

Isle of Wight Council

Environmental Health Department

Notes to assist completion of the self assessment questionnaire
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Section 1-Information about your company or business

Guidance Note 1

Please carefully check that the name and address details printed on the questionnaire are correct as these will be used for any future correspondence. If the details are *incorrect* please complete the OSR(IW) form with the correct details, including where applicable Head Office details.

Guidance Note 2

When completing the main activity of your premises you should ensure that only one box is ticked. For example, if your premises is a hotel or camp site which included catering and leisure facilities e.g. kitchens and swimming pools etc your *main activity* would still be the provision of residential accommodation and therefore a tick in box (6) *only*, would be appropriate. Further examples of premises falling within each individual category are detailed below:

a) Retail Shop	Food retailers, confectioners, tobacconists, newsagents and off licenses Dispensing and other chemists Retailers of clothes, footwear and leather goods Retailers of furnishing fabrics and household textiles Retailers of household goods, hardware and ironmongery Retailers of motor vehicles and parts, tyre and exhaust fitters and fuel filling stations Retailers of books, stationery and office supplies Pet shops, second hand goods and market stalls Mixed retail businesses (department stores, mail order houses) Garden centres Repair of personal and household goods
b) Wholesale shop or warehouse	Warehouses and or wholesale distribution of: machinery, industrial equipment, vehicles, fuels and petroleum products household goods, hardware and ironmongery, construction materials textiles, clothing, footwear and leather goods food, drink and tobacco; flowers and plants pharmaceutical, medical and other chemist goods Dealers in scrap and waste material
c) Office	Banks, building societies, finance houses and insurance/pension brokers (except benefit offices) Security dealers/brokers, mortgage brokers Estate Agents, lawyers, accountants, auditors, tax experts, market researchers, management consultants Architects, surveyors and consulting engineers, auctioneers, industrial cleaning (includes window cleaners) security services Advertising agencies, employment agencies, hardware/software consultants, data processing, technical testing and analysis

d) Catering, restaurant or bar	Restaurants, snack bars, cafes, take-aways, fast food outlets and other eating establishments (including mobile vendors); catering services, preparation of in-flight meals Public houses and bars, Night clubs and licensed clubs (excluding sports clubs)
e) Hotel, camp site	Hotels, motels, B&Bs and guest houses, Youth hostels, mountain refuges, Camping and caravan sites, holiday camps
f) Residential Care Home	Residential care homes for the elderly Children's homes
g) Leisure or cultural service	Theatres, libraries, museums and art galleries, concert halls, cinemas, dancing schools (if not attached to a school), ticket agencies Sporting establishments, e.g. health clubs, golf clubs, racecourses, riding schools, bungee jumping Motor sports, quad biking and go karting, pleasure boat hire Bookmakers, casinos, bingo halls and amusement arcades Zoos and circuses, stately homes/grounds (National Trust or similar)
h) Consumer service	Coin-operated laundries and dry cleaners Hairdressers and beauty parlours; therapeutic treatment Pre-school child care (if child care is the main activity at the premise) Undertakers, photographic studios, heel bars, opticians Churches and religious establishments; trade unions, political organisations, professional organisations, youth/student associations, community/social associations
i) Other premises	Car parks, vehicle hire, hire shops (to consumers not trade) Travel agents, postal sorting offices, Animal boarding

Guidance Note 3

Please only tick, Yes, if, in the *normal* day to day aspect of your activities you are required to work at premises not owned, let or operated by you.

Guidance Note 4

Please only tick, Yes, if you are self employed **and do not** employ anyone else in your business.

Guidance Note 5

Tick the appropriate box. Please ensure that all employees including part time workers are counted. Part time employees should be counted as full time employees for the purpose of this question and not as full time equivalents. For example someone working part time 20 hours per week of a normal 40 hour week would be counted as 1 full time employee and *not* half an employee.

