

CP:

INSPECTION REPORT

HEALTH AND SAFETY AT WORK ETC ACT 1974 AND ASSOCIATED REGULATIONS

THIS IS NOT AN IMPROVEMENT/PROHIBITION NOTICE

PLEASE SEE IMPORTANT NOTES AND INFORMATION OVERLEAF



Leicester City Council

TO:	YOURS SUPERMARKET LTD.	Officer name:	
Premises Address:		Telephone:	
Registered Office:	203 BELGRAVE GATE LEICESTER	Date:	29/1/13
	As Above	Officer's Manager:	
		Type of Business:	RETAIL

You are advised that Leicester City Council only carries out 'targeted/risk-based' inspections and only certain health and safety topics will be covered by officers. Businesses are reminded that they still have to comply with ALL current health & safety requirements that apply to their undertaking (whether or not they were discussed during the inspection).

Following my visit, I have discussed the matters listed below (and by when, action is required) with

- REP - Leave you this Inspection Report of items to be dealt with (marked 'Rep' in table below).
- LET - In addition to this report, I will be writing to you on the matters summarised below (marked 'LET' in table below).
- IN - In addition to this report, I will serve improvement notice(s) on the matters summarised below (marked 'IN' in table below).
- PN - In addition to this report, I will serve prohibition notice(s) on the matters summarised below (marked 'PN' in table below).
- Your employees should be made aware of the contents of this Report.

Matters Noted/Action Needed:

REFERENCE (See Overleaf)	Inspection/Investigation Findings	Action Type	Agreed Date for Works
HASWA	Provide health & safety policy	LET	3 mths
MANG	Carry out risk assessment for all the activities, for the butcher & bakery		
FIRST	Provide a trained first aid		
RIDDOR	Devise a first accident reporting procedure	LET	3 mths
POWER	Ensure that the equipment provided for use at work e.g. dough making machine, bandsaw, are maintained.		
MAN	All staff must receive manual handling training	LET	3 mths
HASWA	Provide health & safety training instruction to all your staff.		
	Health & Safety website: www.hse.gov.uk		

Once the works below have been carried out, please notify the officer using any of the contact details overleaf.

Recipient's Signature:	Position in Business/Company:	Officer's Signature:
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Health & Safety Team, Leicester City Council, New Walk Centre (A3), Welford Place, Leicester LE1 6ZG

Important Notes & Information

The Tables below lists all the health and safety legislation and recommendations referred to in the Column 1 overleaf.



Leicester
City Council

LEGISLATION REFERENCES

ASB	Control of Asbestos Regulations 2012*
CDM	Construction (Design and Management) Regulations 2007*
COSHH	Control of Substances Hazardous to Health Regulations 2002*
D	Health and Safety (Display Screen Equipment) Regulations 1992*
EAW	Electricity at Work Regulations 1989*
FIRST	Health and Safety (First Aid) Regulations 1981*
FLAM	LPG Regulations 1972*
GAS	Gas Safety (Installations and Use) Regulations 1998*
HASWA	Health and Safety at Work etc Act 1974*
HEALTH	Health Act 2006*
HSCON	Health and Safety (Consultation with Employees) Regulations 1996*
HSINFO	Health and Safety (Information for Employees) Regulations 1989*
LEICS	Leicestershire Act 1985*
LOCAL	Local Government (Miscellaneous Provisions) Act 1982*
LOLER	Lifting Operations and Lifting Equipment Regulations 1998*
MANG	Management of Health and Safety at Work Regulations 1999*
MANUAL	Manual Handling Operations Regulations 1992*
NOISE	Noise at Work Regulations 2005*
PPE	Personal Protective Equipment at Work Regulations 1992*
PRESS	Pressure Systems Safety Regulations 2000*
PUWER	Provision and Use of Work Equipment Regulations 1998*
REPS	Safety Representatives and Safety Committee Regulations 1977*
RIDDOR	Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995*
SIGN	Health and Safety (Safety Signs and Signals) Regulations 1996*
SMOKE	Health Act 2006*
SPACE	Confined Spaces Regulations 1997*
SUN	Sunbeds (Regulation) Act 2010*
TIME	Working Time Regulations 1998*
WAH	Work at Height Regulations 2005*
WORK	Workplace (Health, Safety and Welfare) Regulations 1992*

* AS AMENDED

RECOMMENDATIONS REFERENCE

REC	Recommendations, Good Practice Advice, General Information or Other Action Required
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WHAT HAPPENS NEXT?

