risk Reduction Measures you will take to reduce the likelihood of injury or illness (e.g. wearing gloves and washing hands before eating).

Sixth, rate the likelihood of injury or illness when the Risk Reduction Measures have been introduced. E.g. the likelihood of contracting a stomach bug will be reduced by the measures above and can now be rated as **Low**.

Seventh, on the day of the event re-check your rating – heavy rain may have caused sewers to overflow, spreading sewage on your site. You have to check for new hazards and risks that have developed since your last visit.

Eighth, list the equipment needed to reduce the risk of an injury or illness.

Another example:

Hazard – weather – it has been raining. The slopes and banks will be slippery. The waterway to be cleaned-up has steep sides that drop straight into the river. The banks are steeper than 45 degrees.

There is a Risk of someone falling in, and then of drowning if they hit their head.

The likelihood of someone falling into the river is High.

The Severity of injury is rated as fatal.

The steepness of the banks cannot be changed nor can the fact they are slippery.

Safety measures like tying ropes around waists or holding onto branches are not safe and must be rejected. So the chances of injury remain High.

Risk Reduction Measure - the clean-up cannot progress in this area.

There is always a danger with Risk Assessments that you might be tempted to reduce the Likelihood rating just so the event can take place, but it would be safer to move the clean-up to another site.

When you have completed your Risk Assessment you must ask someone else to assess the site with you. This will help to reduce the temptation to reduce the Likelihood rating just to allow the event to take place.

Likelihood of injury or illness

High - A common occurrence or surprised if it didn't happen

Medium - Known of with some frequency

Low - Occasional instances known or heard of

Severity of injury or illness

Fatal - death occurring on site or at a later date, as a result of an injury or illness

Major – Major injury which has to be notified to the Health and Safety Executive (see Emergency Procedures below)

Minor – minor cuts and bruises which can be dealt with by a first aider on site

If there is a **HIGH** likelihood of injury or illness after the Risk Reduction Measures have been introduced **DO NOT** allow the event to go ahead

If there is a MEDIUM likelihood of injury or illness after the Risk Reduction Measures have been introduced get a second opinion. Explain to them how you arrived at your assessment. If you can't reduce the likelihood below Medium do not carry out that activity at the event (e.g. work in safer locations, keep away from the steep banks)

If there is a LOW likelihood of injury or illness after the Risk Reduction Measures have been introduced double check the assessment to make sure nothing has been overlooked.

Discuss the Risk Assessment with your team of Stewards before the event so that everyone is aware of the Hazards/Risks and what they must do to reduce the likelihood of someone getting injured or becoming ill.

If in doubt do not arrange the event.

2. Accidents / Accident Book

Accident Book

The Training Officer must keep an Accident Book. The following information must be logged in the event of an accident:-

- Full Name & address of injured person.
- Date of entry.
- Date of accident.
- Accident details including location and circumstances.
- Details of injury.
- The person making the entry must sign it.

3. Electrical Equipment – laptop, projector and extension cables

Wherever company equipment is used for training, the Training Officer must ensure that it has been PAT tested within the previous year.

Any faults with equipment will be reported immediately by the Training Officer to the Personnel and Administration Manager who will arrange for repairs / replacement as necessary.

All equipment will be maintained in a safe condition. A copy of the inventory of equipment owned by T21 is kept by the Admin & Personnel manager and updated when required.

Defective equipment will be taken out of use until such time that repairs can be carried out.

Trailing cables present a hazard to users of the training room, so every effort must be made by the Training Officer to set up equipment in a way that does not leave cables where people will be walking.

If electrical equipment is available from the venue itself, then this should be explored as an option, ensuring that the venue has equivalent safety measure in place.

4. Lone working

Running training sessions for the community will involve visiting unfamiliar premises and meeting unfamiliar people. This can potentially put Training staff in a vulnerable position should confrontation or aggression arise.

It is important that the Training Officer informs line management of upcoming training session and their locations; that they carry a mobile phone and that they make contact with venue staff before and on the morning of the session.

The Training Officer will be supported across the training programme by the Training Terms and Conditions; a registration process which enables the trainer to (virtually) 'meet' participants; and a code of conduct which reinforces behavioural expectations.

Beyond the classroom sessions, any meeting or site visits should be undertaken in line with the Thames21 Lone Working Procedure.

5. Evacuation

All venues used for training must have an Evacuation Procedure and all staff / volunteers must be familiar with this and the routes to be taken when evacuating the office/site.

The Training Officer will inform all participants of the evacuation procedure at the start of the session.

6. First Aid boxes

The Training Officer will carry a fully stocked First Aid box to each training session, in case of emergencies.

Where members of staff / volunteers are spending working time away from the office a comprehensive first aid kit must be made available for their use.

7. Lifting & Carrying

- Use mechanical moving aids if the load is bulky or heavy, or the load must be broken down.
- If a load is too heavy/ bulky and cannot be broken down risk assess the situation to reduce the risk of injury as far as is reasonably practical.

- Lifting and handling loads properly will reduce the risk of an accident.
- **Always lift in the approved manner:**
 - feet apart (approx 12 - 18 inches).
 - one foot slightly in front of the other.
 - chin in, avoid your head dropping back or forwards.
 - knees bent in the crouch position.
 - get a firm grip on the load.
 - do not change grip whilst carrying.
 - always lift with your back straight, using your legs.
 - lift steadily, do not jerk.
 - stop work if you feel a strain. Carrying on may result in serious injury
- Never walk backwards or run when carrying a heavy load.
- Do not attempt to lift anything too heavy, even fairly light objects may assume considerable weight when wet.
- Where possible work in groups to move heavy objects.

8. Smoking

Thames21 operates a 'No Smoking' Policy in all of its offices and this Policy applies to all members of staff, to volunteers, and to visitors.

9. Driving on company business

Fitness to drive:-

- Fatigue is a major cause of road traffic accidents. All drivers must ensure they are fit to undertake necessary journeys.
- All drivers are reminded of the dangers involved in taking drugs or alcohol prior to driving (refer to section 12).
- Thames21 drivers must not under any circumstances use a mobile phone whilst driving. The driver must park in a suitable location and switch off the engine before using a mobile phone (this includes the use of hands free kits).

Vehicle safety

Drivers using company vehicles or personal vehicles for company use must ensure that the vehicle they use is safe and roadworthy at all times. A five point safety check must be carried out weekly:-

1. Tyre condition and pressure (using vehicle handbook)
2. Lights
3. Brakes
4. Washers
5. Vision and Visibility

All deficiencies must be remedied before driving.

10. Drugs and Alcohol

- Where a member of staff is taking prescribed medication which may affect their safety e.g. by causing drowsiness, they must inform their respective manager.
- Staff must not drive / operate any boat / machinery while under the influence of alcohol or any drug (other than standard painkillers / antibiotics) whether prescribed or otherwise.
- Staff must remember that to drive to work whilst under the influence of drugs or alcohol would be a breach of their statutory duty to take care of their own health & Safety and the safety of others who may be affected by their actions. This would leave them liable to prosecution.