

Footwear, Leather, Textile and Clothing Industries

Health & Safety Committee

How to Manage Health & Safety

A Guide for the Footwear, Leather, Textile and
Clothing Industries



Introduction

This guidance is for those who need to put in place or oversee their organisation's health and safety arrangements. All people have a legal right to be protected from work related risk. Organisations have a legal duty to put in place suitable arrangements to manage for health and safety. This does not necessarily have to be a complicated process, with a common-sense and practicable approach most businesses will be able to put the control measures in place to ensure a safe working environment.

Who Should Manage Health & Safety

The Management of Health and Safety at Work Regulations 1999 (MHSWR) require an employer to appoint one or more **competent** people to help them implement the measures they need to take to comply with the legal requirements.

A **competent** person is someone with the necessary skills, knowledge and experience to manage health and safety. This may be one (or more than one) individual within the business, with the appropriate knowledge and experience. There is always the opportunity to develop personnel within the business (e.g. the NEBOSH General Certificate in Occupational Health and Safety helps give a broad understanding of health and safety issues) to help with health and safety responsibilities.

The alternative route involves using someone from outside the business (HSE leaflet: Getting specialist help with health and safety is available):

www.hse.gov.uk/pubns/indg420.pdf).

Remember, someone from outside the business is unlikely to have the same processes knowledge as your work force, so there will still have to be significant input from the business, even when using outside help.





Health and Safety Policy

If you have five or more employees, you must have a written policy. The policy will set out how you intend to manage health and safety in your business, and demonstrate the commitment to health and safety.

You need to think about what you are going to do to manage health and safety, then decide who is going to do what and how. Your policy should set out a clear direction for the organisation to follow and should be shared throughout the workforce, so that everyone understands how health and safety will be managed.

The Health and Safety Executive (HSE) have developed a simple template that can be used to help with this process

www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc

Managing the Health & Safety Risks

The foundation for good control of health and safety at work is **risk assessment**. This process will involve identifying the **hazards** in your business, this should involve those who have a sound knowledge of the operations and processes carried out by the organisation.

The next step would involve considering the **likelihood** of any particular hazard causing harm. Consideration must also be given to the resulting **severity** of the harm. This information can then be used to make a judgement on the overall **risk**, allowing the business to understand whether risks should be rated as high, medium or low.

The ultimate goal of this process is to reduce and control the risk of harm, so the business/organisation should carefully consider the results of the risk assessments and put in place control measures to achieve this goal. If there are five or more employees in the business then the risk assessment process must be documented. If there are less than five employees it is still good practice to document the process.





Managing the Health & Safety Risks

Risk assessments should be reviewed when necessary (e.g. changes to the process/operation, changes to legislation, following an accident or after a predetermined time period).

For some risks there are particular control measures that are required by law. The HSE website homepage (www.hse.gov.uk) has information on topics and industries to help you decide what you need to do about many common types of risk.

Risk control measures can include changes to process or work area (e.g. guarding), the development of Safe Systems of Work, and/or Standard Operating Procedures.

Examples that carry a recognised risk of harm are:

- working at height
- working with chemicals and dust
- machinery
- workplace transport, including forklift trucks
- gas
- electricity
- asbestos
- fire
- noise
- manual handling
- slips, trips and falls

Remember to consider all those who could be harmed including:

- Visitors
- Contractors
- Maintenance operatives
- Cleaners
- Members of the public if appropriate



Consult Your Employees

In a very small business, you might choose to consult your employees directly. Alternatively, you might consult through a health and safety representative, chosen by your employees or selected by a trade union. As an employer, you cannot decide who will be the representative.

HSE guidance on consultation and involvement notes:

At its most effective, full involvement of your workforce creates a culture where relationships between employers and employees are based on collaboration, trust and joint problem solving. Employees are involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer.



There are two sets of regulations that apply to the consultation process:

Where unions are recognised by the employer and are recognised for collective bargaining purposes, the **Safety Representatives and Safety Committees Regulations 1977** will apply.

In workplaces where employees are not in a trade union and/or the employer does not recognise the Trade union, or the trade union does not represent those employees not in the trade union, the **Health and Safety (Consultation with Employees) Regulations 1996** will apply.



Information and Training

Health and safety training/information should be given to all employees and others who work for you (e.g. contractors and the self-employed). Training will help employees and others gain skills, knowledge and experience to help them carry out their duties safely. Training also ensures they have information on the hazards and risks they face, the control measures in place to deal with the risks, and any emergency procedures.

Supervisors have an important duty to ensure that people trained maintain standards, as regards safe systems of work. A formal, written safe system of work should be provided wherever risks cannot otherwise be safeguarded.

