



INTRODUCE course by explaining:

- The aim of today is to ensure that you understand and follow safe working practices to safeguard yourselves and other colleagues
- This will help you understand what to do in an emergency and how to minimise accidents at work
- The course will take around 3 hours

GIVE delegates a 'walk through' of the areas you will be covering in the session.

ENCOURAGE questions throughout the session and to remember that a question that seems silly to ask might make a very important point.

ISSUE handout: Bite Size Training: Health & Safety Essentials and encourage delegates to make their additional notes throughout the session.



SHOW above slide.

EXPLAIN:

- In this section, we will introduce the topic with an activity that helps them understand the consequences of abusing health and safety

Match the Stats: ANSWERS

5. 4 in 10 workers have back pain from work incidents
6. 26.4m working days lost due to accidents at work
7. 175 people killed at work
8. £14 billion economic cost of injuries and ill health



SHOW above slide.

POINT OUT there are significant consequences of not taking health and safety seriously in organisations.

EXPLAIN any specific issues for your business unit that delegates should be aware of including:

- Any health and safety statistics for your business unit. If it has a first class record on issues and accidents, point out how much the business unit wants to keep it that way with their help

Abusing Health & Safety

- Un-necessary accidents at work
- Distress for those affected inc. families
- Periods of sickness due to accidents
- Disciplinarys
- Prosecutions
- Deaths
- Compensation
- Poor employer reputation
- Excessive paperwork administration

SHOW above slide as examples of consequences of poor health and safety practices.

ASK delegates for any further consequences they can think of.

POINT OUT:

- You might say that health and safety is commonsense. To a large extent this is true
- It is the **lack of** commonsense that these consequences are realised

ISSUE a copy of the organisation's Health & Safety Policy to each delegate.

ASK:

Q. What causes at work create an emergency situation at work?

A. Emergencies can occur for a range of reasons including:

- Fire
- Suspicious packages
- Chemical spillages
- Accidents
- People requiring medical attention
- Bomb warnings



SHOW above slide and **EMPHASISE** that:

- It is not just down to the company, your manager, Health and Safety Manager or other colleagues. **EVERYONE** takes responsibility
- This is not an organisation rule – it is enshrined in law

EXPLAIN any specific issues for your business unit that delegates should be aware of including:

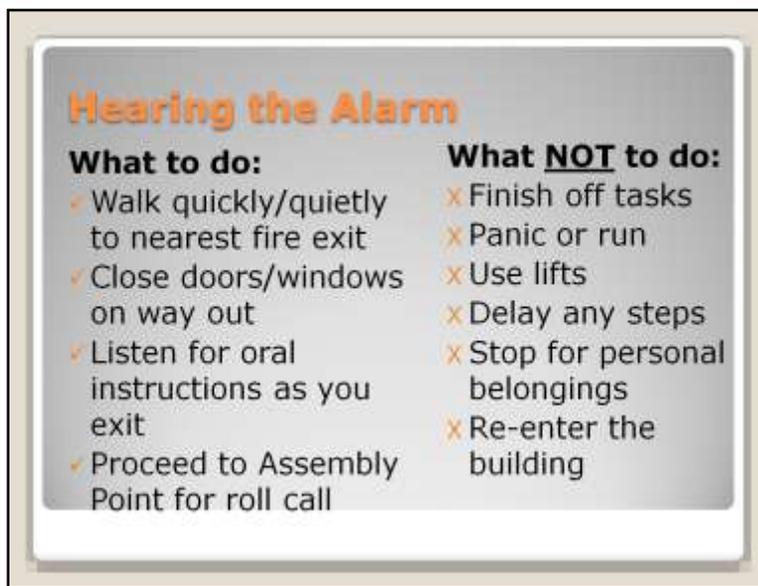
- The range of emergencies that have arisen over the last 12 months in your business unit



SHOW above slide.

