

## HEALTH AND SAFETY INSPECTION REQUIREMENTS AND RECOMMENDATIONS

Company:	Pic-Up Spares Ltd
Address:	Jersey Road Winch Wen Swansea SA1 7DW
Date:	01/12/2016

### Introduction

This health and safety inspection and review was undertaken at Pic-Up Spares Ltd, Jersey Road on the above date. Joshua King was the Health and Safety Consultant who undertook the inspection and review. The purpose of the scheduled inspection and review was to ensure continued compliance with the Company's documented safety management systems. The co-operation and assistance extended by Andrea during the inspection was greatly appreciated.

References to relevant pieces of legislation are *italicised*. For your information all recommendations within this report are colour coded to aid easy reading and understanding.

- RED indicates recommendations requiring immediate action.
- BLUE indicates recommendations to be completed within one month.
- GREEN indicates recommendations to be completed within three months.
- PURPLE improvements carried out or currently ongoing.

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### **Information on display**

*The Employers' Liability (Compulsory Insurance) Act 1969*

*The Health and Safety (Information for Employees) Regulations 1989 (as amended)*

*The Health and Safety (Safety Signs and Signals) Regulations 1996*

The Company is now displaying the new version of the mandatory 'Health and Safety Law: What You Need To Know' poster in order to ensure compliance with the Health and Safety (Information for Employees) Regulations 1989.

### **Employers Liability Insurance**

*Employers Liability (Compulsory Insurance) Act 1969*

Most employers are required by the law to insure against liability for injury or disease to their employees arising out of their employment. If any of your employees are normally based in England, Scotland or Wales (including offshore installations or associated structures) you must have employers' liability insurance.

Since the 1<sup>st</sup> of October 2008 employers no longer need to display a paper certificate, provided that the certificate can be viewed electronically, and that employees can easily access this information, for example where all employees have access to a computer at work.

The company are displaying an up to date certificate of Employers Liability Insurance, this has an expiry date of 5<sup>th</sup> September 2017.

### **Health & Safety Policy Statement**

Signed and dated copies of the company's Health and Safety, Equal Opportunities and Environmental Policy Statements are displayed; these are dated 31/03/2016.

### **Health and Safety Inductions**

All employees should receive a company health and safety induction. There is an induction checklist located in the Company health and safety folder that should be completed by all members of staff once the induction has been provided.

We were told during the review that all your new employees receive a company health and safety induction and those records are retained. Inductions are usually completed by Mark and/or Andrea.

### **Risk Assessments**

*Management of Health and Safety at Work Regulations 1999(as amended)*

The regulations require every employer to make suitable and sufficient assessments of all the health & safety risks to his employees and others not in his employment that his

undertaking may affect, and to put in place appropriate control measures to eliminate or reduce those risks as far as possible

There are other generic risk assessments that you can use which are detailed in your health and safety manual, you can use these as guidance and working examples and then utilise the blank forms (also provided in your manual) for more detailed risk assessments

Risk assessments involve five steps: -

- Look for and identify hazards
- Decide who might be harmed and in what circumstances
- Evaluate risks arising from hazards and decide whether the existing precautions are adequate or more should be done.
- Record the significant findings
- Review risk assessments to ensure they remain relevant

Review the assessment if there is change or evidence that the original assessment was inadequate, (e.g. accident etc).

Risk assessment is the cornerstone of Health and Safety legislation and all employers are obliged to assess the risks to employees arising from their company's undertakings. The information contained in the Procedures Section of your current Health and Safety Policy will assist you in carrying out this task.

At the time of the review I was shown copies of company Risk Assessments which were all up to date having been reviewed on the 08/02/2016. At the time of the inspection Andrea informed me that all the boys have now read and signed the Risk Assessments to confirm their understanding of the control measures for each job task.