Leicester City Council is committed to ensuring that health and safety legislation is complied with. If you carry out the agreed works, detailed overleaf, then the Authority will take no further action. If, however, the works are not carried out then formal enforcement action may have to be taken against you, to ensure legal compliance.

WHERE CAN I GET MORE INFORMATION?

Should you require more information about this visit/report then contact the named officer overleaf. If you have a general health and safety query then please visit our website on: www.leicester.gov.uk/healthandsafety or contact the Health and Safety Team either by phone (252 6442), or by fax (224 8009), or by post (see address below) or by email: healthandsafetyteam@leicester.gov.uk

LEICESTER CITY COUNCIL'S ENFORCEMENT POLICY

This Authority has a written policy on how it enforces health and safety in premises, see: www.leicester.gov.uk/healthandsafety/enforcement-policy/

Health & Safety Team, Leicester City Council, New Walk Centre (A3), Welford Place, Leicester LE1 6ZG

Yours Supermarket
203 Belgrave Gate
Leicester LE1 3HT

Tel:
20th March 2013

Leicester City Council

Your Ref.

HEALTH AND SAFETY AT WORK ETC. ACT 1974 (AND ASSOCIATED LEGISLATION)
YOURS SUPERMARKET LTD - 203 BELGRAVE GATE

This is in response to your inspection carried out on the 29th of January 2013. The areas you are asking us to visit have either been complied to or still as Work In Progress.

LEGAL REQUIREMENTS (The general statement)

The Company's safety Policy in accordance with the Legal requirements Act 1974 is as follows:

- To provide a safe working environment by the provision of Welfare facilities such as toilets, drinking water, soap, and towels. The company will also provide a place to store clothing if this is required to wear such clothing. They will also provide a place to rest or eat meals.
 - **Health Issues:** to have a health working environment by provision of supply of fresh, clean air from either outside or ventilation system. There will be lighting suitable for the work being carried out and enough working room space.
 - **Safety Issues:** To keep our work place safe, all equipment will be regularly checked and serviced. All floors and traffic routes will be kept free from obstruction.
 - **Provision of Adequate Information to staff:** The company will at all times provide staff with training or information that will necessary for their safety.
- i) The organisation appointed in carrying out the general risk assessment is the Fire Risk Solutions who did a detailed Risk assessment whose findings are being carried out.
 - ii) **Arrangements being taken:** The business has just recently opened and every step is being taken to train full time health and safety officers on the site. The trained officers will carry out daily routines to ensure the safety of staff, visitors

in the premises. Training and adequate information will be provided to all employees in form of constant consultations and reflates

Adequate arrangements in managing risk assessment are in place as first aiders will be put in place and improving on record keeping.

RISK ASSESSMENTS

A risk assessment was conducted 1st November, 2012 and we have since started acting on the findings of this assessment. A copy can be provided on request.

All staff and contractors are constantly advised on any health issues that may be of concern. The company is geared to seek any external advice should that be required.

Electrical safety

The equipment being used is pretty new as the business just started operating not long ago, however, checks are done regularly to ensure safety.

Result: Daily checks are being carried out.

Hazardous Substances (C.O.H.H.)

- i) Assessments of related risks of hazardous substances
- ii) Risks to health arising from these substances.
- iii) Precautions being taken
- iv) Implementation of measures identified by the assessment
- v) Information provision

Result: All members of staff especially those handling these substances have and are continually cautioned on the dangers associated. Adequate information is being provided.

Work Equipment.

All staff that use work equipment have been fully trained and are continually being provided with adequate information relating to their work and handling of such equipment.

Result: Control measures are in place, eg servicing of machinery provided regularly.

Manual Handling

To comply with the Manual Handling Operations Regulations 1992, the Company is making necessary arrangements to get all staff that are involved with manual handling to be fully trained in this area.

Result: We are making arrangements to obtain the Manual Handling Guidance on Regulations from the HSE.

Racking

Racking has been installed in accordance with the manufacturer's guidance and do not pose as a hazard to either staff or members of the public.

Result: Management have visited and read the notes at www.sema.org.uk.

Pressure Systems

Compressor in the rear stock room with no evidence of examination. The Pressure Systems Safety Regulations 2000.

