

Fit 3 projects for Local Authorities – summary of projects for second half of 06/07

What the project involves and timing, and how to get involved

Workplace transport – ‘Struck by’ project

Aim: To reduce the number of ‘struck by’ vehicle incidents, as people being hit or run over by workplace vehicles result in 41% of all workplace incidents. This is part of a 2-year project running from April 2006

Audience: The project covers transport activities in parts of the service industries (eg waste disposal). LA inspectors should select premises using conventional priority planning, or through local knowledge. This work is aimed at small and medium sized premises rather than companies within LOPP or other national arrangements.

Message: Workplace transport poses a significant risk if not properly controlled.

Activities required: The ‘struck by’ project provides a structure to deliver impact through conventional inspections. For some companies, it may be appropriate to send the [Pre visit letter](#) and [Checklist for inspections](#). During the visits, inspectors should:

- Use the [Template](#) to guide the inspection where the topic is relevant to that site
- Allocate a score to the control of the topic, as described on the bottom of the [Template](#).
- Use the associated [Technical Guidance](#) if the solution is not immediately obvious.

Inspectors should plan their visits on the basis that using the template at a medium-sized employer will take about 2-3 hours. The inspection template should be used to judge conditions across the site identify problems and inform enforcement action in accordance with the EMM

Timing: Anytime after April 2006

For information: Further information ([LAC 85/1 Struck by Project](#)) and a list of contacts is available on HSE’s website: [workplacetransport](#),

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Moving Goods Safely II

Aim: To reduce the number of incidents involving workers making deliveries in the road haulage, warehousing and distribution sectors.

Audience: Drivers of vehicles and other employees involved in the loading/unloading of vehicles and dispatching/receiving goods.

Message: To raise awareness of the risks involved in the movement of goods from the supplier to the recipient and end user.

Activities required: HSE and LA inspectors will carry out targeted interventions looking at the health and safety risks involved with the movement of goods through logistical supply chains. Inspectors should use current skills to inspect the health and safety management of target companies. Inspectors should use their discretion and professional judgment to select from a mixture of hazard topics including workplace transport, slips and trips, falls and MSDs with the objective of drawing conclusions about the health and safety management of the company.

The project involved 2 distinct series of interventions:

1. Supply Chain Inspections (SCI) that follow the entire logistical chains of 23 National Companies using partnership working - led by a joint HSE/LA team. LAs directly involved with managing the Supply Chain Work will meet with HSE to develop the plan for the intervention across each Region. Other LAs in the region will be contacted to agree involvement from within the region, or to provide input to other supply chains from other regions – guidance available in the [SCI Protocol](#)
2. Programme Directed Inspections (PDI) premises in road haulage, distribution, warehousing and retail outlets as part of a local project. Local Programme Directed Inspection will be smaller scale initiatives – some may involve partnership with HSE through local discussions. Para 22 of [LAC 85/12 Moving Good Safely](#)

gives information on appropriate targets, para 23 gives further guidance. Guidance on these inspections is given in a [Sector Information Minute](#) on Road Haulage and Distribution. Please check the SCI list on the Extranet to prevent conflict with the national interventions ([Menu of MGS Documents – includes current SCI list](#)).

Timing: November 2006 for approximately 9 months

For information: Available on HSE's website: [moving goods safely](#) and moving.goods@hse.gsi.gov.uk

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Slips and Trips

Aim. To bring about a reduction in accidents caused by slips on wet or contaminated floors, over obstacles, or on uneven or damaged floors.

Audience: Chosen on the basis of accident data and targeted in the 'Watch Your Step campaign': retail; offices; health and social care; hospitality; canteens; storage and warehousing. Additionally floor cleaning, a known cause of accidents to cleaners, merit inclusion. HSE and LAs in the Midlands are carrying out a specific project on floor cleaning. Slips and trips inspections carried out in any other sectors where slips and trips were not the main focus also count towards this programme.

Message: To reinforce the message of the 'Watch Your Step' campaign. Duty holders should now be more aware of the risks of slips and trips and should have carried out risk assessments and put controls in place.