### **Safety Representation**

*The Safety Representative and Safety Committees Regulations 1977*  
*The Health and Safety (Consultation with Employees) Regulations 1996*  
*Management of Health and Safety at Work Regulations 1999*

Where there are employees who are not represented by safety representatives under the 1977 Regulations, the employer shall consult those employees in good time either directly or through an elected employee on matters relating to their health and safety at work and, in particular, with regard to

(a) the introduction of any measure at the workplace which may substantially affect the health and safety of those employees;

(b) his arrangements for appointing or, as the case may be, nominating persons in accordance with regulation 7 of the Management of Health and Safety at Work Regulations 1999 i.e. to appoint one or more competent persons to assist him with health and safety compliance

(c) any health and safety information he is required to provide to those employees by or under the relevant statutory provisions;

(d) the planning and organisation of any health and safety training he is required to provide to those employees by or under the relevant statutory provisions; and

(e) the health and safety consequences for those employees of the introduction (including the planning thereof) of new technologies into the workplace.

The Company must also ensure that all employees are given adequate training on the reporting of accidents and any defects/faults in workshop machinery. They must be made aware of their representative for safety so that all employees would know who to report to, should any such event occur.

The Safety Representative is Andrea.

### **Manual Handling**

*Manual Handling Operations Regulations 1992 (as amended)*

'Manual Handling Operation' - means any transporting or supporting of a load (including lifting, putting down, pushing, carrying or moving) by hand or bodily force (such as the shoulder).

Requirements of the regulations are that employers are to make evaluations and assessments of certain manual handling operations. They must, so far as is reasonably practicable, avoid the need for employees to carry out those operations that involve a risk of injury, by mechanising or automating the process.

Tasks that do require manual handling should have been risk assessed and employees should be trained on correct lifting techniques. We were shown evidence during the review that manual handling had been risk assessed and an assessment was in place.

Please ensure that the employees who carry out manual handling on the yard receive refresher training. Please contact the office if you would like me to carry out toolbox talks.

### **Hazardous Substances (COSHH)**

*Control of Substances Hazardous to Health Regulations 2002 (as amended)*

The company must ensure that a COSHH file system is implemented and kept up to date. The company must also ensure that the corresponding Manufacturer's Material Safety Data Sheets (MSDS) are obtained for those substances used by the Company and in addition the company must undertake a COSHH assessment and adequately control the associated risks.

The most common symbols in the COSHH assessment are: -



Harmful Irritant – indicating that the substance may be harmful, irritant or both.



Skull and Crossbones – indicating that the substance is toxic and poisonous



Dripping container – indicating that the substance is corrosive.



Flame - indicating that the substance is highly or extremely flammable.



Dead tree/fish – indicating that the substance is dangerous for the environment and/or aquatic organisms.

All over the world there are different laws on how to identify the hazardous properties of chemicals (called 'classification') and how information about these hazards is then passed to users (through labels, and safety data sheets for workers).

This can be confusing because the same chemical can have different hazard descriptions in different countries. For example, a chemical could be labelled as 'toxic' in one country, but not in another.

The UN brought together experts from different countries to create the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

The aim of the GHS is to have, worldwide, the same:

- criteria for classifying chemicals according to their health, environmental and physical hazards; and
- Hazard communication requirements for labelling and safety data sheets.

The UN GHS is not a formal treaty, but instead is a non-legally binding international agreement. Therefore countries (or trading blocks) must create local or national legislation to implement the GHS.

Further information can be found on the HSE website at the following address:

<http://www.hse.gov.uk/ghs/index.htm>

Safety data sheets and the subsequent COSHH assessment must accompany any substances hazardous to health that may be used by the company. This is to allow the user to work with them knowing the hazards and necessary precautions.

At the time of the inspection I was shown copies of company COSHH Assessments which were up to date having been reviewed in 31/03/2016.

It was pleasing to see that Andrea has implemented a COSHH register for all the operatives on the yard who handle these substances have signed understanding the control measures for each one. Please note that if you change supplier or change of product please review the COSHH Assessments, any help with this please do not hesitate to contact me on 07535702261.

### **First Aid**

*The Health and Safety (First Aid) Regulations 1981 (as amended)*

Note: Since the 1<sup>st</sup> of October 2009, the HSE have introduced an updated version of the Approved Code of Practice (ACOP) and guidance that supports the above regulations. The update takes into account the creation of the additional Emergency First Aid at Work (EFAW) role, which is different to the role of the existing First Aid at Work (FAW) position.