Action: The Compressor has since been checked

Accident Recording – Accident Book

The book is in place and kept in the manager's office.

Accident Reporting

All accidents whether minor, near misses or major will be recorded accordingly as required by law.

Result: A few entries have been recorded since the business began its operations. No major accident has happened or reported yet.

Action taken: All members of staff have been trained in this area and information on the "Incident at Work" leaflet has been passed on to all members of staff.

Safety Procedures

The seven safety procedures identified and mentioned above have all now been reviewed and we continue to revisit them at regular intervals.

First Aid Equipment

As required by the First Aid Regulations 1981, we have a fully equipped first Aid box which is kept in the manager's office.

Action to take: We have identified one member of staff who will be sent for a full training in First Aid.

Footway Crossing and Vehicles Catching or Grounding On It – Grosvenor Street, Leicester

Action taken: This is a long term project and management is handling this case.

Health and Safety at Places of Work

Safety Inspection Report

Company name: Yours Supermarket Ltd.

Date: 10th March, 2013

Inspection team: Fire Risk solutions

Background:

Employers in this respect Yours Supermarket Ltd has a duty of care to provide safe conditions in the work place. Local aspects of this duty are delegated to managers of the Company. Carrying out health and safety inspections and publishing the findings to employees is the prime factor of this company to ensure essential steps are adhered to as well as safe conditions being followed.

Employees of *Yours Supermarket* have a legal duty to co-operate with their employer in safety matters- generally to use available equipment and follow procedures provided for safety and to ensure that their acts or omissions do not cause injury to themselves or others. Members of staff are also required to report to their employer, any shortcomings in the employer's arrangements for health and safety or any work place conditions that could lead to serious and imminent danger.

Findings and Action/s taken

Occupancy and Fire Safety Systems

The Premises operates between the hours of 08.00 to 22.00hours weekly. It has a work force of 20 at any given time.

As outlined in the **FIRE RISK ASSESMENT** dated 01 November, 2012 and assessed by **Fire Risk Solutions**, the following actions were outlined and action taken stated below.

Fire Warning Systems:

The building has a system in place- regular cheques are being put in place to ensure it is in a proper working conditions and linked to the automatic doors in case of a fire threat.

Emergency Lighting:

Findings: One emergency lighting centre of retail shop

Action required: kitchen and stockroom to be provided with emergency lighting.

Action taken: Obtaining quotations for the task as a matter of urgency.

FIRE HAZARDS AND CONTROL MEASURES

Internal Hazards

No immediate action to be taken in this area as the equipment in the bakery has recently been installed. The heating in the premises is provided by air conditioning units. There is no gas supplied and all control measures are in place.

Further action taken:

Findings: Automatic opening doors-

To ensure the automatic exit doors are linked to the alarm system to enable them open in case of fire.

Emergency lighting:

Quotes being sort to get work done on the lighting.

Finding; Highly flammable substances- **propane cylinders** in side Exit door lobby.

Action taken: since been removed and stored safely.

EXTERNAL FIRE HAZARDS

No hazards were found outside or around the business premises.

BUILDING STRUCTURE

Findings: Features that would promote spread of fire

Action taken: Removed

Lack of separation between ground floor, stock room and the 1st floor

Action to take: The way to 1st floor closed from the ground floor.

PERSONS AT RISK

The risk Assessment outlined that the following might be at b risk in case of a fire scare. These are: any disabled person/s in the area or any isolated person at the time.

GENERAL FINDINGS AND SOLUTIONS

General conditions of escape routes

Action taken: Signage being installed

Provision of fittings to fire resisting doors

Action: Amendments in place (long-term)

Finding: Inadequate clarity to final exit

Action: Signage getting into place

General means of escape

Finding: No control measures on clarity and house keeping

Action: Signage is in place and a member of staff appointed in every department to be in control of House Keeping.

Fire Warning System

Observation: failure for the system to alert all occupants in the building in case of fire

Has the alarm system been linked to either a remote call receiving centre or a permanently staffed post on Site.

Action taken: The system is being reviewed as it requires huge financing and is a long term solution.

FIRE FIGHTING EQUIPMENT

Some fire fighting equipment found on floors and have since been mounted on brackets.

SIGNS AND NOTICES

Findings: Directional signs and Keep Shut Door signs not available

Action: These signs have been purchased and to be in place soon.