Guidance Note 6

If in the *normal* course of your activities you use contractors (e.g. cleaners) or temporary agency staff (e.g. to cover Summer holidays, illness, temporary shortfalls in staff etc) tick, Yes. (Otherwise tick, No)

Guidance Note 7

If in the day to day operation of your business members of the public have access to your premises tick, Yes. For example, the public would have access to the majority of premises outlines above, retail shops and wholesalers (although the general public might be excluded) as a matter of course, where as public access might be restricted to a warehouse.

Section 2-Hazard Assessment

Guidance Note 8

The answer provided to this question will be used to establish the extent of safety hazards in your workplace i.e. the potential of any machinery, activity or method of work to cause harm. **The question does not relate to food safety.** In deciding which box to tick you should consider the most serious level of harm that persons in the work place, including contractors and temporary agency workers, *but not members of the public*, could experience, if the most serious incident were to occur.

No account should be made for the level of control over workplace hazards currently in place e.g. fixed guards, safe systems of work, thermostatic control valves etc, or the mere presence of electricity, gas or other safety hazards which can be found in an average domestic premises. You should also ignore hazards from neighbouring premises not under your control.

For example,

- If a garden centre also stored and sold LPG an explosion could occur ticks in boxes (e) or (f) may be appropriate depending upon the amount of LPG stored.
- If in builders merchant wood working machinery is used, ticks in boxes (d) or (e) may be appropriate depending on the type of machine and if no more serious hazard were present.
- If in a supermarket a scissors lift is used, a tick in box (e) would be appropriate and if no more serious hazard were present.
- If in an office external anchor points are used by a contractor to clean first floor windows, a tick in box (e) would be appropriate and if no more serious hazard were present.
- If in a warehouse forklift trucks were used a tick (e) would be appropriate and if no more serious hazard were present.
- If in a small corner retail shop the only hazard were slips, trips, falls or falling stock a tick in box (b) may be appropriate.

Further examples and information is included in a HSE Guidance leaflet “An Introduction to Health and Safety” INDG259 available from the Environmental Health Department on Telephone 01983-823000.











If you are still unsure please contact: Mr Gary Warren Technical Assistant, or Ms Lorraine Parton Environmental Health Officer, Mr Chris Stopford Environmental Health Officer, or Mr Warren Haynes Principal Environmental Health Officer on Telephone 01983-823379.

Guidance Note 9

The answer to this question will be used to establish the extent of health hazards in your work place i.e. the potential of any substance, noise or method of work used or generated to cause harm. **The question does not relate to food safety** In deciding which box to tick you should consider what the most serious affect upon health that persons in the work place, including contractors and temporary agency workers, *but not members of the public*, could experience, if the most serious long term (chronic) or short term (acute) cases were to occur.

No account should be made for the level of control over health hazards currently in place e.g. local exhaust ventilation, personal protective equipment, safe systems of work etc. You should also ignore hazards from neighbouring premises not under your control. The question refers to noise levels which are measured in decibels, and substance classifications. For your information (only as a guide) an indicator of noise levels in your premises, 85 decibels is likely to have been exceeded if people have to raise their voices above normal conversation level in order to be understood at a distance of 2 metres.

Any substance marked with a *very toxic, toxic, harmful, corrosive or irritant* label (as indicated below), has a maximum exposure limit or occupational exposure standard, biological agent (e.g. blood, body fluids, bacteria) or dust of any kind at specified concentrations averaged over an 8 hour period, is classified as being hazardous to health.

HAZARD WARNING SYMBOLS			
 Oxidising O	 Extremely flammable F+	 Highly flammable F	 Explosive E
 Very toxic T+	 Toxic T	 Corrosive C	 Harmful Xn
 Irritant Xi	 Dangerous for the environment N		

These symbols are black on an orange background. Note that in some cases identical symbols have different meanings.

For example,

- In a Residential Care Home employees may be exposed to the blood and bodily fluids of residents, a tick in box (e) may be appropriate and if no more serious hazard were present.
- In goods delivery a substantial amount of manual handling work may take place and so a tick in box (d) may be appropriate and if no more serious hazard were present.
- In an office a VDU user would have a potential for upper limb disorder and so a tick in box (c) would be appropriate and if no more serious hazard were present.