If you have identified that first-aiders are needed in your workplace, they must now either have a valid certificate of competence in FAW or EFAW. EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work

*What an employer must do*

All employers have a responsibility to provide first aid equipment that is relevant to the risks identified and cover to their employees. There are no set criteria for what sort of measures should be provided, as each workplace is different. The measures can range from simply a first aid kit, to an appointed person, a first aid person who is trained in EFAW or a first aid person who is trained in FAW. It is important to regularly review your arrangements.

*Assessment of risks*

To identify what measures you need in place for first aid, you need to look at your workplace, identify how accidents could happen and what sort of injuries or ill health could be sustained by employees.

The following points should be considered in your assessment:

Do you work with?

- Hazardous substances;
- Dangerous tools;

- Dangerous machinery;
- Dangerous loads or animals?

You will also need to take into account the following:

- Number of employees
- History of accidents
- Travelling workers and remote workers
- Is the work spread across the workplace
- Proximity to emergency medical services

If from the questions above, you have identified that there is little risk (this could be due to the fact that you do not work with any hazardous substances, dangerous tools/machinery etc. and that you have very few employees), it may be enough for you to provide an appointed person to take charge of first aid arrangements and a clearly identified and suitably stocked first aid kit. The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required. It is important to remember appointed persons are NOT first aid persons and should not attempt to give first aid for which they have not been trained.

In some circumstances where your assessment indicates the risk being higher, (eg working with some dangerous tools/machinery, have a history of injuries from this work, employees spread across the workplace and far away from a hospital with a casualty department), you may need to appoint a first aid person (EFAW or FAW)

The new one-day course will in effect mean that there will be two tiers of first aider, one with the emergency first aid training (EFAW) and one with the first aid at work training (FAW). The appointed person's role will stay the same as before and no formal training is required for this role.

I was informed at the time of the visit that both Mark and Paul are the trained First Aiders for the site. Both Mark and Paul hold Emergency First Aid at Work certificates which were obtained respectively. The company are reminded that First Aid certificates will expire in March 2018.

## **Electrical Safety**

### *Electricity at Work Regulations 1989*

Regulation 4(2) requires that '*as may be necessary to prevent danger, all systems shall be maintained so as to prevent so far as is reasonably practicable, such danger*'. This requirement covers all items of electrical equipment including fixed, portable and transportable equipment.

At the time of the inspection I was informed that PAT testing was completed on the 29/06/2016. The Fixed Wiring Certificate was at hand during the visit with Andrea and it was pleasing to note that it was carried out in May 2015, the next examination will be taken place in 5 years time.

## **Lifting Equipment (LOLER)**

*Lifting Operations and Lifting Equipment Regulations 1998 (as amended)(LOLER)*

LOLER (SI 1998 No 2307) applies to any item of equipment used for lifting or lowering loads and any operation concerned with the lifting or lowering of a load.

The LOLER regulations require that, to ensure that health and safety conditions are maintained and that any deterioration can be remedied in good time, all lifting appliances must be thoroughly examined by a competent person in accordance with a written scheme of examination;

- Lifting accessories, e.g. chains, ropes, slings, hooks, eyebolts, lifting beams or frames etc, must be thoroughly examined at least once in every six months.
- Lifting equipment must be thoroughly examined at least once every 12 months.
- Lifting equipment for lifting persons must be thoroughly examined at least once in every six months.

Lifting equipment should also be checked regularly i.e. before use and weekly as part of the internal inspection and maintenance regime for company work equipment.

The company operate a forklift truck, trolley jacks, a 2 post vehicle lift and 2 scissor action vehicle lifts. We were told during the inspection that lifting equipment was thoroughly tested and examined by Inspection Network Ltd. It was noted that the inspections for the vehicle lifts were carried out on the 16/06/2016 and the Scissor Lifts was undertaken on the 7<sup>th</sup> January 2016. It was also noted that the 2 forklift trucks were examined on the 07/01/2016. The Trolley Jack was also examined on the 7<sup>th</sup> January 2016

It was pleasing to note that forklift truck training was refreshed for all persons who use the truck between the 27<sup>th</sup> and 30<sup>th</sup> June 2014.