General Fire Notices were none existence and being installed.

EMERGENCY ACTION PLAN

Findings: No written emergency action plan was in place at the time.

Action: Plan is being made available

TRAINING

Four areas were observed during the Assessment namely:

1. Training programme
2. Training for new staff on induction
3. Regular refresher training to staff
4. Fire evacuation drills.

Action taken: Arrangements have been made to be trained in health and safety at places of work, the basics.

All new members of staff will be provided with this training to ensure adequate safety.

CHECKS AND TESTS

Documentation on all checks and tests are in place and appointed persons will complete these forms as required by the regulations that govern Health and Safety at Places of work. (See attached appendices).

These checks and tests will be appropriately recorded and kept up to date.

SUMMARY- OBSERVATIONS AND RECOMMENDATIONS

No.	Item	Observation	Recommendation	Suggested Date	Action Date
01	Fire Hazard	Gas cylinders found in exit door	Removal of cylinder	01/11/12	01/11/12
02	Means of escape	Locked rear exit door to stock room	To be kept unlocked during operational hours	01/11/12	01/11/12
03	Means of escape	Obstructed lobby escape route by storage and refuse	Escape route to kept clear at all times	01/11/12	01/11/12
04	Means of escape	Automatic sliding door from retail area	To be linked to the alarm system so it can open in an emergency	30/11/12	Work In Progress
05	Fire Separation	Lack of separation between stock room and first floor	Installation of an FD30S Fire resisting door.	30/11/12	WIP
06	Fire Warning System	Smoke detectors fitted with dust covers	Removal of the dust covers	01/11/12	01/11/12
07	Fire Fighting Equipment	Fire Extinguishers used as door props	Extinguishers to be placed back on their mountings	01/11/12	01/11/12
08	Fire Fighting Equipment	Hidden Extinguishers in the kitchen	the extinguishers to be placed in the accessible positions in the room	30/11/12	30/11/12
09	Signs and Notices	Limited Exit Signage	Suspended Exit signage to be provided to indicate route in centre Isle and above doorways	30/11/12	Work In Progress
10	Signs and Notices	Manual Call Points with no Instructions	Fire Instructions to be provided	30/11/12	Work In Progress

11	Emergency Lighting	Not enough emergency lighting	Additional emergency lighting required to cover kitchen and stock rooms	30/11/12	Work In Progress
12	Fire Safety Management	No training provided yet	Awareness of all staff of all basic Health and Safety at places of work.	30/11/12	Work In Progress
13	Fire Safety Management	All provisions New and No System is in place for checks and Tests.	Regular checks and tests required and records kept up to date	01/11/12	Work In Progress

HEALTH AND SAFETY POLICY STATEMENT

COMPANY NAME: Yours Supermarket Ltd
203 Belgrave Gate
Leicester LE1 3HT
Tel:
Email-

GENERAL POLICY STATEMENT

See attached Health and Safety Policy Document

Signed:.....Name:

Review Date:.....

Date:.....

Yours Supermarket Ltd.

Following the Risk Assessment conducted by Safety Cottage Ltd, The Following issues have to be attended to either immediately or over time.

These are:

Item	Action Required
➤ Fire Alarm System	Weekly checks with records kept
➤ Fire Drills	Staff Training Action required immediately with records
➤ Call Points	Weekly Tests with Records of checks
➤ Store rooms	Keep Tidy at all times
➤ Armco barrier in car park	Repair needed immediately
➤ Blocks In car park	Remove immediately
➤ Rumps in car park	Remove immediately
➤ Lifting and Handling	Immediate Training with records to be kept.
➤ Step ladders	Records of weekly checks
➤ Machinery	Records of weekly checks
➤ Fork Lift	Weekly/annual Safety checks with Records.
	Taxation Required via DVLA
➤ Deliveries	High Vis Jackets with protective clothing
➤ Electrical Wiring	Records of periodical checks
➤ Electrical equipment	Visual and annual PAT testing records to be kept
➤ Accident Book	MUST be available
➤ First Aid Box	Must be available and fully stocked at all times
➤ The Risk Assessment Doc	Available to all members of staff
➤ First Aid	Train a member/s of staff
➤ Food Hygiene	Require a detailed Food Hygiene Assessment
➤ Signage	Require hanging Exit Signs

Above all this, You will need to appoint an independent Competent Safety Advisor who will periodically carry out the safety checks and records.