Activities required: Interventions to take the form of proactive inspection in the target sectors and occupations

- Guidance on inspection and enforcement is available in a regulator's toolkit [Toolkit](#)
- The Watch your step flyer ([MISC 691B](#)) is suitable for handing out to duty holders and employee representatives during inspections.

Please feedback details of activities and outcomes to allow monitoring of progress towards the Slips and Trips Programme objectives. For anyone who did not attend the HSE training last year, details of courses have been circulated to divisional development managers.

HSE Campaign: No

Timing – all year building on 'Watch Your Step'

For information: Available on HSE's website - [slips and trips](#), ([LAC 77/4 Slips and trips 2006/07](#)) or contact the HSE slips and trips helpline slipstripshelp@hse.gsi.gov.uk

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Falls

Aim: To reduce the number of fatal and major injuries from falls, the most common cause of fatalities in the workplace. Builds on the Height Aware campaign in raising awareness of the risks of working at height

Audience: Occupiers/landlords where building and plant maintenance is likely to take place.

Message: To reinforce the message of the Height Aware campaign in raising awareness of the precautions that need to be taken when working at height.

Action required: You should discuss work at height issues relating to building and plant maintenance with building occupiers as part of your planned inspection activities. There may be other inspection opportunities eg joint LA/HSE visits to local landlords and property owners and inspection based projects to particular local target groups. You can discuss these and other ideas further with your falls coordinator. Visits can be recorded on the HELA Website CO-ORD system. Copies of the proforma are available from falls coordinators. Copies of the inspector checklist can be found in the HSE's Falls from Height Topic Inspection pack. Click on [Falls](#) for access to the pack.

Timing – follows on from 'Height Aware' campaign (May/June 2006)

For information: Additional information is available on HSE's website [Falls from height](#) , [LAC 77/2 Height aware campaign](#) and/or contacts Pam Waldron Falls from Height delivery partner: 0191 202 6211 pam.waldron@hse.gsi.gov.uk

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Stress

Aim: To tackle work-related stress in the financial services sector.

Audience/ Industry:

Senior HR practitioners and managers Banking – 200 organisations representing 95% of UK employment; Insurance – 50 organisations accounting for 90% of UK employment. This work will target the **Head Offices** of these 250 organisations

Message: Communicate key stress management messages to the financial services sector

Timing/ Activities Required: Autumn 06 - End September to Mid October Workshop Delivery

A series of free regional workshops in for employers in the Financial Services Sector. At these workshops, employers will be provided with information on implementing an effective strategy for managing stress within the workplace.

Financial Services - LAs who have a Head Office of a large Financial Services organisation in their area have been invited to work with the Stress Programme Team. A [Briefing document for participating LAs](#) that provides further detail of the project has been sent directly to participating LAs. (There is also scope for possible follow up activity in 2007 / 2008. The exact nature of this is still being considered, however it could involve visits from LA officers to assess the action taken by organisations who attended / did not attend the workshops to verify that they are taking effective action to tackle sickness absence and work related stress in particular.)

Other involvement with stress inspections/investigations may be appropriate in the following cases

- where stress recognised as a risk e.g. call centres, financial institutions and where scope for making an effective intervention
- where information has been received indicating there may be significant risk e.g. complaints or information from TU reps

Stress should **not** be discussed in small companies where there is no discernible management structure or where trying to address stress will have little impact. Inspectors should avoid being drawn into complaints arising in connection with individual cases unless there is clear evidence for a breach of health and safety legislation. [Guidance on dealing with stress in LAC 81/4](#) provides useful information

For information

You can contact the Stress Programme on [Work related stress](#) or email them on finance.stress@hse.gsi.gov.uk

Please also see [Topic Inspection Pack - Stress](#)

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Backs

Aim: In year 2 of the Backs 2006 Campaign, the aim is to provide a degree of continuity, building on the success of the 2005 campaign while acting on lessons learned.

Audience/ Industry:

- Emphasis on identifying poor performers, in particular those who have particular problems with MSDs – see Extranet for targeting portfolio
- Central resource used to provide regional portfolios of targets: non prescriptive – intended as an aid.

