

Performance
Textiles Association

**GUIDE TO SAFE WORKING
PROCEDURES & PRACTICES**





erfor
Textiles A



Performance
Textiles Association

**GUIDE TO SAFE WORKING
PROCEDURES & PRACTICES**



CONTENTS

- 3** Disclaimer
- 3** Introduction
- 4** Why is Health & Safety Important?
- 5** General Responsibilities of Employers & Employees
- 8** Risk Assessment
- 9** Good Practice & Best Practice
- 10** Safety Signs
- 11** Housekeeping & Removal of Waste
- 11** Operating Machinery
- 12** Tools & Equipment
- 13** Electricity & Portable Electrical Equipment
- 14** Manual Handling
- 14** Hoists & Lifts
- 16** Forklift Trucks
- 16** Vehicles
- 17** Flammable Liquids & Other Hazardous Substances
- 19** Working at Height
- 21** Weather
- 22** Noise
- 22** Smoking
- 23** Drugs/Alcohol
- 23** Working Alone
- 23** Out on Site
- 25** Personal Protective Equipment
- 26** First Aid
- 26** Reporting of Accidents, Diseases
& Dangerous Occurrences
- 27** Fire Precautions & Procedures
- 30** Security
- 30** Inspections
- 31** Continual Improvement
- 32** Reference List of Publications
on Health & Safety



DISCLAIMER

The information and advice in these notes is written in good faith to help improve safety standards in the industry.

No one in the Performance Textiles Association, its members, officers or committee members can accept responsibility for injuries to persons or damage to property or breaking of laws and regulations by using this text.

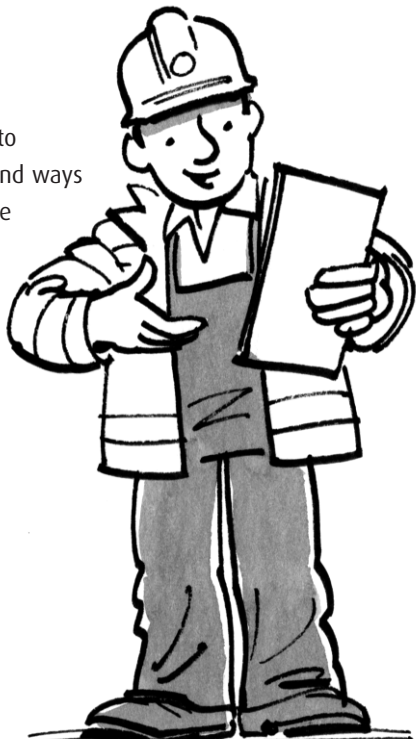
The contents of this booklet are for guidance only. Examples given do not cover every situation.

Health and safety is always being up-dated and everyone should keep up to date with any changes.

INTRODUCTION

These safety rules have been written to help safe working and improve safety standards in our industry.

The sections cover some situations that can lead to accidents, and recommend ways of working safely. Please use common sense when reading, interpreting and following these recommendations!



WHY IS HEALTH & SAFETY IMPORTANT ?

In general

Health and safety is important, generally, for three reasons:

- Everyone has a right to be as safe as possible at work and in what they do.
- Accidents cost money and can ruin lives.
- Everyone, including employers and employees, has a legal responsibility for health and safety.

Why Health & Safety is important for our industry

In our industry there are plenty of opportunities for things to go wrong. Therefore ignoring health and safety rules could:

- Put yourself and others at risk.
- Lead to accidents.
- Cause your company to:
 - get involved in court appearances,
 - get a bad reputation,
 - lose business and therefore lose money,
 - go out of business.



GENERAL RESPONSIBILITIES OF EMPLOYERS & EMPLOYEES

Introduction

- Employees, as well as the employer, have legal responsibilities under the Health and Safety at Work Act to work safely at all times.
- Both employers and employees can be prosecuted for working in a dangerous way or using equipment in a way likely to cause an accident.
- Breaking health and safety laws is a criminal offence.

Duties of Employers

Employers are required to:

- Provide safe tools, equipment and systems of work, and maintain tools and equipment properly.
- Provide a safe working environment at all times, including when handling and transporting hire stock, tools and equipment.
- Provide information, training and instruction when it is needed.
- Carry out risk assessments of all work activities, and make sure that these are brought to the attention of the employees.
- Make sure that all work is carried out safely so that no one, including any member of the public, is placed in danger.
- Have a system in place in the company for receiving, sending and discussing information about safety matters.
- Have a plan in place showing who is responsible for different aspects of health and safety in the company.