Please note: The Risk Assessment has other items that need to be attended to though they may not require immediate attention.

Right Work Place Facilities

You must protect the safety and health of everyone in your workplace, including people with disabilities, and provide welfare facilities for your employees.

Basic things you need to consider are outlined below.

Welfare facilities

For your employees' well-being you need to provide:

- 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.

Health issues

To have a healthy working environment, make sure there is:

- 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, unless other laws require lower temperatures);
- lighting suitable for the work being carried out;
- enough room space and suitable workstations and seating;
- a clean workplace with appropriate waste containers.

Safety issues

To keep your workplace safe you must:

- properly maintain your premises and work equipment;
- keep floors and traffic routes free from obstruction;
- have windows that can be opened and also cleaned safely;
- make sure that any transparent (eg glass) doors or walls are protected or made of safety material.

You can find more detailed information in [Workplace health, safety and welfare: A short guide for managers](#).

There are specific laws relating to some higher-risk workplaces, such as construction sites. For more information, select your workplace from HSE's [industries](#) page.

Display the Health and Safety Poster

If you employ anyone, you must display the health and safety law poster, or provide each worker with a copy of the equivalent pocket card. You must display the poster where your workers can easily read it.

The poster outlines British health and safety laws and includes a straightforward list that tells workers what they and their employers need to do. You can also add details of any employee safety representatives or health and safety contacts if you wish to do so.

The new version of the health and safety law poster was published in 2009. If you have a copy of the 1999 version, you can continue to display it or give workers the equivalent leaflet until 5 April 2014, as long as it is readable and contains up-to-date contact details. After this date, you must use the new versions.

Please ask for:
Direct Line:
Mobile Tel No:

Our Ref:
Your Ref:

Date: 7th February 2013

Yours Supermarket Ltd
203 Belgrave Gate
LEICESTER
LE1 3HT

Dear Sir

HEALTH AND SAFETY AT WORK ETC. ACT 1974
(& ASSOCIATED LEGISLATION)
YOURS SUPERMARKET LTD – 203 BELGRAVE GATE, LEICESTER

I write further to my inspection of the above premises on 29th January 2013. The following matters require your attention. To help you, I have enclosed information leaflets on the matters raised in this letter.

As advised during my visit, Leicester City Council now only carries out 'focused' inspections and so NOT ALL areas are covered as part of this new way of working. You still have to comply with current health & safety law FOR ALL AREAS AND ACTIVITIES whether or not they were discussed during the inspection

LEGAL REQUIREMENTS:

Safety Policy

If five or more people are employed, it is a legal requirement to have a written statement of the employer's general policy (hereinafter known as "the safety policy statement") with respect to the health and safety at work.

The safety policy statement should consist of three main elements:-

- i) the general statement;
- ii) the organisation for carrying it out, and
- iii) arrangement for ensuring health and safety at the workplace.

The general statement declares the employer's intent to provide the safest and healthiest working conditions reasonably practicable, and to seek the co-operation of his employees in achieving these. The statement should be signed and dated by the employer. This indicates the employer's commitment to health and safety.

Cont'd.....

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The second element, concerning the organisation for carrying out the general statement, details degrees of health and safety responsibility appropriate to various levels of authority within the Company. Where appropriate, key individuals or their appointments should be named and responsibilities defined within a job description. This applies to specialists (e.g. safety adviser, first aiders) and to managers and supervisors.

The third element concerning the arrangements for ensuring health and safety at the workplace needs to cover the systems and procedures in place for ensuring employees' health and safety.

Examples of topics to be covered in the policy statement could include:-

- ◆ managing risk assessments;
- ◆ arrangements for consultation with employees;
- ◆ arrangements for maintaining plant and equipment;
- ◆ arrangements for safe handling and use of substances;
- ◆ arrangements for providing information, instruction and supervision;
- ◆ arrangements for training;
- ◆ arrangements for accidents, first aid and ill-health issues;
- ◆ arrangements for monitoring;
- ◆ emergency procedures arrangements.

The information contained within the safety policy should be brought to the attention of all staff. This may be achieved by giving a copy to each employee or by displaying a copy in a prominent position within the workplace.