Activities Required/ The Inspection Campaign:

- To create widespread awareness and use of sensible, evidenced based precautions to reduce back injuries via targeted national and local publicity with coordinated inspection interventions during three weeks in October – November 2006
- To promote tried and tested messages, ie ‘stay active with back pain’ and ‘stay active at work’
- To promote amongst duty holders an understanding of the importance of a managed return to work for staff absent with back pain amongst duty holders.

Changed Messages in 2006

- Promotion of use of lifting aids to minimise risk of back pain and musculoskeletal disorders: **prevention**
- Staying active – and staying in work – is crucial to effective management of back pain: **mitigation**
- Sensible policies on return to work and management of sickness absence vital part of the management process: **rehabilitation**
- Cooperation between employers and employees: **participation**

Media Campaign - National and local press, radio, journals, Trade press and the internet

Timing:

- Inspection campaign – 3 weeks commencing 16 October
- Follow-up phase January 2007 – very limited in scale

For Information: You can contact the Backs team on betterbacks@hse.gsi.gov.uk or visit the Backs website [Backs 2006](#).

Detailed guidance on inspections is available in the [LAC on MSDs](#)

Information already on the extranet relating to Backs 2006 is available via this link [Extranet - Better Backs 2006](#)

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Asthma

Aim: Asthma is a chronic and inflammatory pulmonary disorder that is characterised by reversible obstruction of the airways. Our aim is to prevent this disease from developing through controlling exposure in the workplace, and monitoring health.

Audience/Industry: The priority occupation in the LA enforced sector is bakers/flour confectioners, which, according to 2004 figures, have the highest incidence rate of occupational asthma. This is due to breathing in flour dust and/or additives such as flour improver.

Message: Simple changes in work practices can greatly reduce exposure during food preparation and other tasks.

Activities required:

- i) Raise awareness through direct visits – people are unaware that flour dust causes asthma, and workers feel that they cannot change work practices due to the nature of the job;
- ii) Follow-up visits to carry out assessments of compliance (poor performers should then be re-visited in 2007-08 to check for improvement).

ILA health and safety enforcement officers are asked to proactively engage with duty holders in flour dust management issues in small bakeries and food preparation areas. Inspectors should inspect bakeries and other food preparation premises where flour is used, concentrating on controlling exposure to flour dust.

When selecting premises, inspectors should note that the programme team has met with a number of supermarkets to discuss flour dust in the in-store bakeries of supermarkets as part of LOPP. Retail bakery companies are also participating in [LOPP](#) - Inspectors should attempt to target other companies selected through the priority inspection programme, through local knowledge and specific targeting of premises involved in food preparation involving exposure to flour dust.

Timing: Throughout the year.

For Information: Detailed guidance on inspections is available in the [Craft Bakeries Topic Inspection Pack](#) , the [SIM on Flour Dust](#) , and the [LAC on Flour Dust](#) . HSE's internet site has useful information on [Occupational and work related asthma](#) .

Contact: drp@hse.gsi.gov.uk

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Asbestos

Aim: Asbestos is the largest occupational killer in the UK (3,500 deaths per annum due to past exposures), and over half a million workplace premises still contain asbestos. Our aim is to ensure that all premises containing asbestos have in place the practical steps necessary to protect maintenance workers and others from exposure to asbestos fibres.

Audience/Industry: All sectors – LAs should engage with duty holders (the person or organisation with clear responsibility for the maintenance and repair of the premises).

Message: “Duty to Manage Asbestos” means a duty to manage risks, not simply a duty to survey. Workplaces must draw up a plan and implement it!

Activities required:

- i) Raise awareness – primarily with duty holders on Duty To Manage Asbestos (at every visit where a duty holder is present), but also with maintenance workers, who are at the greatest risk. If a duty holder is unaware that there is asbestos in the building, they will not have informed any maintenance workers or contractors working on-site, who, in any event, have limited awareness of the hazards and appropriate controls with regard to asbestos;
- ii) Assess and enforce compliance with Duty to Manage Asbestos (check that the location and condition of any asbestos containing materials has been established, that an asbestos management plan is in place, and that the plan is being implemented);
- iii) Follow up visits in all cases of inadequate compliance.