Duties of Employees

As an employee you are required to:

- Work safely at all times and do nothing that could risk the health or safety of:
 - yourself,
 - your colleagues,
 - anyone who could be affected by your actions (including members of the public).
- Keep to company rules for safe working.
- Use protective equipment when it is required to be worn or used.
- Talk to and work with others working in the same area to help keep everyone safe.
- Report any hazards to your team leader or manager.
- Report any accidents and make sure that the details are entered in the accident book.
- Help in the investigation of accidents so that measures to prevent similar accidents are put into place.
- Report any dangerous incidents so that steps can be taken to make sure that they do not happen again.
- Ask for advice if you are not sure about how to operate equipment or about any working practices.
- Let the management know of any medical, emotional or physical condition that could affect your work.
- Make your own safety and the safety of others your main concern.
- Avoid horseplay. It is not permitted in the workplace including out on site.

Additional responsibilities of site supervisors

Site supervisors have all of the normal responsibilities of an employee. However, when on site, they also represent the employer. Because of this they also have a responsibility to ensure that:

- Tools and equipment are safe to use.
- The workplace is a safe place.
- On site (dynamic) risk assessments are carried out.
- All work is carried out safely.

Responsibilities of other people on site

Everyone is legally responsible for his or her actions. Therefore everyone on site has exactly the same responsibility for you as you have for them. This includes, other people working on site and members of the public. They are all responsible for:

- Their own health and safety.
- The health and safety of their colleagues, if any.
- The health and safety of anyone who could be affected by their actions.



RISK ASSESSMENT

What is risk assessment?

Risk assessment is about identifying hazards and taking steps to reduce their effect. There are 5 steps in risk assessment. These are:

1. Identify the hazard.
2. Decide:
 - Who might be at risk,
 - How they might be at risk,
 - Whether the level of risk is high, medium or low.
3. Identify how to:
 - Remove the hazard, or
 - Reduce the level of risk.
4. Take the appropriate action.
5. Record what you have done, and review and update your risk assessment as often as necessary.

Types of Risk Assessment

There are two types of risk assessment – generic and dynamic.

Generic risk assessment

It is the employer's responsibility to see that generic risk assessments are carried out. In generic risk assessment:

- The assessment covers tasks that are:
 - carried out on a regular basis, and
 - have hazards and risks that do not change.
- The results:
 - are usually produced in writing, and
 - should be made available to all employees.
- The assessment should be reviewed and updated regularly, as necessary.

Dynamic risk assessment

Dynamic risk assessment is site specific. It is often carried out on site. Dynamic risk assessment deals with a risk that is not covered by the generic risk assessment, such as:

- New or one-off tasks, or
- Changed circumstances.

GOOD PRACTICE & BEST PRACTICE

Method statements

A method statement is a document describing how a particular task should be carried out. It describes 'best practice'. The method statement will also cover:

- Hazards and risks associated with the task.
- How the work should be managed safely.

Individual companies usually produce their own method statements. Examples of where method statements could be used are:

- How to put up and dismantle a structure.
- How to lay a cassette floor.
- How to operate a particular machine.

Industry guidelines and good practice

As well as locally produced 'best practice' some industries produce industry-wide 'good practice' guides. Examples are:

- A 'Guide to Safe Working Procedures and Practices' produced by the Performance Textiles Association.
- 'The IFAI procedural handbook for the safe installation and maintenance of tentage' published by the Industrial Fabrics Association International.
- 'Temporary Demountable Structures – Guidance on procurement, design and use' published by the Institute of Structural Engineers.

Why are best practice and good practice guides important?






It is very important to follow company and industry guidelines. This is because:

- These guidelines are often seen as being the industry standard.
- If the worst happens and there is a court case, the court will often use the guidelines to judge whether or not you have acted properly.

SAFETY SIGNS

Safety signs are important. They can tell you what you must do, or what you are not allowed to do. They can warn you of danger. They can show the locations of fire alarms or fire fighting equipment. They can also show the locations of emergency exits, escape routes, first aid facilities, assembly points or other welfare facilities.

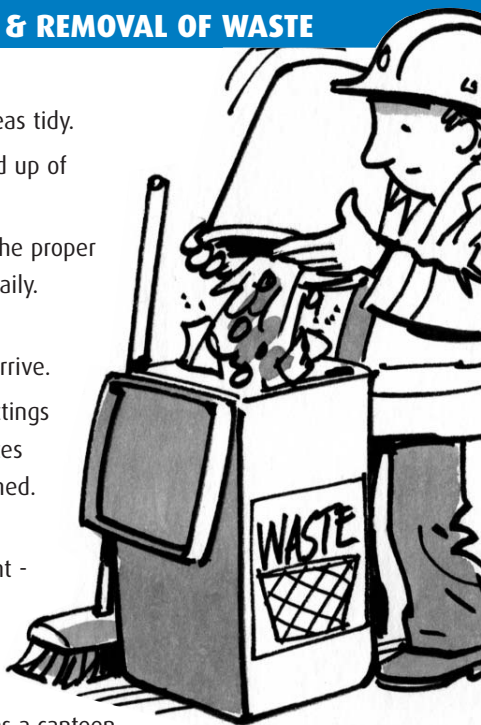
There are 5 different types of signs. All of the 5 types have a special colour scheme to help you recognise their meanings. These are:

Type	Meaning	Colour Scheme	Example
Mandatory	What you must do	Circular Blue background White pictogram	
Prohibition	What you must not do	Circular White background Red border & oblique Black pictogram	
Warning	Warn of danger	Triangular Yellow background Black border & pictogram	
Fire Equipment	The location of fire alarms, extinguishers & equipment	Rectangular Red background White pictogram	
Safe Condition	The location of emergency exit doors and exit routes, and of first aid facilities	Rectangular Green background White pictogram	

HOUSEKEEPING & REMOVAL OF WASTE

You must:

- Keep your work areas tidy.
- NEVER allow a build up of rubbish or scrap.
- Place all waste in the proper bins or remove it daily.
- Stack and store all materials as they arrive.
- Return tools and fittings to their proper places when work is finished.
- NEVER throw any waste from a height - lower it by chute, hoist or lift.
- Eat food only in the area set aside as a canteen.
- Help keep canteen areas clean and tidy.



OPERATING MACHINERY

Only people who have been trained and have been signed off to use a machine are authorised to use it. People who are not authorised to use a machine must not tamper with or interfere with it.

When operating machinery you must:

- First check that guards are in place and that any other safety devices (e.g. emergency stops) are in working order.
- NEVER use a machine with defective or missing guards/safety devices.
- Take a defective machine out of use immediately and report the defect to your team leader or manager as soon as possible.
- Unplug the power supply of a machine before cleaning, adjusting or repairing it.
- Follow the safe system of work for that machine.

TOOLS & EQUIPMENT

All tools used must be fit for purpose. In addition, before people are asked to use tools and equipment they must first be properly trained in how to use them.

When using tools or equipment you must:

- Check that plugs and sockets are not damaged and are correctly wired and earthed.
- Keep the tools/equipment dry and in good order.
- Keep safety guards in place.
- Wear goggles when drilling, using a hammer and chisel, disc cutting or grinding.
- NEVER
 - use damaged tools or equipment,
 - operate tools or equipment if you do not know how to do so,
 - force or overload tools and equipment,
 - alter or adjust automatic cut-out switches.



ELECTRICITY & PORTABLE ELECTRICAL EQUIPMENT

General rules for using portable electrical equipment:

- Only authorised persons should touch electrical distribution boxes or wiring.
- DO NOT:
 - overload sockets or equipment,
 - use power tools in flammable zones.

Before using portable electrical equipment you should examine it carefully and check that:

- The correct fuses are fitted.
- The plug is not damaged (eg the casing is cracked or the pins are bent).
- The outer sheath of the cable is securely fixed where it enters the plug and the equipment (evidence of damage would be if the coloured insulation of the internal cable cores were showing).
- There is no damage to the outside of the equipment and no loose parts or screws.
- There is no damage (apart from light scuffing) to the cable sheath or to any taped joints.
- The equipment has not been exposed to unsuitable conditions (eg it is wet).
- There is no sign of overheating.

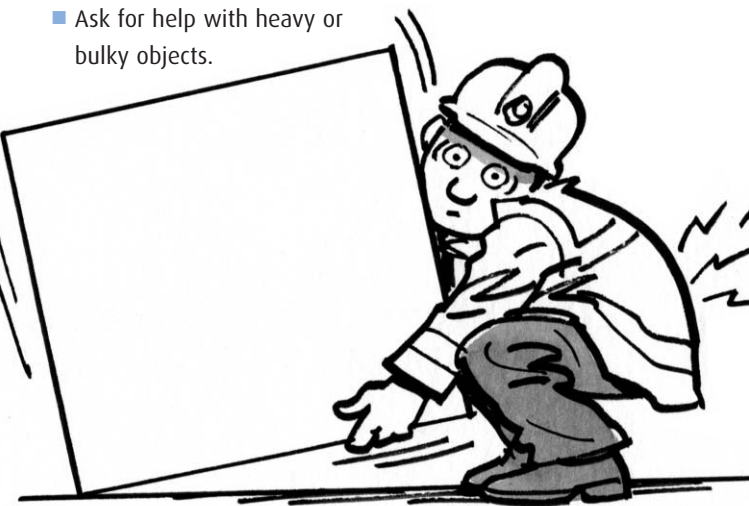
If any electrical equipment is damaged or broken DO NOT attempt to use it – report it to your team leader or site supervisor.

MANUAL HANDLING

Before any manual handling takes place the employer should have carried out a risk assessment and produced a method statement. In addition, people required to carry out manual handling should have been trained in how to do it safely. If you have any physical, emotional or mental condition that could affect your manual handling abilities, you must tell the management about them as soon as possible.

When manual handling you must:

- Make full and proper use of any handling aids and PPE provided.
- Think about others and take care at all times.
- Follow the rules that you have been taught about manual handling.
- Ask for help with heavy or bulky objects.