A leaflet entitled, "An Introduction to Health and Safety" which gives an example of a safety policy has been enclosed to help you. This leaflet and further information is also available on the HSE website at www.hse.gov.uk

RISK ASSESSMENTS

Under the Management of Health and Safety at Work Regulations 1999, you are required to carry out a suitable and sufficient risk assessment to ensure that employees and others affected by your work activities, are not at risk from potential hazards within the workplace.

A suitable and sufficient risk assessment shall:-

- i) Identify all actual exposure to hazards present (i.e. hazards relating to work activities, materials/substances, equipment, the workplace and work procedures).
- ii) Decide who might be harmed and how.
- iii) Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done, and
- iv) Identify the measures you need to comply with the requirements and prohibitions imposed upon you by relevant statutory provisions.

Cont'd.....

- v) Include appropriate arrangements to inform employees:
- ◆ On the risks identified by the assessments,
 - ◆ About preventative and protective measures to be taken.
 - ◆ The emergency procedures to be followed.

Each assessment should be carried out by a 'competent person'. A competent person is someone who has knowledge of the work areas and the safety rules that apply. If you have five or more employees, you must record your findings. Employees should be informed, instructed and trained as required about the arrangements for their safety.

Further advice and information can be found at www.hse.gov.uk

Further guidance is available in the *Management of Health and Safety at Work: Approved Code of Practice*, ISBN 0 7176 2488 9, available from HSE Books, telephone (01787) 881165, or any Waterstones/The Stationery Office (formerly HMSO) outlets.

Electrical Safety

Under the Electricity at Work Regulations 1989, you have a duty to ensure that both the fixed electrical installation and portable electrical equipment on the premises are safe.

An appropriate system of visual inspection, backed up by periodic testing, should be implemented for portable electrical appliances. Fixed installations should be inspected and tested periodically by a competent person.

The frequency of inspections and any necessary testing will depend on the type of equipment, how often it is used and the environment in which it is used.

A guidance booklet is enclosed which describes the kind of checks that should be carried out on portable appliances and makes recommendations regarding the frequency with which they should be done.

A safe system of work should be set up whereby all electrical equipment can be readily identified for preventative maintenance purposes and, where necessary, a written record kept of all regular examinations/inspections.

Any work to the electrical installation and equipment, including necessary rewiring, must be carried out by a competent person.

Further guidance may be found in the *Memorandum of Guidance on the Electricity at Work Regulations 1989*, HS(R)25, 1989, ISBN 0-11-883963-2 and/or the *Maintaining Portable and Transportable Electrical Equipment*, HS(G)107, 1994, ISBN 0-7176-0715-1, available from HSE Books (01787) 881165 or The Stationery Office (formerly HMSO).

Cont'd.....

Hazardous Substances (C.O.S.H.H.)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) require employers to:-

- i) Assess the risks to health arising from hazardous substances used in, or created by, their work activities.
- ii) Decide what precautions they need to take to either prevent or, where this is not reasonably practical, to control exposure.
- iii) Ensure that the measures identified by the assessment as being necessary for preventing or controlling exposure are implemented, used and maintained,
- iv) Provide information, instruction and training to employees on the risks created by the substances to which they are exposed; correct use of control measures; the results of any health surveillance, and relevant emergency procedures.

It may be that on premises such as yours, an assessment will only need to be made of small amounts of substances, e.g. cleaning fluids, bleaches, polishes.

Further guidance may be found in *General COSHH Approved Codes of Practice*, L5, 1999, ISBN 0-7176-1670-3, and/or *A Step by Step Guide to COSHH Assessment*, HS(G)97, ISBN 0-11-886379-7, available from HSE Books (01787) 881165, or The Stationery Office (formerly HMSO) outlets.

Work Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require that equipment provided for use at work is:-

- i) Suitable for use; and for the purpose and conditions in which it is used;
- ii) Safe for use; maintained in a safe condition and in certain circumstances, inspected to ensure that people's health and safety is not at risk;
- iii) Used only by people who have received adequate information, instruction and training, and
- iv) Accompanied by suitable safety measures, e.g. protective devices, markings, warning signs.

You should ensure that risks created by the use of the equipment are eliminated where possible, or controlled by providing suitable guards, protection devices, safe systems of work and adequate information, instruction and training.

Cont'd.....

Generally, any equipment which is used by an employee is covered. For example cold room stores, knives, ladders, bandsaws, dough making machinery, mobile and lifting equipment, and delivery vehicles. If employees are allowed to provide their own equipment, this is also covered by these Regulations.

