BPIF

BPIF SPECIALIST SERVICES

HEALTH, SAFETY AND ENVIRONMENTAL

Including Occupational Hygiene

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ACCIDENTS HAPPEN!
PROTECT YOURSELF, YOUR EMPLOYEES AND YOUR CLIENTS

As an employer you have a duty of care to ensure the health and safety of personnel within your premises, and the law comes down heavily on those companies who breach legislation and fail to comply with regulations.

Regardless of legislation, promoting and maintaining good health and safety policies in the workplace helps to recruit and retain the best staff, reduce sickness levels and improve productivity and profitability.

To help our members, we have developed a flexible range of training courses enabling you to provide a safe and secure environment for your staff, while ensuring legislative compliance.

MANAGING SAFETY TRAINING

The Health and Safety at Work etc. Act states that employers have a duty to ensure the provision of information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety of employees at work.

We offer a range of courses for managers and supervisors as well as certification from The Institution of Occupational Safety and Health (IOSH).

These courses bring delegates up to speed on the practical actions they need to take to ensure good health and safety practices within their teams including:

- Introduction to applicable legislation
- Health and safety duties of all employees
- Hazard and risk identification
- Risk assessments
- Importance of following procedures
- Investigating accidents and incidents

Course	Duration	Course Location
IOSH Managing Safely	3 days	Off-site
Manager/Supervisor Safety Awareness	1 day	On-site
Staff Workplace Safety Awareness	1 day	On-site
Risk Assessment	1 day	On-site

Maximum delegate numbers apply and will be stated at the point of enquiry. Off-site courses will take place at a BPIF specified venue and are subject to avaliability.

FORKLIFT TRUCK TRAINING

Forklift Truck Manager/Supervisor Awareness

The Provision and Use of Work Equipment Regulations (PUWER) states that employers must ensure all people who use, supervise or manage work equipment have received adequate training. This includes:

- Correct use of the equipment
- Any risks from its use
- Precautions to be taken

The HSE Approved Code of Practice also states that employers have a responsibility to provide adequate supervision. It is therefore essential that supervisors have sufficient training and knowledge to recognise safe and unsafe practices in their working environment.

The Forklift Truck Manager/Supervisor Awareness Course covers the following:

- Relevant legislation
- Types of lift truck
- Lift truck attachments
- Role of the supervisor
- Operator selection and training
- Precautions to be taken
- Safe site lift truck stability
- Other hazards
- Safe operating procedure
- Safety rules

Forklift Truck Operation

We offer the following Forklift Truck Training Courses that meet with the HSE Approved Code of Practice for Rider Operated Lift Trucks covering the following areas:

- Health and safety responsibilities
- Basic principles of stability
- Operators safety code and legislation
- Pre-use inspection procedures
- Traction battery maintenance and charging

- Manoeuvring in restricted areas
- Manoeuvring on sloping surfaces
- Laden and unladen pallet handling
- Lorry loading and unloading techniques
- Pallet racking systems and bulk stacking
- Final theoretical and practical

Automatic refresher training or a retest after a set period of time (e.g. 3-5 years) is the best way to ensure even your most experienced employees remain competent.

Course	Duration	Course Location
Forklift Truck Manager/Supervisor Awareness	1 day	On-site
Forklift Truck – Novice	3 days	On-site
Forklift Truck – Semi-Skilled	2 days	On-site
Forklift Truck – Refresher	1 day	On-site

Maximum delegate numbers apply and will be stated at the point of enquiry.

FIRST AID TRAINING

The Health and Safety (First Aid) Regulations require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

A First Aid Needs Risk Assessment will identify the level of first aid cover your workplace requires.

Our First Aid Training covers:

- Understanding the roles and responsibilities of a First Aider
- How to assess an incident
- How to manage and assist in various emergency workplace situations including but not limited to:
  - Unresponsive casualties
  - Choking
  - External bleeding
  - Shock
  - Minor injuries
  - Injury to bones and muscles
  - Suspected head, chest and spinal injuries
  - Burns and scalds
  - Eye injury
  - Anaphylaxis

Course	Duration	Course Location
First Aid at Work	3 days	Off-site
Emergency First Aid	1 day	Off-site

Off-site courses will take place at a BPIF specified venue and are subject to availability. Dependent on the number of attendees, these courses could be delivered on-site.