## **Work Equipment (PUWER)**

*The Provision and Use of Work Equipment Regulations 1998*

*Lifting Operations and Lifting Equipment Regulations 1998 (as amended)(LOLER)*

Under the regulations of the Provision and Use of Work Equipment Regulations 1998, it is a legal requirement that work equipment is maintained in an efficient state, good working order and good repair. The Company must ensure they have a systematic schedule that should take into account a planned maintenance programme along with a regular inspection e.g. daily interlock and guard inspections.

Risk assessments should be undertaken on the operation of machinery to decide on the level of maintenance required.

## **Specific risks**

Where the use of work equipment is likely to involve a specific risk to health or safety, every employer shall ensure that the use of that work equipment is restricted to those persons



given the task of using it; and repairs, modifications, maintenance or servicing of that work equipment is restricted to those persons who have been specifically designated to perform operations of that description (whether or not also authorised to perform other operations). The employer shall ensure that the persons designated have received adequate training related to any operations in respect of which they have been so designated.

### **Information and instructions**

Every employer shall ensure that all persons who use work equipment have available to them adequate health and safety information and, where appropriate, written instructions pertaining to the use of the work equipment.

### **Training**

Every employer shall ensure that all persons who use work equipment have received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

Every employer shall ensure that any of his employees who supervises or manages the use of work equipment has received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

### **Suitability of work equipment**

Every employer shall ensure that work equipment is constructed or adapted as to be suitable for the purpose for which it is used or provided.

In selecting work equipment, every employer shall have regard to the working conditions and to the risks to the health and safety of persons which exist in the premises or undertaking in which that work equipment is to be used and any additional risk posed by the use of that work equipment.

Every employer shall ensure that work equipment is used only for operations for which, and under conditions for which, it is suitable.

### **Dangerous parts of machinery**

Every employer shall ensure that measures are taken to prevent access to any dangerous part of machinery or to any rotating stock-bar; or to stop the movement of any dangerous part of machinery or rotating stock-bar before any part of a person enters a danger zone. The measures required shall consist of the provision of fixed guards enclosing every dangerous part or rotating stock-bar where and to the extent that it is practicable to do so, but where or to the extent that it is not, then the provision of other guards or protection devices where and to the extent that it is practicable to do so, but where or to the extent that it is not, then the provision of jigs, holders, push-sticks or similar protection appliances used in conjunction with the machinery where and to the extent that it is practicable to do so, but where or to the extent that it is not, then the provision of information, instruction, training and supervision.

All guards and protection devices provided shall be suitable for the purpose for which they are provided be of good construction, sound material and adequate strength be maintained in an efficient state, in efficient working order and in good repair not give rise to any increased risk to health or safety;

(e) not be easily bypassed or disabled be situated at sufficient distance from the danger zone, not unduly restrict the view of the operating cycle of the machinery, where such a view is necessary, be so constructed or adapted that they allow operations necessary to fit or replace parts and for maintenance work, restricting access so that it is allowed only to the area where the work is to be carried out and, if possible, without having to dismantle the guard or protection device.

### **Pressure Systems**

*The pressure systems safety regulations 2000*

I was advised that the compressor had been tested on the 07/01/2016 and records were provided by Andrea at the time of the inspection.

Please continue to ensure that your compressor, pressure systems are regularly tested by a competent person in accordance with a written scheme of examination.

### **Falls or Falling objects**

*The Work at Height Regulations 2005*

The work at height regulations require that work at height is not carried out and that work is carried out at ground level where reasonably practicable, where the work at height can not be avoided then the employer shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause injury e.g. by the use of guard rails. The employer shall take suitable and sufficient measures to minimize the distance and consequences of a fall.

It is recommended that all ladders and stepladders used on site are put on a register and a designated person undertake inspections on the ladders on a weekly basis.

### **PPE**

*Personal Protective Equipment Regulations 1992 (as amended)(PPE)*

A PPE register should be implemented, which employees have to sign - ensuring that written proof is provided for employees having received PPE, and that they have been instructed and trained in its appropriate use.

At the time of the inspection I was informed that all staff have now signed to confirm they have received and been trained on the use of PPE.

It was pleasing to see that everyone who was working in the yard was wearing a Hi Visibility Vest due to the machinery in operation there.