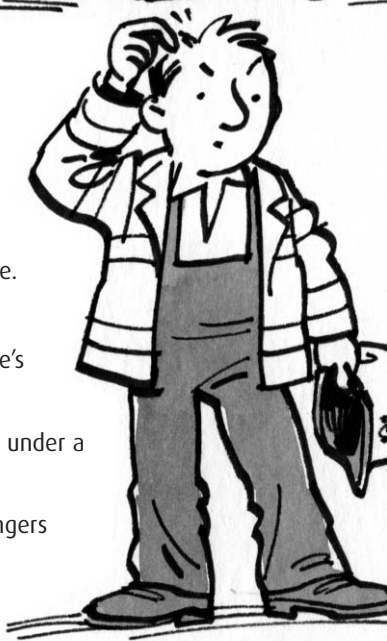
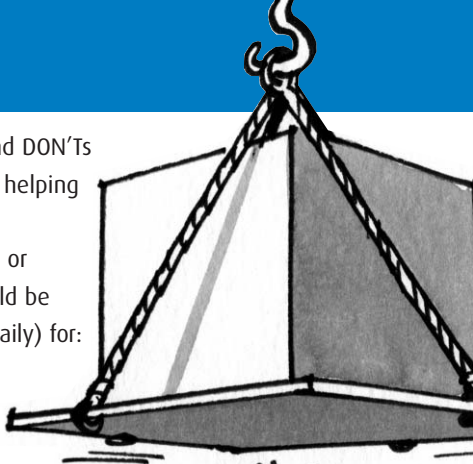


HOISTS & LIFTS

All lifting operations should comply with the requirements of the 'Lifting Operations and Lifting Equipment Regulations 1998'. These make comments on inspection, certification, use and training.

Here are some DOs and DON'Ts about using a hoist or helping in crange:

- Before using a hoist or lifting tackle it should be inspected (at least daily) for:
 - broken welds,
 - frayed ropes,
 - bent struts,
 - distorted chain links, or
 - faulty parts.
- If the capacity of the lifting equipment is not visible DO NOT operate it.
- DO NOT exceed the rated capacity of the hoist or tackle.
- NEVER ride a hoist.
- NEVER lift a load over anyone's head.
 - DO NOT let anyone walk under a suspended load.
 - Keep your clothes and fingers away from moving parts.
- Keep waste and litter away from hoisting areas.
- Keep hoisting areas tidy.
- Where cranes are used for lifting:
 - make sure that loads are lifted correctly,
 - use proper slings and safety hooks.
- When using hoisting equipment make sure that:
 - it has been properly fixed by a trained person,
 - the rope or chain is in good order,
 - it is not overloaded.



FORKLIFT TRUCKS

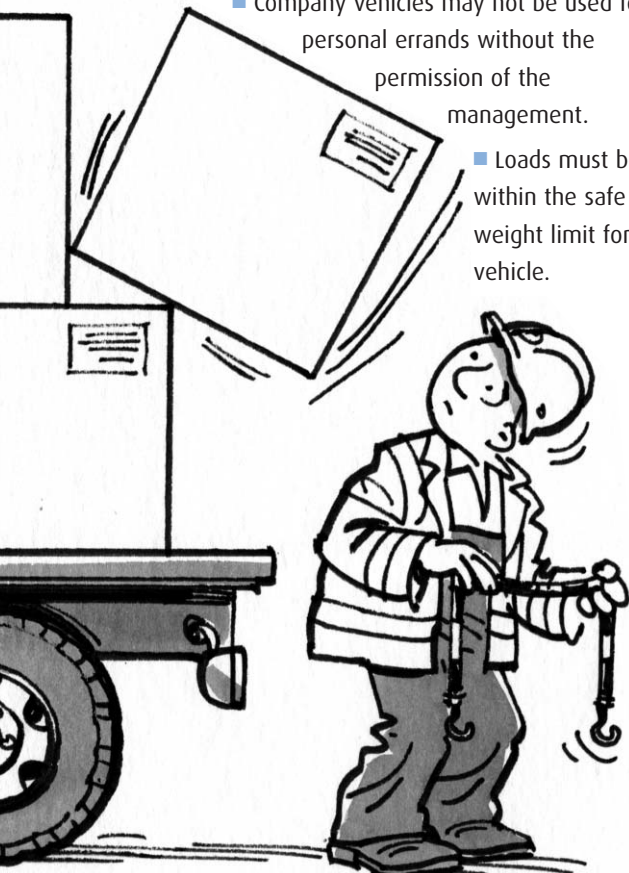
There are some basic rules about using forklifts:

- DO NOT drive a forklift truck unless you have a valid certificate of basic training as a forklift operator for that truck.
- NEVER carry passengers on a forklift truck unless it is designed for that purpose.
- NEVER use a forklift truck as a working platform unless it is designed for that purpose.

VEHICLES

- Only employees with valid licences are permitted to drive company vehicles.
- Company vehicles may not be used for personal errands without the permission of the management.