FIRE MARSHAL/WARDEN TRAINING

The Regulatory Reform (Fire Safety) Order states that the employer's designated responsible person must appoint and provide adequate training for one or more competent persons to assist in undertaking preventive and protective fire measures in the workplace.

The responsible person must:

- Carry out a fire risk assessment of the premises and review it regularly
- Tell staff or their representatives about the risks identified
- Put in place and maintain appropriate fire safety measures
- Plan for an emergency
- Provide staff information, fire safety instruction and training

The Fire Marshal Training Course covers the following:

- Introduction to applicable legislation
- Role and responsibilities of a Fire Marshal/Warden
- Fire hazards and associated risks
- How fire risk is controlled in the workplace

Delivery can be supported by your own Fire Evacuation Procedure

Course	Duration	Course Location
Fire Marshal/Warden Training	1/2 day	On-site

Maximum delegate numbers apply and will be stated at the point of enquiry.

MANUAL HANDLING TRAINING

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries.

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. They require employers to:

- Avoid the need for hazardous manual handling, so far as is reasonably practicable
- Assess the risk of injury from any hazardous manual handling that can't be avoided
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable

We provide a comprehensive Manual Handling Course consisting of an initial classroom theory session followed by one-to-one training in the workplace.

The course covers the following:

- Introduction to applicable legislation
- Identifying risks and types of injuries
- Manual handling risk assessment
- Manual handling techniques
- One-to-one training and observation in the workplace

Course	Duration	Course Location
Manual Handling Training	1/2 day	On-site

Maximum delegate numbers apply and will be stated at the point of enquiry.

SAFE WORKING AT HEIGHT

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Working at Height Regulations specify that it is an employer's duty to ensure that people working at height have sufficient skills, knowledge and experience.

These courses are aimed at anyone who works at height using ladders/steps, but are also applicable to their managers and supervisors in order to raise awareness of the risks.

The Safe Working at Height courses cover:

- Introduction to applicable legislation
- How to handle, erect, lower and use different types of ladders in the workplace
- How to identify potential hazardous situations on the ground and above
- The importance of correct storage and inspection requirements
- The duties and responsibilities of both employees and employer with regard to ladder use and inspection

Course	Duration	Course Location
Safe Working at Height	1 day	On-site
Safe Use of Ladders	1/2 day	On-site

Maximum delegate numbers apply and will be stated at the point of enquiry.

HEALTH & SAFETY MANAGEMENT SCHEME

The need to comply with increasing health and safety requirements can be a strain on many employers' resources. That's why we offer an outsourcing service. It's more cost-effective than employing full time health and safety staff, and is run by experts in the field.

Our Health & Safety Management Scheme will address your company's individual needs. First, we'll conduct a healthcheck that benchmarks your procedures against legislative requirements and best practice. Next, we'll make recommendations for improvements. Finally, we provide an individually designed, fully managed solution to help you implement these recommendations within two years, spreading the work and the cost.

What is involved?

- Conduct a healthcheck for your business
- Recommend improvements
- Prepare policies and procedures, including COSHH, Fire, etc.
- Perform risk and DSE assessments
- Conduct noise surveys
- Perform manual handling assessments
- Set up visitor and contractor procedures
- Establish accident reporting and investigation procedures
- Provide health & safety training

Course	Duration	Course Location
H&S Management Scheme	TBC	On-site

The exact time needed will depend on your healthcheck's findings.

ENVIRONMENTAL MANAGEMENT SUPPORT

Aside from the growing legal requirements, customers, suppliers and employees increasingly expect businesses to have sound environmental policies. More print buyers are looking for Chain of Custody FSC or PEFC accreditations, for instance. Demonstrating your green credentials can help you retain customers, win new ones and attract the best people to work with. By minimising waste and reducing energy consumption, you save money and become more efficient in the long term.

Our BPIF environmental experts will provide all the support you need to implement the processes and practices necessary to reach one or more Environmental Standards – the best way of underlining your commitment in this area.

We will review your existing systems, then design and put in place an Environmental Management System (EMS) tailored to your needs. Your EMS will support you to meet the requirements of BS8555 or ISO 14001 without disrupting your daily work. We can also help you achieve Chain of Custody cortication.