Further examples and information is included in various guidance leaflets available from the Environmental Health Department on telephone 01983-823379.

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Section 3-Written Safety Policies and Procedures

Guidance Note 10

The question does not relate to food safety or any HACCP written documentation.

Subject to the following guidance tick the appropriate box. Under the Section 2(3) of the Health and Safety At Work etc Act 1974 every employer (employers who employ less than five do not have to have a written policy but risk assessments are still required to be completed) is required to prepare, revise as often as is appropriate and bring to his employees notice a written statement of his general policy with respect to health and safety, the organisation and arrangements in place for carrying out that policy and any subsequent revision.

The policy should state in simple terms what your aims are with regard to your employees health and safety. It should contain a reference to the Health and Safety at Work etc Act 1974 and other relevant legislation to your work. It should also stress the importance of co operation from your workforce and of good communications at all levels. You may also wish to add that neglect of health and safety requirements will be treated as a serious matter. The primary purpose of the policy is to set out your action plan for health and safety. The company director, senior partner or business owner should sign and date the policy so as to make clear your commitment to it.

Whilst the overall responsibility for health and safety rests with the employer at senior level, in some businesses it is common for some of the health and safety duties to be delegated to managers and supervisors. Depending upon the size and complexity of the business the organisation part of the statement should show clearly what responsibilities are delegated to specified named managers supervisors. It is common for diagrams to be used to simplify the structure. This permits employees to establish how they fit into the system and who they should report an accident, a hazard or seek advice from.

The arrangement part of the statement deals with the actual systems and procedures in place for ensuring employee safety. This would include your safe systems of work, maintenance requirements, training requirements, emergency instructions, referral to other risk assessments/ significant findings and controls.

Guidance Note 11

Under Section 2(3) of the Health and safety at Work etc Act 1974 every employer is required to revise their safety policy as often as may be appropriate. Revising the policy keeps it current and up to date with changes in the business, the introduction of new staff, machinery, new hazards and new legislation. Tick the appropriate box which corresponds to your situation.

Guidance Note 12

Arrangements for carrying out the requirements of the policy include the actual systems and procedures in place, your safe systems of work, maintenance requirements, training requirements, emergency instructions, referral to other risk assessments/ significant findings and controls for ensuring employee safety. Only tick, Yes, if you meet the above referred requirements, otherwise tick, No.

Guidance Note 13

Although under the Health and Safety at Work etc Act 1974 you are only required to bring the policy and any revisions to the notice of your employees, Section 3(1) of the Act requires you to consider the effect of your work on non employees. Furthermore, Regulation 3(1)(b) of the Management of Health and Safety at Work Regulations 1999 also requires employers to make a risk assessment of the risks to non employees health and safety. Ensuring that your policy is brought to the attention of non employees combined with actions following any risk assessment should ensure compliance with the fore mentioned legislation. Only tick, Yes, if you meet the above referred requirements, otherwise tick, No.

Guidance Note 14

Under the Section 2(2)(c) of the Health and Safety At Work etc Act employers are under a duty to provide training to employees to ensure their health and safety. **ALL** work carried out by persons which has been identified as requiring training to ensure employee safety should only be carried out by suitably trained individuals or under the close supervision of trained staff (with suitable additional safety measures as appropriate dependent upon the risk). This requirement would include temporary agency staff and contractors not employed by the employer but working in connection with the employers undertaking. Only tick, Yes, if you meet the above referred requirements, otherwise tick, No.

Guidance Note 15

“Regular audited safe systems of work” means that following risk assessment some activities giving rise to risk, which can not be eliminated by other means, will have to be carried out in a specific manner to reduce that risk so far as is reasonably practicable. This will in all but the most simple of tasks result in the need for written instructions or procedures to carry out the work safely. For example deep fat fryer cleaning, meat slicer cleaning, goods deliveries to an area with pedestrian access. In order that these written instructions remain valid they should be regularly audited The time between audits will be dependant upon the nature of the risks and the likelihood of change to working practices. You should tick the appropriate box which corresponds with how your training is provided or complete the form under “Other”.

