

HEALTH AND SAFETY RISK ASSESSMENT.....SQUADRON, ATC

DATE OF ASSESSMENT:

1. General Comments

- 1.1 This risk assessment is to be read in conjunction with the Health and Safety Policy statement issued by No Squadron, ATC. Regular inspections of the squadron premises will be conducted by the Health and Safety Officer, Commanding Officer or a nominated deputy to review the continuing effectiveness of the policy statement and to re-assess possible risks.
- 1.2 The Policy and Risk Assessment will be updated at least every twelve months and whenever there are significant changes in the nature and/or scale of the squadron's operations.
- 1.3 This risk assessment addresses the main Health and Safety issues as identified in the Policy Statement.

2. Workplace Environment

- 2.1 It is the policy of No Squadron, ATC to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.
- 2.2 At the time of the inspection on the Cadet Building, which is shared with had a reasonable level of cleanliness given the age and general condition of the building.
- 2.3 In order to comply with the 1992 regulations, employers are required to ensure that the workplace, equipment, devices and systems are maintained (including cleanliness) in an efficient state, working order and good repair. The squadron must provide adequate ventilation, lighting and cleanliness with adequate space. Sanitary conveniences, washing facilities and drinking water must be adequately provided and all windows and doors must be of a safe construction.
- 2.4 At the time of the inspection the following were identified as being areas of concern

Rectification of these points will enable the squadron to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

3. Work Equipment

- 3.1 It is the policy of No Squadron ATC to comply with the law as set out in the Provision and Use of Work Equipment Regulations, 1992. By virtue of these regulations, employers are required to ensure that work equipment is so constructed or adapted as to be suitable for the persons for whom it is provided. The regulations require that it is to be regularly maintained and that sufficient information, instruction and training is provided in order that it may be used safely.
- 3.2 At the time of the inspection on all of the equipment at the squadron appears to be in good working order and nothing was found to indicate non-compliance with the 1992 regulations.

4. Display Equipment

- 4.1 It is the policy of No Squadron ATC to comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations, 1992. Under these regulation, employers must perform a suitable and sufficient analysis and risk assessment of all work stations, screens and user's working environment.
- 4.2 At the time of the inspection, the only display screen equipment in use at the squadron were two stand alone PCs used for word processing and instruction of staff and cadets. The equipment is used on an irregular and infrequent basis and there was nothing to suggest that cadets or staff were at risk of injury from using the equipment.

5. Personal Protective Equipment

- 5.1 It is the policy of No Squadron ATC to comply with the requirements of the Personal Protective Equipment at Work Regulations, 1992. Under these regulations, employers are required to ensure that suitable protective equipment is provided to employees who may be exposed to risk to their health and safety except where the extent of such risk has been adequately controlled by other means which are equally or more effective.
- 5.2 At the time of the inspection on there were no processes at the squadron premises, which required personal protective clothing except possibly in respect of cleaning the toilets and kitchen. The cleaning agents used by the squadron do not appear to contain any identified irritants, but is recommended that any cadet/staff who undertake cleaning processes wear protective gloves at all times.

6. Manual Handling

- 6.1 It is the policy of No Squadron ATC to comply with the requirements of the Manual Handling Regulations, 1992. these regulations require employers so far as is reasonably practicable to avoid the need for staff to undertake any manual handling operations where there is a risk of injury. Where it is not reasonably practicable to avoid manual handling operations, then steps must be taken to reduce the risk of injury to the lowest possible level.
- 6.2 34% of all occupational accidents are back injuries caused by poor lifting techniques. It is therefore important that particular attention is paid to this type of hazard.
- 6.3 At the time of the inspection on the only potential risks were the lifting of canvas tentage, the moving of a television and general moving of tables and chairs. It is recommended that the tentage and television are always to be moved by more than one person. Tables should be moved by no less than two persons and chairs should be moved no more than two at one time.
- 6.4 Save for these concerns, nothing was identified which would pose an injury risk to cadets or staff.

7. Electrical

- 7.1 Part of the 1992 regulations require that all work equipment is regularly maintained. This includes electrical appliances. A visual inspection indicated that there were no signs of poorly fitted plugs, frayed wires or other obvious faults.
- 7.2 Electrical equipment at the squadron has already been tested by an approved electrician and equipment is labelled with the date of inspection.
- 7.3 At the time of the inspection, the condition of electrical appliances used was satisfactory.

8. Hazardous Substances

- 8.1 Under the Control of Substances Hazardous to Health Regulations, 1988, chemicals classified as harmful, irritant or corrosive including those of a toxic nature, must be identified and the risk in using such substances minimised.
- 8.2 At the time of the inspection no chemicals were identified which would involve cadets or staff in exposure to risk.

9. Noise at Work

- 9.1 It is a requirement of the Noise at work Regulations, 1989, that noisy environments are identified by employers and necessary steps are taken to reduce noise levels. At the time of the inspection on no noise levels were identified that might be injurious to health.

10. Fire Safety

- 10.1 At the time of the inspection, appropriate fire safety signs were fitted throughout the premises and the supply of fire extinguishers was adequate. Squadron staff were able to demonstrate that regular fire alarm practices were carried out at least every three months and that equipment was visually checked every month.
- 10.2 The Fire Section at RAF Innsworth are responsible for ensuring compliance with fire safety matters and for advising on safe practices and procedures.
- 10.3 At the time of the inspection fire safety equipment and practices at the squadron were satisfactory.

11. First Aid

- 11.1 Under the Health and Safety (First Aid) Regulations, 1981, employers must provide adequate equipment and facilities to give first aid to an employee who is injured at work. They should also supply a suitable number of persons capable of rendering first aid to injured employees.
- 11.2 members of the squadron staff hold a current Lifesaver Plus First Aid Certificates and first aid equipment available for use is satisfactory.
- 11.3 The squadron was therefore found to meet the requirements of the 1981 regulations.

12. Occupiers Liability Act 1957

- 12.1 Under the Occupiers Liability Act 1957, the squadron is required to ensure that all visitors to the premises are kept reasonably safe whilst on the premises. By complying with the various regulations set out in this document, it is considered that the squadron has taken adequate measures in this regard.

13. Accident Investigation and Reporting

13.1 Employers are required to report accidents, injuries and dangerous occurrences or cases of disease and to keep records of all details. The squadron's reporting and record keeping procedures were deemed to be satisfactory at the time of the inspection, with reporting of injuries being carried out in accordance with AP 1919, Chapter 6 and ACP 20B A1 202.

14. Annual Renewal

14.1 This risk assessment should be updated at least every twelve months or when significant changes in the scale and/or nature of the squadron's operations occur.

Dated:

Signed.....

Rank.....

Appointment.....

Copies to:

Headquarters Bristol and Gloucestershire Wing
Sqn Notice Board

File