Depending on your needs, our support can include:

- Reviewing your current systems and practices
- Recommending improvements to achieve compliance and standards
- Providing training and other programmes
- State-of-the-art software tailored to your business
- Training and coaching on internal auditing
- Being present during the external assessment

Course	Duration	Course Location
Environmental Management Support	TBC	On-site

TO GET STARTED PLEASE CONTACT

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OCCUPATIONAL HYGIENE

ARE YOU COMPLIANT WITH OCCUPATIONAL HYGIENE REGULATIONS?

As an employer you have a duty of care to ensure the health and safety of personnel within your premises.

To help our members comply with the regulations, we have developed a flexible range of legally compliant Occupational Hygiene services, enabling you to provide a safe and secure workplace environment.

COSHH services:

- COSHH Risk Assessment
- Local Exhaust Ventilation (LEV) Testing
- Workplace Air Monitoring
- Legionnella Risk Assessment & Ongoing Management
- Respiratory Protection Equipment (RPE) - Face Fit Testing

Acoustics:

- Workplace Noise Monitoring
- Environmental Noise Monitoring
- Hand/Arm Vibration Assessment
- Whole Body Vibration Assessment

Additional Extras:

- Stack Emissions Assessment
- Asbestos Assessment
- Ergonomics Assessment
- Lighting Assessment
- Heat Stress Assessment

COSHH RISK ASSESSMENT

The Control of Substances Hazardous to Health Regulations (COSHH) state that every employer shall ensure the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled.

COSHH Regulations state that a suitable and sufficient assessment of risk must be undertaken when working with chemicals. All routes of exposure must be identified, including inhalation, ingestion, absorption and injection.

A COSHH Risk Assessment will:

- Identify potentially hazardous substances
- Identify who is at risk of harm and how
- Evaluate risks and identify appropriate precautions

Access to the following is required:

- All Safety Data Sheets relevant to the substances used for each process (these should be a maximum of 5 years old)
- Operating procedures/an understanding of each relevant task carried out during the process
- Information regarding the current control measures adopted. This relates to engineering controls and the types of personal protection equipment (PPE) used
- Information on employee concerns and/or instances of adverse health issues
- Results of any previous monitoring

LOCAL EXHAUST VENTILATION (LEV) TESTING

Thousands of British workers contract occupational asthma and other lung diseases each year due to breathing in dust, fumes or other airborne contaminants at work, often because control measures are not fit for purpose or utilised properly by employees.

LEV control systems aim to remove air pollutants before they enter the workplace, ensuring employee exposure is at a level that is considered as low as is reasonably practicable. It is an employer's responsibility to ensure the thorough testing and examination of LEV. It is a legal requirement to be undertaken every 14 months.

A BPIF Occupational Hygiene Specialist will carry out a thorough examination and test of your LEV equipment consisting of 3 stages:

Stage 1
A visual inspection to verify the LEV is in efficient working order, in good repair and in a clean condition.

Stage 2
A thorough examination and test of technical performance to check conformity with commissioning and the main requirements of the HSE Guidance Document: Controlling Airborne Contaminants at Work Guide (HSG258).

Stage 3
Assesement to ensure the system is fit for purpose and providing the necessary control.

WORKPLACE AIR MONITORING

COSHH Regulations employers must ensure that workplace air monitoring is undertaken to ensure adequate control. Workplace Exposure Limits (WELs) for airborne contaminants are listed in the HSE Guidance Document (EH40).

Your employees may be exposed to airborne substances on a regular basis that are potentially hazardous to health. Many substances within the printing industry can cause ill health effects including:

- Volatile Organic Compounds (VOCs)
- Isocyanates
- Total inhalable dusts
- Respirable dusts
- Ozone

A workplace Air Monitoring Assessment includes:

- An accurate identification and calculation of airborne concentrations of hazardous substances in the workplace
- A direct comparison of personal exposure concentrations against current workplace exposure levels (WELs)
- Background concentrations to assess the effectiveness of engineering controls (such as LEV)
- Realistic recommendations for improvements to ensure a reduction of exposure

LEGIONELLA RISK ASSESSMENT & ONGOING MANAGEMENT

The COSHH Regulations and HSE Approved Code of Practice and Guidance Document: Legionnaires' Disease states that employers have a duty to take suitable precautions to prevent or control the risk of exposure to legionella.