Training should be given during normal working hours and can be delivered in a number of ways:

- formal classroom
- informal 'on the job' training
- written instructions
- on line information
- simply telling someone what to do

Health and Safety training and information is particularly important when:

- people are new to a job (new employees induction)
- contractors are working on a new project
- employees are moved to new/different areas
- the employees are '*young persons*'
- employees are exposed to increased risk
- new equipment is installed



Information and Training

When planning training :

- decide if training is necessary
- prioritise training needs
- think about the job, the people who carry it out and the equipment and processes used
- remember to consider contractors (e.g. induction training)
- find out about any specific training required by law (e.g. forklift truck training)
- consider the most effective delivery format
- consider those whose first language may not be English
- consider when to retrain

For more advice, see HSE's leaflet *Health and safety training: A brief guide* (www.hse.gov.uk/pubns/indg345.htm).



Workplace Facilities

Health

A business should provide a healthy workplace through the provision of:

- good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;
- a reasonable working temperature (usually at least 16 °C, or 13 °C for strenuous work);
- lighting suitable for the work being carried out;
- enough room space and suitable workstations and seating;
- a clean workplace with appropriate waste containers.

Safety

A business should provide a safe workplace – for example:

- maintenance for the premises and work equipment;
- procedures for keeping floors and traffic routes free from obstruction;
- windows that can be opened and also cleaned safely;
- protection or safety materials for transparent doors or walls within the premises



Workplace Facilities

Welfare

A business should provide appropriate welfare facilities, including:

- toilets and hand basins, with soap and towels or a hand-dryer;
- drinking water;
- a place to store clothing (and somewhere to change if special clothing is worn for work);
- somewhere to rest and eat meals.

For more detailed information see www.hse.gov.uk/toolbox/workplace

For more industry specific information see www.hse.gov.uk/guidance/industries.htm

First aid, accidents and ill health

You are responsible for making sure your employees receive immediate attention if they are taken ill or are injured at work. Accidents and illness can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones.

As a minimum, a business must have:

- a suitably stocked first-aid box see HSE Guide <http://www.hse.gov.uk/firstaid/>;
- an appointed person to take charge of emergency situations (the appointed persons do not have to be first aid trained, but it is good practice to do so);
- information for all employees giving details of first-aid arrangements (e.g. Notice board with first aid information, name, picture and contact/location details)





First aid, accidents and ill health

Under health and safety law, you must report and keep a record of certain injuries, incidents and cases of work-related disease.

What must be reported to HSE (work related):

- Deaths

Specified injuries :

- Fractures (other than fingers thumbs and toes)
- Amputations
- Loss of sight or reduction of sight
- Crush injuries damaging internal organs or brain
- Serious burns
- Scalping
- Loss of consciousness
- Hypothermia or heat induced illness
- Resuscitation

Also:

- Over seven day injuries
- Occupational diseases
- Dangerous occurrences
- Gas incidents

For more information on the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) go to (www.hse.gov.uk/riddor/)

In additions, firms should keep a record of accidents in an accident book, such as BI 510 (see FLTC-HSC GN/2/April 2015 – Investigating Accidents and Incidents).

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Find out more

In the first instance, you should consider contacting your Trade Association or Trade Union

Managing for health and safety HSG65 (Third edition) HSE Books 2013

ISBN 978 0 7176 6456 6 www.hse.gov.uk/pubns/books/hsg65.htm

HSE's 'Managing for health and safety' website: www.hse.gov.uk/managing

Management of Health and Safety at Work Regulations 1999

www.legislation.gov.uk/ukxi/1999/3242/contents/made

Many organisations offer advice, guidance and support to help you manage risks to your organisation (NB some of these organisations may charge for advice):

Institution of Occupational Health and Safety (IOSH) Risk Assessment Routefinder

www.ioshroutefinder.co.

British Standards Institution (BSI) www.bsigroup.com

Royal Society for the Prevention of Accidents (RoSPA) www.rospa.com

National Examination Board for Occupational Safety and Health (NEBOSH)

www.nebosh.org.uk

Trades Union Congress (TUC) www.tuc.org.uk

Federation of Small Businesses (FSB) www.fsb.org.uk

Chartered Institute of Environmental Health (CIEH) www.cieh.org

Royal Society of Chemistry (RSC) www.rsc.org

Engineering Employers Federation (EEF) – The Manufacturers' Organisation

www.eef.org.uk

Energy Institute www.energyinst.org

Chemical Industries Association www.cia.org.uk

Guidance Document

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This document will be available on the following websites:

British Footwear Association – www.britishfootwearassociation.co.uk
UK Leather Federation – www.ukleather.org
Community – www.community-tu.org

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