EXPLAIN in this section, we will cover:

- Fire emergency procedures
- What to do (and what not to do) when procedures are activated
- Key points to be aware of to ensure your safety, and the safety of others



EXPLAIN that we now look at hearing the alarm and what to do.

SHOW above slide and **REFER** delegates to page 7 in delegate handout: Fire Emergency Procedures.

POINT OUT:

- Respond to the alarm straightaway. Don't delay by finishing off any tasks you were working on
- They should not deviate from the quickest evacuation route to the Assembly Point e.g. To go back to work station to pick up belongings
- Minimise talking when evacuating. Fire Wardens may want to give instructions or warnings e.g. Where one evacuation route is blocked and give instructions about an alternative route
- Lifts can be switched off in an emergency and people can get trapped in a burning building
- **UNDER NO CIRCUMSTANCES SHOULD THEY PLACE THEMSELVES IN DANGER.** For example:
 - If another member of staff is having problems with evacuating, alert a Fire Warden to help
 - Never re-enter an evacuated building until the all clear has been given
- Execute each step in the procedure quickly with no delay

EXPLAIN any specific issues for your business unit that delegates should be aware of including:

- Location of Assembly Point
- Frequency of practice fire drills
- Signing in/ out procedure so that accurate 'head count' can be undertaken at the Assembly Point
- Any specific department/ job information in relation to this topic



SHOW above slide and **REFER** delegates to page 9 in delegate handout: Fire Extinguishers.

POINT OUT:

- All extinguishers are red in colour. The colours (red and cream) refer to the background colour on the extinguisher type
- Flammable liquids include paraffin, petrol, oil
- Use other extinguishers (see next slide) for electrical equipment fires
- All fire extinguishers have a safety pin that needs to be removed before the extinguisher will work

SHOW fire extinguisher and **DEMONSTRATE** how the safety clip is removed.

RE-EMPHASISE that they should only tackle small fires and where there is no danger to their own safety, although there is no obligation or expectation from the organisation that they should do so.

EXPLAIN any specific issues for your business unit that delegates should be aware of including:

- Any local potential hazards and the most appropriate fire extinguisher to use
- Locations of the different types of fire extinguishers within the department/ business unit



SHOW above slide.

EXPLAIN in this section, we will cover:

- First aid procedures
- What to do when procedures are activated
- Key points to be aware of to ensure your safety, and the safety of others

First Aid Personnel/Locations

<p>First Aiders</p> <ul style="list-style-type: none"> • • • • • 	<p>Contact No:</p> <ul style="list-style-type: none"> • • • • •
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Location of accident report book:

Location of Medical Room:

SHOW above slide (having inserted the relevant information) and **REFER** delegates to page 13 in delegate handout: First Aid Personnel and Locations to write details in handout.

EXPLAIN:

- First Aiders have been trained to the highest standards
- They can cope with a wide range of accidents, injuries and incidents
- Each First Aider carries a fully stocked first aid box

EXPLAIN any specific issues that delegates should be aware of for your business unit including:

- Showing a copy of the accident book
- Giving directions for location of accident report book and medical room
- Informing delegates of any statutory accident reporting we are required to undertake



SHOW above slide.

POINT OUT:

- Electrical equipment should have been tested by an approved electrician and a compliance sticker placed on the appliance. If you cannot see the sticker then query with your manager
- Employees should avoid bringing their own electrical equipment into work unless authorised by their manager
- Too many plugs in a multi-socket could mean that the socket is overloaded and causes a fire
- Trailing cables are a tripping hazard
- Beware of having drinks near computers. Spillages onto live electrical equipment may cause electric shocks (and ruin the equipment)
- Turn the electricity off at the plug socket (and pull the plug out) before attempting to resolve paper jams in shredders. Always follow the manufacturer's instructions
- Covering or obstructing the air flow to heaters can cause fires

EXPLAIN any specific 'electrical' issues for your business unit that delegates should be aware of including:

- Any equipment that may require special training prior to use
- Discussing any specific hazards appropriate to the business unit