Further information is available in the *Safe Use of Work Equipment: Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance*, L22, ISBN 0-7176-1626-6, available from HSE Books, telephone (01787) 881165, or any Waterstones/The Stationery Office (formerly HMSO) outlets.

Manual Handling

The Manual Handling Operations Regulations 1992 require employers to:-

- i) Avoid the need for hazardous manual handling operations, as far as is reasonably practicable.
- ii) Assess the risk of injury from any hazardous manual handling that cannot be avoided.
- iii) Reduce the risk of injury from hazardous manual handling to the lowest level reasonably practicable.

The enclosed guidance booklet covers the problems to look for when making an assessment, and contains suggestions of ways to reduce the risk on injury.

Employees should be provided with training on:-

- i) How to recognise harmful manual handling.
- ii) Appropriate systems of work (including seeking assistance).
- iii) Correct use of mechanical aids.
- iv) Good handling/lifting technique.

Manual handling assessments should be reviewed where there has been a change in the manual handling operation to which they relate.

Further guidance may be found in *Manual Handling: Guidance on Regulations*, L23, ISBN 0-7176-2415-3, available from HSE Books, telephone (01787) 881165 or The Stationery Office (formerly HMSO) outlets.

Racking

- ◆ All racking must be installed in accordance with the manufacturer's instructions.

Cont'd.....

7th February 2013

- ◆ The manufacturer should be contacted for any advice should they be concerned about the racking safety and stability.
- ◆ Racking installations should be fixed to the floor or other suitable parts of the building structure. Freestanding racks, i.e. not fixed to the floor should not be used where lift trucks or other mechanical handling devices are used.
- ◆ Where racking is likely to be struck by lift trucks and other vehicles, it should be protected, e.g. column guards. Corner uprights are especially at risk and should be carefully protected and painted in a conspicuous colour.
- ◆ A maximum load bearing capacity should be determined. It is recommended that this is displayed near to or on the racking. Stock must be stored in accordance with it. Staff must be advised as to the maximum limit and produce weight on pallets determined so that the maximum is not exceeded.
- ◆ There must be a minimum clearance of 75mm between the uprights and the pallet of goods, and between the beams above the goods being stored.
- ◆ Staff should be encouraged to report any damage to a responsible person.
- ◆ Regular planned inspections of the racking should be undertaken by a competent person to identify and determine the extent of any damage, and any remedial action to be taken. A record of these inspections should be kept.

Further advice and information can be found from Storage Equipment Manufacturers Association at www.sema.org.uk

Pressure Systems

Pressure Systems Safety Regulations 2000

There was no evidence available at the time of the inspection to show that compressor in the rear stock room had been examined for safety.

The compressor in the rear stock room must be examined at specified intervals to ensure that it is maintained in a safe condition.

The Regulations impose a duty on the owner or user to:-

- ◆ Have a written scheme of examination of the pressurised system at specified intervals to confirm that the systems continue to comply with the Regulations, and
- ◆ To examine the pressure in accordance with this written scheme.

Cont'd,.....

You are advised to contact your insurers to find out if an assessment under the above Regulations is required.

Examination of the pressure system must be carried out by an insurance engineer.

Accident Recording – Accident Book

All accidents must be recorded in the company's accident book, however minor, either by the injured person or, if this is not practical, someone else present at the time. This accident book should be reviewed by management to ascertain the nature of incidents which have occurred in the workplace. This review should be in addition to an individual investigation of the circumstances surrounding each incident, so that proper action is taken to help prevent the accident being repeated.

Accident Reporting

There was no procedure for reporting notifiable accidents if they should occur on your premises or affect your employees. Ensure that relevant employees are provided adequate information and instruction about accident notification requirements. The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 require that certain accidents/incidents in connection with work be reported.

You should devise and implement a procedure which will enable you to report notifiable accidents if they should occur on your premises or affect your employees when working on other person's premises. This would include providing information and instruction to employees about the accident reporting procedure. The accident reporting procedure should include details of reportable accidents, timescales for reporting and details of the Incident Contact Centre.

