










Guidance notes

<p>You are responsible</p> <p>Be aware, that along with the employer, you are responsible for your own and others health and safety at work.</p>	
<p>Fire</p> <p>Be aware of fire hazards. If a fire breaks out raise the alarm, leave by your nearest exit and go to your assembly point.</p>	
<p>First aid</p> <p>Find out how and where to get first aid.</p>	
<p>Accidents can be avoided</p> <p>Always report accidents, incidents, near misses and dangerous occurrences to your manager. An accident / incident report form should be completed and sent to the HR Service Centre.</p>	
<p>Machinery and equipment</p> <p>Ensure you know how to use your work equipment safely and be aware of the health risks associated with your equipment. Follow the manufactures guidance and your Safe Working Practices. You should also ensure maintenance arrangements are in place and followed.</p>	
<p>Manual handling</p> <p>Assess all loads and if you think they are too heavy do not lift them. Correct use of lifting aids is essential and colleague assistance should be considered where necessary.</p>	
<p>Control of Substances Hazardous to Health (COSHH)</p> <p>Ensure you know how to use all substances safely. Make yourself aware of the COSHH assessments and health risks associated with the substances.</p>	
<p>Personal Protective Equipment (PPE)</p> <p>It is your responsibility to use and store your PPE as instructed and report damage or request replacements to your manager.</p>	
<p>Hazard awareness and housekeeping</p> <p>If you notice something that that may cause harm to you or others report it to your manager. It is also your responsibility to keep your workplace clean and tidy to avoid accidents.</p>	
<p>Mandatory health, safety and wellbeing training</p> <p>Employees should attend health, safety and wellbeing awareness training (available online via [x]).</p> <p>Managers should attend Managing health, safety and wellbeing training.</p> <p>Other service specific health, safety and wellbeing training should be identified and attended.</p>	