

HEALTH AND SAFETY

Expiry date 27 November 2002

STANDARD: To provide, so far as is reasonably practicable, a place of work which is healthy and safe by complying with the Health and Safety at Work Act 1974 and other relevant legislation.

PERFORMANCE INDICATOR: Audit compliance.

REQUIRED ACTIONS

POLICY

A local Health and Safety (H&S) policy statement must be prepared and brought to the attention of all staff. The policy statement must be implemented.

ARRANGEMENTS

Arrangements must be in operation for the following issues:

Information and Training

Consultation

First Aid

Safe Systems of Work (SSOW)

Accident Reporting and Investigation

Use of X-ray Equipment

On Site Contractors

KEY AUDIT BASELINES

- ✓ There is a comprehensive, current policy statement signed and dated by the Governor, or Directors in Headquarters.
 - ✓ Staff have been made aware of the statement and it is accessible to them.
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- ✓ The information, instruction, training and supervision required to enable all personnel to work safely and without risk to health are provided.
 - ✓ Consultation is carried out in good time with both union representatives and non union employees, according to national instructions and legal requirements.
 - ✓ An H&S Committee is set up and meets at least quarterly and is chaired by a member of the senior management team.
 - ✓ The need for first aid cover has been assessed.
 - ✓ Sufficient trained first aiders are available in all areas.
 - ✓ Sufficient first aid equipment is available in all areas.
 - ✓ There are safe systems of work in operation in all areas.
 - ✓ Effective systems are in operation for reporting and investigating accidents, and reviewing the relevant risk assessments, according to national instructions and legal requirements.
 - ✓ Staff involved in the use of x-ray equipment are fully trained, and comply with Prison Service Orders on this issue.
 - ✓ Those involved with contractors comply with legal requirements and national instructions. Procedures are in operation in line with the recommendations in the PSI.

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REQUIRED ACTIONS

ASSESSMENTS

Procedures must be in operation to carry out the following assessments:

General Risk

Control of Substances Hazardous to Health (COSHH)

Pregnant Staff

Noise

Display Screen Equipment

Manual Handling

Provision of Personal Protective Equipment (PPE)

ENVIRONMENT AND WELFARE

All H&S requirements for the environment and welfare of staff and prisoners must be met.

Vehicles and fork lift trucks must be used in a safe and controlled manner.

KEY AUDIT BASELINES

- ✓ Suitable, sufficient assessments of the risks to the H&S of staff, prisoners and visitors arising from the local environment or activities are carried out regularly, according to national instructions.
 - ✓ An assessment of the risk to health from substances used or present in the work environment has been made.
 - ✓ Appropriate control measures introduced.
 - ✓ Individual risk assessments for pregnant staff are carried out according to national instructions.
 - ✓ An assessment of the risks from exposure to excessive noise has been carried out, and measures taken to prevent/control the exposure.
 - ✓ An assessment has been carried out of all display screen equipment and workstations for each user, according to national instructions and legal requirements.
 - ✓ All tasks involving manual handling repetitive movements or postural strain have been identified.
 - ✓ An assessment has been carried out.
 - ✓ Follow up action deemed necessary complies with national instructions and legal requirements.
 - ✓ An assessment of what PPE is required has been made.
 - ✓ Suitable PPE has been provided and maintained.
 - ✓ The use of PPE is enforced.
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- ✓ Arrangements are in operation to comply with the Workplace Health, Safety and Welfare Regulations 1992.
 - ✓ Standards of cleanliness are in line with those given in the Domestic Cleaning Manual.
 - ✓ A smoking policy has been established and enforced.
 - ✓ Arrangements are in operation for the control of traffic, including speed limits, and the separation of pedestrian and vehicular traffic.
 - ✓ Fork lift trucks are operated in compliance with the Approved Code of Practice.

REQUIRED ACTIONS

MONITORING

Inspection and maintenance are carried out.

Audits of H & S arrangements must be carried out regularly and the results and remedial actions required reported.

KEY AUDIT BASELINES

- ✓ Adequate systems and arrangements are in operation for inspection and maintenance of plant and buildings, according to national instructions and legal requirements.
- ✓ The Statutory Registers are maintained.
- ✓ All areas are audited at least annually and recommendations made.
- ✓ The H&S committee reviews the audits and recommends further action.

REFERENCES

MAIN SOURCE DOCUMENT(S)

- Prison Service Health and Safety Policy Statement: Health and Safety at Work Act 2 (3) 1974
- Health and Safety Arrangements for consultation with staff:
- Chapter 1
- Safety Reps and Safety Committees Regulations 1977 (as amended)
- Chapter 2
- Health & Safety (Consultation with Employees) Regulations 1996
- The Management of Health & Safety at Work Regulations 1999
- Reporting Injuries, Diseases & Dangerous Occurrences Regulations 1995
- First Aid at Work Regulations 1981 (Regs. 3&4) and Approved Code of Practice
- Control of Substance Hazardous to Health regulations 1999
- The Noise at Work Regulations 1989 (Regs. 4-11)
- The Manual Handling Operations Regulations 1992
- Display Screen Equipment Regulations 1992 (Regs. 2-7)
- The Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Workplace (Health, Safety & Welfare) Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998
- The Pressure Systems etc. Regulations 1989 (Regs 8, 9&13)
- The Control of Asbestos at Work Regulations 1987 (Regs 4, 5, 8&9)
- The Management of Health & Safety at Work Regulations 1992 (Regs 9&10)
- The Construction (Health, Safety & Welfare) Regulations 1996 (Regs 4, 5, 15, 20, 26&29)
- Health & Safety at Work Act
- The Workplace Health, Safety & Welfare Regulations 1992
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Ionising Radiation Regulations 1985 (Regs10-12)
- Approved Code Of Practice ..?

CORRESPONDING DOCUMENT

- PSO 3801
- PSO 3810
- IG 102/1995
- IG 35/1996; Social Security Act 1984
- IG 32/1996
- HON (HD) 20/1989
- HO SGN 55
- HON (HD) 2/1993, IG 102/1995
- HON 30/1993
- SO 6.14
- IG 35/95
- PSO 3842, PSO 3843