### **The Working Environment**

*Workplace Health, Safety and Welfare Regulations 1992 (as amended)*

#### **Sanitary conveniences and washing facilities**

Suitable and sufficient sanitary conveniences and washing facilities should be provided at readily accessible places. The facilities must be kept clean, adequately ventilated and lit. Washing facilities should have running hot and cold or warm water, soap and clean towels or other method of cleaning or drying. Suitable rest facilities that include facilities to eat meals and adequate seats with back rests should also be provided.

#### **Slips, trips and falls & Organisation of traffic routes**

Pedestrians and vehicles must be able to circulate safely. Separation should be provided between vehicle and people at doors, gateways and common routes. Workplaces should have protection from vehicles. Traffic and pedestrian routes should be kept clear of obstruction.

As discussed during the previous inspection there are areas of the floor in the yard that are very slippery, we were told at the time that no matter how much it was cleaned it remained slippery. If it is not possible to avoid the floor getting slippery then please ensure that adequate warning is provided to anybody potentially exposed by means of warning signage, instructions and supervision.

I was informed at the time of the visit that all employees are instructed during the company induction of the potential for a slippery surface due to the work activities undertaken.

It was pleasing to see the improvement in regards to housekeeping in the stores area. Aisles were clear and walkways were free from trip hazards.

### **Fire and Explosion**

*The Regulatory Reform (Fire Safety) Order 2005*

Under the above regulations all workplaces are required to be subject to specific fire risk assessment, this duty is in addition to the existing risk assessments required by the Management of Health and Safety at Work Regulations 1999. You now need to evaluate the risk and decide whether existing precautions are adequate or if more needs to be done by considering:

- The chance of a fire occurring and whether you can reduce the sources of ignition/minimise the potential fuel for a fire;
- The fire precautions you have in place and whether they are sufficient for the remaining risks and will ensure everyone is warned in case of a fire; and

- The means people can use to make their escape safely (or put the fire out if it is safe for them to do so)

The Fire Risk Assessment for the company was reviewed in-house in October 2016. It was discussed at the time that the FRA is due for review in October 2017 and the company should ensure that any recommendations which are outstanding are addressed immediately.

All Fire Extinguishers were noted as being serviced, mounted and identified accordingly. Fire Extinguishers were last inspected in March 2016 by Hartson Fire. There are smoke alarms fitted throughout the office as a means of fire detection. Operatives also carry walkie-talkies which are used as a means of raising the alarm.

### **Staff Training**

There are no mandatory training courses stipulated within health & safety legislation. However, every set of regulations contains a requirement for employers to ensure that their staff is trained and competent to carry out their assigned tasks.

### **Asbestos**

#### *Control of Asbestos Regulations 2012*

Owners and occupiers of non-domestic premises, who have maintenance and repair responsibilities for those premises, have a duty to assess them for the presence of asbestos and the condition of that asbestos. Where asbestos is present the duty holder must ensure that the risk from the asbestos is assessed, that a written plan identifying where that asbestos is located is prepared and that measures to manage the risk from the asbestos are set out in that plan and are implemented.

I was informed at the time of the visit that the majority of the site had been constructed after the year 2000, and the remainder of the existing (older areas) had been fully refurbished during the construction of the units. Please ensure as built drawings are available and the date of construction is confirmed.

### **General Comments & Recommendations**

Overall a very pleasing Health & Safety inspection and Andrea has to be commended for their positive attitude towards Health and Safety, and their eagerness in promoting a safety culture.

For continual improvement it is recommended that you address the above items as a matter of priority. Should you require any further advice or information regarding this report, or for that matter any health and safety issue, please do not hesitate to contact us.

Consultant	Joshua King
Date	01/12/2016

**Action plan following safety inspection at  
Pic-Up Spares Ltd (Winch Wen) on the 01/12/2016**

Work Activity	Recommendations	Completion date	Tick when completed
Fire Extinguisher	As discussed with Andrea, the external company who service the fire extinguishers had forgotten to service one in the garage, please can this be addressed.	1 Month	✓
Falls	Please incorporate ladders and stepladders on to a schedule of maintenance.	1 Month	Falls
Manual Handling	Manual Handling Training to provide to all employees during the next scheduled inspection of the workplace.	Ongoing	
Asbestos Management	Please ensure that you comply with your responsibilities to identify and manage asbestos at your premises.	Ongoing	