HSE Campaign: “Don’t take the gamble” campaign, Sept & Oct 06, aimed at raising awareness amongst maintenance workers.

Timing: All year, but especially during Sept and Oct 06 to give greater impact to the campaign.

For Information: Detailed guidance on inspections is available in the [LAC on Asbestos](#) . The HSE [Asbestos](#) website also has useful information on Duty to Manage Asbestos, and Don’t take the gamble.

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What the project involves and timing, and how to get involved**Dermatitis**

Aim: Contact dermatitis (also known as eczema) can result in the skin on the hands and forearms looking red, swollen, blistered or flaking. It can be caused by constant contact with water, chemicals and fluids, and can be permanently debilitating. Our aim is to raise awareness and promote use of appropriate control measures (e.g. gloves, moisturiser) in affected sectors.

Audience/Industry: Most cases of contact dermatitis are found in the hairdressing sector, as it is a large occupational group, with trainee hairdressers being the most vulnerable due to the nature of their duties (e.g. constant washing of clients' hair). Florists, though a smaller occupational group, have a higher incidence rate of contact dermatitis, and cleaners, beauticians (including staff in Nail Bars), and those in the catering industry are also afflicted.

Messages: Contact dermatitis is a problem but it will improve and clear if proper control measures are taken. Also, the health and safety of employees is just as important as that of the clients.

Activities required: Raise awareness of the risk and causes of contact dermatitis, and the appropriate control measures that should be used, through -

- i) Visits to workplaces in key occupational groups. This will support central HSE interventions and initiatives by ensuring that knowledge and implementation of good practice controls is carried through into the relevant workplaces. and running local seminars and workshops with FE Colleges (HSE can provide speakers if required);
- ii) Identifying local hairdressing and beauty colleges, and visiting by appointment with either the head of the hairdressing department or a senior lecturer from the course to again raise awareness of the causes and to advise on good control practice, so that this information can be disseminated to the students during their course. LA officers are asked to liaise with their HSE local area office so there is no duplication of effort.
- iii) Running local seminars/workshops in conjunction with these colleges to raise awareness along these same lines. HSE may be able to provide presenters to speak at these events.

Timing: All year.

For information: Detailed guidance on inspections is available in the [Topic Pack on Dermatitis](#), the [SIM on Preventing Dermatitis in trainee hairdressers](#), the [SIM on Preventing Dermatitis in Dental Practices](#), and the [LAC on Preventing Dermatitis in the Hair and Beauty Industries](#). Further information on contact dermatitis can also be found on the HSE website under [Skin at Work](#).

Contact: drp@hse.gsi.gov.uk

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Royal Mail

Aim: Royal Mail summit 7,000 RIDDOR incidents a year. Royal Mail premises are allocated to LA enforcement, whilst HSE deal with peripatetic matters, and, in the past, this disjointed approach has led to problems. Following a nationally coordinated inspection project 2 yrs ago, RIDDOR figures are beginning to decline, and our aim is to continue joint coordinated inspections from LAs and HSE to maximise impact and efficiency.

Audience: All Royal Mail premises.

Messages Putting in place and implementing effective Health and Safety procedures will result in a happy, health and productive workforce, which will benefit the organisation greatly.

Activities required: Consider and challenge the application of existing procedures by local Royal Mail management, especially Slips & Trips, MSDs, and Workplace Transport, but also any local issues. Also, please note that:

- i) HSE use a national network to liaise with inspectors in local offices and arrange Royal Mail inspections etc. As part of LOPP, it is hoped that a national framework of LA Coordinators can be established to act as a regional LA lead for dealings with Royal Mail. Please contact HSE if interested in acting as a Regional Coordinator;
- ii) Local Royal Mail management and unions should be contacted at the outset to advise them of inspections;
- iii) Joint visits should be arranged where possible - LAs should liaise with HSE locally, or contact the LOPP Account Manager.

Timing: All year – at the discretion of those participating.

For Information: A SIM is currently being produced which will provide further details on this project.