- Loads must be within the safe weight limit for the vehicle.



- Loads should not stick out beyond the vehicle body so as to be a hazard to other vehicles or pedestrians.
- It is the driver's responsibility to make sure that the load is secure and safe.
- It is the driver's responsibility to report any defects on the vehicle to the management on the proper forms.
- No vehicle may be driven if it is known to be defective, overloaded or unsafe.
- Passengers must never be carried without permission and only if there is a seat provided.
- Employees with company cars are responsible for making sure that they are roadworthy, fully insured, taxed and tested. Company cars must not be lent to anyone else without permission from the management.
- No one must get on or off any vehicle when it is moving.
- Drivers must obey all traffic rules and laws, including those about drivers' hours and rest periods.

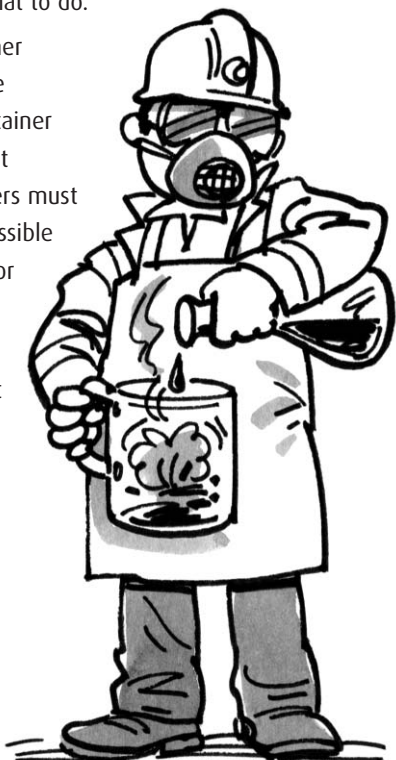
FLAMMABLE LIQUIDS & OTHER HAZARDOUS SUBSTANCES

Rules about dealing with chemicals and other hazardous substances are laid down in the Control of Substances Hazardous to Health (COSHH) Regulations. These require employers to assess the risks from hazardous substances used in the workplace. They also require employers to put procedures in place to prevent harm to their employees. Here are some general rules about using hazardous substances:

- The COSHH file is always available and provides guidance on dealing with hazardous substances - make sure that you know where this file is kept.
- This file gives information and advice about the use, application, and disposal of hazardous chemicals used on the site.

FLAMMABLE LIQUIDS & OTHER HAZARDOUS SUBSTANCES

- The file also covers what PPE is needed and the treatment in the event of exposure.
- Make sure that you:
 - know how to use any chemicals, and what to do if anything goes wrong,
 - always treat chemical products with care - they can be harmful,
 - maintain a high standard of cleanliness and hygiene,
 - are especially careful when using primer, cleaners or solvents,
 - avoid breathing in any vapours,
 - use any PPE specified for the job,
 - report any faulty PPE required for the job,
 - ask your team leader or site supervisor if you are in any doubt about what to do.
- Paints, thinners and all other flammable liquids **MUST** be stored in an approved container and must **NEVER** be left out overnight. Empty containers must be removed as soon as possible and arrangements made for their safe disposal.
- Flammable and other hazardous liquids must not be emptied onto the ground or into water drains.



WORKING AT HEIGHT

Working at height is one of the major causes of injuries and deaths at work. Therefore, wherever possible, do not do it. Before you start any task where you use ladders, steps or other means of access, ask yourself these questions:

- Is the job necessary?
- Is there a safer way to solve the problem?
- Do I have the right equipment to do this safely?
- Am I fit to work at height?

Safe Use of Ladders

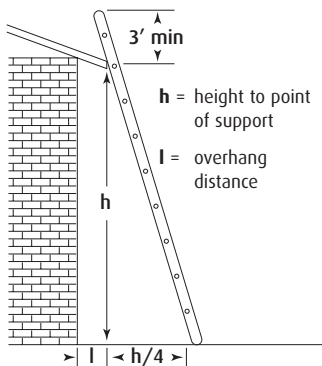
Before use:

- Think about the condition and the position of the ladder.
- A leaning ladder in good condition has:
 - Both feet firmly attached and with a good tread,
 - Clean rungs,
 - Undamaged stiles (the side pieces that the rungs are attached to),
 - Secure fastenings when it is extended.

- A leaning ladder in a good position:
 - Is at an angle of 75° from the vertical – one unit out for every four units up,
 - Will not move at the bottom,
 - Stands on a surface that is:
 - firm, - level, - dry, - not slippery,
 - Clear of obstacles or waste,
 - Will not move at the top,
 - Rests on a strong upper resting point (not plastic guttering or a window),
 - Has its rungs in a horizontal position.

In use:

- Only work on a ladder for a maximum of 15 - 30 minutes at a time.
- Only carry light materials and tools (up to 10 kg).