Legionnaires' disease is a potentially fatal form of pneumonia caused by legionella bacteria which can contaminate and grow in purpose-built water systems such as cooling towers, evaporative condensers and hot and cold water systems.

Employers must:

- Identify and assess sources of risk
- Prepare a written scheme for preventing or controlling the risk
- Implement, manage and monitor precautions
- Keep records of the precautions
- Appoint a competent person with sufficient knowledge of the installation to maintain required standards to comply with the law

A Legionella Risk Assessment includes:

- A visual inspection of water systems
- The measurement of water temperatures
- An evaluation of legionella control
- The production of appropriate schematic diagrams to show the water system layout

All the necessary areas will be addressed to ensure compliance with the Code of Practice including recommendations for future control measures and management of the risks.

RESPIRATORY PROTECTION EQUIPMENT (RPE) - FACE FIT TESTING

In situations where adequate control of exposure to airborne substances cannot be achieved in line with Approved Codes of Practice (ACoPs) supporting the COSHH Regulations, the Control of Lead at Work Regulations (CLAW), Control of Asbestos Regulations (CAR) and Ionising Radiation Regulations, employers must provide suitable respiratory protection equipment (RPE).

The RPE provided must reduce the exposure to a concentration that is as low as reasonably practicable and in any case below any applicable exposure or control limits.

The ACoPs supporting the Regulations recommend that the initial selection of tight-fitting face pieces should include a fit test. This is to ensure that the selected RPE has the potential to provide adequate protection for the wearer.

A RPE Face Fit Test involves:

- 7 exercises in accordance with HSE guidelines which aim to take typical body movements and tasks into consideration and takes around 30 minutes to complete
- Each employee is given a pass or fail result
- In the event of a failed fit test, a second test using a different model and/or size of RPE will be discussed

NOISE MONITORING

It is an employer's responsibility to comply with both The Control of Noise at Work Regulations and environmental guidelines for external noise pollution. Within the workplace employers must:

- Ensure that risk from exposure to noise is either eliminated at source or reduced to as low a level as possible
- Make personal hearing protection available to employees who are exposed to noise at HSE defined exposure limits and maintain its efficient working order
- Place employees who are at risk under suitable health surveillance including hearing testing

A Workplace Noise Survey will:

- Identify whether employees are exposed to noise at or above the exposure limit and action values and/or peak sound pressure levels
- Identify areas and/or machines which give rise to noise levels at or above the exposure limit values and/or peak sound pressure levels

A Environmental Noise Survey will assess requirements in line with:

- Planning permission
- Environmental permit
- Environmental Protection Act
- World Health Organisation (WHO) Guidelines for Community Noise
- Complaints raised by local residents

A BPIF Specialist and Institute of Acoustics trained consultant will evaluate your requirements and provide advice and support to walk you through the entire process.

VIBRATION

The Control of Vibration at Work Regulations aim to prevent damage caused by vibration at work. Vibration induced medical conditions can include vascular disorders and long-term neurological and muscular damage.

The regulations state employers must:

- Ensure that risk from exposure to vibration is either eliminated at source or reduced to as low a level as possible
- Ensure that employees exposed to vibration are placed under suitable health surveillance
- Provide employees and their representatives with suitable and sufficient information, instruction and training

Any employee that utilises hand held vibrating equipment (such as grinders and drills) may be exposed to unnecessary levels of hand/arm vibration. Employees that drive an on-site vehicle (such as a forklift truck) may be exposed to excess levels of whole body vibration.

Vibration Assessments are available for hand/arm and whole body and will:

- Identify whether employees are exposed to vibration at or above the daily exposure limit and action values
- Establish vibration levels for the tools/vehicles currently in use
- Provide information on health surveillance

Further information on the following additional services are available upon request:

- Stack Emissions Assessment
- Asbestos Assessment
- Ergonomics Assessment
- Lighting Assessment
- Heat Stress Assessment

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Contact BPIF Specialist Services to register your interest.
A BPIF Specialist will then contact you to discuss your needs.

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