Guidance Note 16

The question does not relate to food safety or any HACCP written documentation.

Regulation 3(1)(a) of the Management of Health and Safety at Work Regulations 1999 requires you to carry out a suitable and sufficient risk assessment to the health and safety of employees. Furthermore, Regulation 3(1)(b) also requires employers to make a suitable and sufficient risk assessment of the risks to non employees health and safety e.g. cleaners, visitors, contractors, members of the public. A “suitable and sufficient” risk assessment needs to incorporate ALL the following: Identification of all the hazards (means anything that can cause harm) in the workplace, decision on who might be harmed and how, evaluation of the risks (chance high or low that someone will be harmed) arising from each identified hazard and the precautions currently taken to control the risks (are they adequate or should more be done?), record the findings of the assessment (See 18 below) and finally review and revise the assessment. Section 3(1) and 3(2) of the Health and Safety at Work etc Act 1974 also requires employers to consider the effect of your work on non employees. Only tick, Yes, if you meet the above referred requirements, otherwise tick, No.

Guidance Note 17

You should tick the appropriate box which corresponds with how your risk assessments were carried out or complete the form under “Other”.

Guidance Note 18

Under various regulations the findings of your risk assessment are required to be recorded in order to show that all relevant factors affecting the assessment have been considered, that you have a basis for further reviews and that you have evidence that you have performed an assessment. Employers with less than 5 employees are not legally required to record the findings of their assessment. Only tick, Yes, if you meet the above referred requirements, otherwise tick, No. **The question does not relate to food safety or any HACCP written documentation.**

Guidance Note 19

Under the Management of Health and Safety at Work Regulations 1999 employers are required to consider the additional risks faced by expectant mothers working in their undertaking. Only tick, Yes, if you meet the above referred requirements, otherwise tick, No.

Guidance Note 20

Under the Management of Health and Safety at Work Regulations 1999 employers are required to consider the additional risks faced by young persons working in their undertaking. A young person is defined as any person who has not attained the age of eighteen. Only tick, Yes, if you meet the above referred requirements, otherwise tick, No.

If you are still unsure please contact: Mr Gary Warren Technical Assistant, or Ms Lorraine Parton Environmental Health Officer, Mr Chris Stopford Environmental Health Officer, or Mr Warren Haynes Principal Environmental Health Officer on telephone 01983-823379.

Guidance Note 21

The Isle of Wight Council Byelaws on the Employment of Children (1998) require employers to notify the authority in writing of his name and address, the name address and date of birth of the child, hours and days of the child's employment, statement of the child's fitness to work, details of the child's school, and a statement that a suitable and sufficient risk assessment has been undertaken.

For more information regarding this matter you are advised to contact the Isle of Wight Council Education Welfare Service, Thompson House, Newport Telephone 01983-533523

Guidance Note 22

Under the Workplace Health, Safety and Welfare Regulations 1992 specific requirements are imposed for the maintenance of the workplace, of equipment and devices specified in the regulations for the welfare of employees. There are also minimum specified standards in workplaces relating to, ventilation, temperature, lighting, cleanliness, room dimensions and space, work stations and seating, conditions of floors and traffic routes, measures to be taken to prevent falls, windows including translucent doors, organisation of traffic routes, doors and gates, sanitary conveniences, washing facilities, drinking water, accommodation for clothing and changing facilities and rest. Only tick each box if each facility is provided, maintained and meets minimum requirements. Guidance on minimum requirements is contained with HSE guidance leaflet INDG244-Workplace Health, Safety and Welfare: A Short Guide for Managers.

Section 5-General

Guidance Note 23

Tick all boxes that apply to your business or working activities.

Guidance Note 24

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 places employers, self employed or persons in control of premises under a duty to report specified injuries, to employees and non employees, specified diseases affecting employees or specified dangerous occurrences.

Guidance on minimum requirements is contained with HSE guidance leaflet HSE 31 RIDDOR Everyone's guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

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