The base of a straight ladder should be one foot out of every four of height to the point of support

WORKING AT HEIGHT



- Grip the ladder when climbing.
 - Do not overreach – make sure your belt buckle stays within the stiles.
 - Keep both feet on the same rung or step.
 - Do not work off the top three rungs – they provide handholds.
- Try to keep three points of contact with the ladder at all times.

General advice to all employees about using ladders:

- Do not climb on makeshift arrangements.
- Do not work from a ladder in extreme wind conditions.
- Beware of wet, icy or greasy rungs.
- Make sure your footwear is in good condition.
- Clean off mud or grease from boots before climbing.
- Timber ladders should not be painted, as defects cannot be seen.
- Beware of live overhead cables.

Roofs

When working on a roof make sure that the structure is safe.

- In the case of marquees make sure the covers will bear your weight plus anything else you are using.
- Make sure that the covers are secure and tensioned.
- Make sure verge protection rails are firmly fixed into position.
- If toe boards are used, make sure that these are also fixed.
- If you can't fix proper verge and eaves protection, use a working platform fixed at eaves level.

- Wear a safety harness if the above measures cannot be used.
- Always use crawling ladders or staging when you are working on fragile roofs.
- Cover or protect any opening in the roof with rails placed around the opening.

WEATHER

Different kinds of weather can cause different problems.

- Be aware of the likelihood of stormy winds, ice or extreme heat.
- Be aware of the effects of cold and heat on your health and your ability to work safely.

Windy conditions

- Working in strong winds can be dangerous – know the point at which work should stop.
- Beware of sudden gusts, even on calm days.
- Take extreme care when fixing or handling materials in severe wind conditions.
- Be aware that wind direction can be affected by surrounding buildings and trees.
- Secure all materials stored or being used - windblown materials can be lethal.

Ground conditions

- On wet or slippery ground, vehicles can slide and persons can fall.
- Hard ground can cause problems with the placing of pins etc.



NOISE

The law about noise at work is in the Noise at Work Regulations 1989. These regulations require all employees to be told about any 'hearing protection zones'. You also need to know that:

- It is company policy to reduce noise to the lowest level possible.
- You should do your bit to help make this happen.
- You should report any problems with noise control equipment or broken equipment.
- Hearing protection equipment is available to you if you ask for it.
- Ask your doctor for advice if:
 - you have any ear trouble or ear diseases, or
 - if you are worried about the effect noise may be having on your hearing.

SMOKING

It is against the law to smoke in enclosed places at work. Both employers and employees can be fined heavily if this law is broken. A work place is enclosed if 50% or more of side

area is closed in. Under the law, windows and doors are regarded as being part of a closed in area.

Therefore you **MUST NOT** smoke in:

- Enclosed work places,
- Company vehicles,
- A rest area.

In addition your employer may have rules about not smoking in open areas of company premises, such as the car park, or on site.



DRUGS/ALCOHOL

If you are under the influence of alcohol you **MUST NOT**:

- Work,
- Operate machinery, or
- Drive.

WORKING ALONE

Working alone can be more risky than working with other people. When someone has to work alone the employer must carry out a risk assessment. Here are some rules for lone working:

- Let your site supervisor/team leader know where you are.
- Follow the guidance in the risk assessment.
- Keep in contact by radio or mobile phone.
- If you feel unsafe, discuss it with your site supervisor/team leader and/or with the Event Safety Coordinators.



OUT ON SITE

Working out on site or visiting a site has its own hazards. When on site take extra care and learn to recognise dangers. Your behaviour on site does not reflect just on you. It also reflects on your employer and the industry. Therefore:

- When arriving on site report to the Site Manager and read any site safety rules.
- Before starting work make sure you are happy that the site is suitable.
- Take care never to put other workers, site staff or members of the public in any danger.
- Find out where the nearest phone is and where the first aid equipment is kept.
- Find out the positions of any underground services and overhead power or telephone cables and make sure you avoid them.

OUT ON SITE

- Keep children off the site – they are a hazard on site, both during working hours and afterwards.
- Keep the site tidy - a tidy site is a safer site.
- As electricity can be very dangerous;
 - check availability and access to switches, and
 - always use 110-volt equipment.



- Where there is any danger of falling, you must wear the appropriate safety harness.
- Make sure your safety harness is tied back or clipped to a strong point.
- Where overhead work is in progress, you **MUST** wear a hard hat at all times.
- Be careful in rain, frost or snow – they can all make a surface very slippery.
- Working in strong winds can be dangerous, so, when it is windy, know the point at which work should **STOP**.



- Strong winds can cause structures to become unstable. You should know the maximum wind loading for the structure and, if the wind speed reaches 90% of that figure, then you must evacuate the structure.
- Only work when there is enough daylight or floodlighting to allow safe working.
- Dispose of all waste material in the correct manner.
- At the end, leave the site clean and tidy.

PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment (PPE) such as hard hats, protective boots and gloves should be provided as a result of a risk assessment. The management will provide and replace PPE as necessary.

You must:

- Always wear the PPE specified for the type of work you are doing – this is often a condition of your employment.
- Secure loose clothing such as ties and scarves.
- Avoid wearing jewellery.
- Report worn or broken PPE so that it can be replaced.



FIRST AID

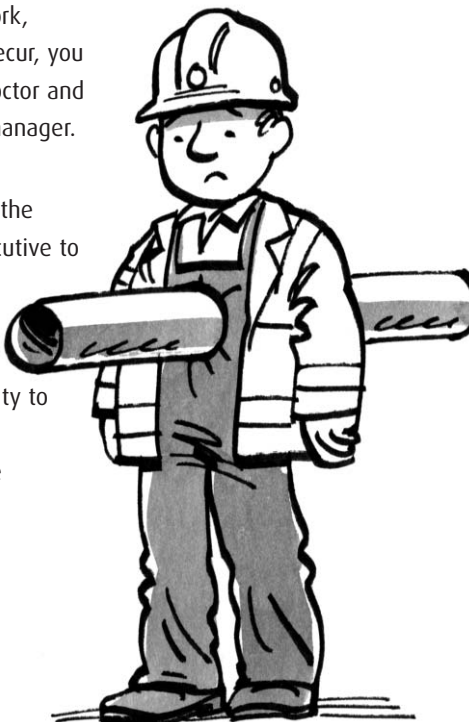
The employer must make sure that first aid facilities are provided on site and must tell employees of these. It is your duty to know where the first aid equipment is, and the names of the people who are able to give first aid.

REPORTING OF ACCIDENTS, DISEASES & DANGEROUS OCCURRENCES

The rules about accident and incident reporting are laid down in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. It is an employer's duty to make sure that accident reporting procedures are in place. This includes making sure that an accident book is provided.

- All injuries and harmful events, however minor, must be reported as soon as possible to your team leader or manager.
- If you suffer from symptoms that you believe are connected to work, particularly if they recur, you must inform your doctor and your team leader/manager.

RIDDOR 1995 requires the Health and Safety Executive to be notified of certain accidents and incidents. It is the employer's responsibility to do this. Briefly the regulations require the following:



Type of Occurrence	Action Required
Fatality to employee or non-employee, or Major injury* to employee, or injury to non-employee requiring immediate hospital treatment, or Dangerous Occurrence* (even if no-one is actually injured)	Notify HSE by quickest practicable means and within 10 days send form F2508
Other accident resulting in absence from work for over 3 days	Report to HSE as soon as you are aware of the situation and certainly within 10 days of the accident

* As defined in RIDDOR 1995

FIRE PRECAUTIONS & PROCEDURES

Precautions:

- You should find out where the following are:
 - fire fighting equipment,
 - alarm call points,
 - escape routes,
 - emergency exits, and
 - assembly points.
- Emergency exits, escape routes and access to alarm points and fire fighting appliances MUST be kept clear at all times.
- Fire doors MUST be kept closed at all times.
- Good housekeeping and fire precautions reduce the risk of a fire, and make it less likely that a fire will spread quickly.

The cause of fire and common fire hazards

Most fires can be prevented. Common fire hazards and causes of fire include:

- Faulty electrical wiring.
- Plugs and sockets which are in poor condition, or which are overloaded or not protected by proper fuses or other devices.

FIRE PRECAUTIONS & PROCEDURES

- Electrical equipment left switched on when not in use (unless designed to be always connected).
- Smoking and getting rid of smoking materials.
- A build up or careless storage of rubbish, paper or other materials which can easily catch fire.
- Careless use of portable heaters.
- Poor ventilation of heaters, machinery and electrical appliances (including office equipment).
- Poor cleaning of work areas and poorly maintained equipment.
- Poor supervision of cooking and work activities.
- Carelessness by contractors or maintenance workers.

Action on discovering a fire

On discovering a fire you should:

- Sound the alarm by breaking the glass in the nearest fire alarm call point.
- If it can be done safely, tackle the fire with the nearest equipment.
- Evacuate the premises and report to the assembly area.

Full details of the fire drill at your workplace will be shown on the notice board. Make sure that you have read and understood these details.





Action on hearing an alarm

Make sure that your colleagues nearby (including colleagues who are deaf or hard of hearing) are aware of the alarm. Then:

- If you are not involved in tackling the fire, leave the building by the nearest exit.
- Meet at the assembly area and wait there until further instructions are given.
- DO NOT DELAY leaving the building to collect belongings.
- You MUST NOT re-enter the building until told to do so by a responsible person who has obtained permission from the Fire Brigade Officer in charge.



Instructions to switchboard operator

- When the fire alarm sounds call the Fire Brigade by dialling 999 and asking for the Fire Brigade.
- Give the address clearly.
- Do not replace the receiver until the Fire Brigade has repeated the address correctly.