The accidents/incidents to be reported are as follows:-

- ◆ Your employee or a self-employed person working on your premises is killed or suffers a major injury. (This must be reported without delay)
- ◆ A member of the public is killed or taken to hospital from the scene of the accident. (This must be reported without delay).
- ◆ Your employee or self-employed person working on your premises suffers an injury which prevents them from working for **more than seven consecutive days. (This must be reported within 15 days of the accident).**
- ◆ A dangerous occurrence which does not necessarily result in a reportable injury.

Cont'd.....

- ◆ A doctor notifies you that your employee suffers from a reportable work-related disease.

The reporting procedure is simple and centralised, in that all cases are reported to a single point – the Incident Contact Centre (ICC0 based at Caerphilly, Wales. You can report accidents in the following ways:-

- ◆ By phone – 0845 300 9923 (8.30am to 50.00pm).
- ◆ By fax – 0845 300 9924.
- ◆ By internet at www.riddor.gov.uk
- ◆ By email at riddor@natbrit.com
- ◆ By post to Incident Contact Centre, Caerphilly Business Park, Caerphilly, Wales CF83 3GG.

Accidents to persons at work or associated with work must be recorded. This should include the date, time and place, personal details of those involved and a brief description of the nature of the event. It is recommended that events which may have resulted in an accident are also recorded.

A leaflet entitled, "Incident at Work" has been enclosed for your guidance. You should read the enclosed leaflet carefully and store securely for future reference if required.

A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, ISBN 0717 624315 is available from HSE Books, telephone (01787) 881165, or any Waterstones/Stationery Office outlets and will provide further information.

Safety Procedures

For the benefit of our own safety, your customers and other visitors you should review the following list of basic safety requirements and take any necessary action.

- i) emergency procedures arrangements;
- ii) safe operation of work equipment/machinery;
- iii) use of personal protective equipment;
- iv) manual handling;
- v) loading/unloading activities;
- vi) action to be taken in the event of an accident/injury (including recording and reporting)
- vii) first aid arrangements.

First Aid Equipment – First Aid Boxes

The Health and Safety (First Aid) Regulations 1981 require you to provide adequate and appropriate equipment to enable first aid to be given to your employees if they are injured or become ill at work.

Provide a first aid box with the following minimum contents (this is a suggested contents list only – equivalent but different items will be considered acceptable).

Cont'd.....

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<i>Item</i>	<i>Number</i>
	6 – 10
Guidance Card	1
Individually wrapped sterile adhesive dressings.	20
Sterile Eye Pads	2
Individually Wrapped Triangular Bandages	2
Safety Pins	6
Medium Sized Individually Wrapped Sterile Unmedicated Dressings.	6
Large Sterile Individually Wrapped Unmediated Wound Dressings.	2
Disposable Gloves.	1

First aid boxes should not contain any medicines or antiseptic lotions/creams. They should be kept fully stocked with usable materials at all times.

Further guidance on first aid at work may be found in *First Aid at Work: Approved Code of Practice and Guidance*, L74, 1997, ISBN 0-7176-1050-0, available from HSE Books (017878) 881165 or Waterstones/the Stationery Office (formerly HMSO)

Violence At Work

The enclosed leaflet is provided for your assistance.

Footway Crossing & Vehicles Catching or Grounding On It – Grosvenor Street, Leicester

I have spoken to Mr. Andrew Smith, Highway Management Officer and his colleague Mr. Prafull Shukla, Contract Supervisor regarding the above. They have asked me to enclose the Application form for Highway Approval for you to complete but unfortunately there is a fee to be paid. If you wish to discuss this matter further please do not hesitate to contact me. Please find enclosed an Application Form for Highway Approval.

Cont'd.....

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TIME PERIOD FOR WORKS

You should attend to the above legal requirements by 29th April 2013. This time period is considered reasonable based on the activities carried out on the premises, the size of your business, and the contraventions noted above. It is in your interests to meet current health and safety legislation, as failure to do so could lead to formal enforcement action having to be taken against you in the future, for non-compliance.

Please notify this office by letter or fax (Fax Number: 0116 2248009) that the above works have been carried out. If you do not do this then a further visit may be made that could result in formal action having to be taken against you.

OUR ENFORCEMENT POLICY

This Authority has an enforcement policy that is available on our website:
www.leicester.gov.uk/healthandsafety

Should you have any further query, please do not hesitate to contact me on the above number.

Yours faithfully

**ENVIRONMENTAL HEALTH OFFICER
HEALTH AND SAFETY TEAM**