Action by supervisors

In a fire emergency, supervisors/team leaders should:

- Ensure that their area is clear.
- Then go to the assembly area and check that everyone is present.
- If anyone is missing, the supervisor MUST report it to the Fire Brigade as soon as they arrive.

SECURITY

Sites can be easy targets for thieves. Unless you are careful, materials, equipment and tools may be stolen. Always take simple security measures such as:

- Lock forklifts when they are not in use. They can be a target for joy riders.
- Unattended vehicles are easy targets for thieves. To prevent the theft of vehicles or their contents, always lock vehicles when no one is with them.
- Do not leave tools or equipment lying around. Keep these items where you can keep an eye on them.
- To prevent theft, make sure that at the end of the day all tools, machinery and equipment are accounted for and are properly locked away.
- Ladders can tempt children and others to climb on a structure. Before leaving the site at the end of the day, make sure that all ladders are removed or locked away.
- Remove all tools and plant from the site when work is complete.

INSPECTIONS

Who can carry out inspections?

A large number of people have the right to carry out on-site inspections. These include:

- HSE Inspectors, Local Authority Inspectors and Fire Officers
- Site Health and Safety Officers
- MUTAmarq Inspectors

What are their powers?

The powers of each of these inspectors are shown below.

HSE Inspectors)	Can issue:
Local Authority Inspectors)	- Prohibition notices
Fire Officers)	- Improvement notices
Site Health and Safety Officers)	Can enforce site health and safety rules

MUTAmarq Inspectors	Can make reports to the Performance Textiles Association Membership of the association could be lost.
---------------------	--

Prohibition and Improvement Notices

Both of these documents are legal documents and you must do what the notice tells you.

If you are issued with a **Prohibition Notice**:

- Work must stop immediately.
- Work cannot start again until the prohibition has been lifted.
- The notice may identify what needs to be done towards getting the prohibition lifted.

If you are issued with an **Improvement Notice**:

- Work can carry on, but
- The improvements listed in the notice must be carried out by the time stated.

CONTINUAL IMPROVEMENT

No workplace can ever be 100% safe. However, continual improvement is important because:

- The aim should always be to have a long-term 100% accident free record.
- As long as accidents or near misses happen there is room for improvement.
- Everyone should be continually trying to improve health and safety for the good of:
 - themselves,
 - their colleagues, and
 - anyone else who could be affected by their actions.

Management of Health and Safety at Work

Approved Code of Practice

Management of Health and Safety at Work Regulations 1992

HMSO

ISBN 0-11-886330-4

Personal Protective Equipment at Work

Guidance on Regulations

Personal Protective Equipment at Work Regulations 1992

HMSO

ISBN 0-11-886334-7

Display Screen Equipment

Guidance on Regulations

Health and Safety (Display Screen Equipment) Regulations 1992

HMSO

ISBN 0-11-886331-2

Manual Handling

Guidance on Regulations

Manual Handling Regulations 1992

HMSO

ISBN 0-11-071762415-3

Safe Use of Work Equipment

Guidance on Regulations and Approved Code of Practice

Provision and Use of Work Equipment Regulations 1998

HMSO

ISBN 0-11-071761626-6

Work Place Health, Safety and Welfare

Approved Code of Practice

Workplace (Health, Safety and Welfare) Regulations 1992

HMSO

ISBN 0-11-886333-9

Rider Operated Lift Trucks

Operator Training

HMSO

ISBN 0-11-885459-3

Safe Use of Lifting Equipment

Guidance on Regulations and Approved Code of Practice

Lifting Operations and Lifting Equipment Regulations 1998

HMSO

ISBN 0-11-071761628-2

First Aid at Work

Approved Code of Practice and Guidance
First Aid at Work - Health and Safety (First Aid) Regulations
1981
HMSO
ISBN 0-11-885536-0

Fire Precautions

Fire Precautions Act 1971 - Guide to Fire Precautions in existing
places of work that require a fire certificate (as amended)
HMSO
ISBN 0-11-341079-4

Fire Precautions (Workplace)

Guidance on Regulations
Fire Precautions (Workplace) Regulations 1997
HMSO
ISBN 0-11-341169-3

RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences
Regulations 1995, HS (L) 73
HMSO
ISBN 0-11-071761012-8

Further information on HSE publications:

HSE Information Centre
Broad Lane, Sheffield S3 7HQ

Tel: 0114 289 2345 Fax: 0114 289 2333
Free leaflet line: 0114 289 2346

MUTAmarq

The MUTAmarq Accreditation for the Use and Operation of
Marquees – A good practice guide

A Guide to the Basics of Risk Assessment

Produced on behalf of the Performance Textiles Association by
the Symonds



The Performance Textiles Association

42 Heath Street, Tamworth, Staffordshire B79 7JH

Tel: 01827 52337 Fax: 01827 310827

Email: info@performancetextiles.org.uk

www.performancetextiles.org.uk