



Employers have a duty under the **Health and Safety at Work etc Act 1974** to ensure, so far as reasonably practicable, the health, safety, and welfare of everyone in the workplace, including people with disabilities. Where necessary, parts of the workplace, particularly doors, passageways, stairs, showers, washbasins, toilets, and workstations, should be made accessible for disabled people.

This practical guide can help identify what equipment, training and support you require to keep everyone safe at your workplace.





## Health and Safety Monitoring

Our team of experts can support you in assessing short- and long-term workplace risks. Workplace monitoring can include slip risk assessments of flooring, fire risk, DSEAR, air monitoring, mechanical risks, etc.

[Find out more >](#)



## Signage Support

Typically, businesses have various work areas that have their own safety issues and signage requirements. It's a legal requirement for all businesses to ensure that they have health and safety signage that is clear and legible. Signage can help to minimise the risk of an accident occurring. The signs required in your workplace will be determined by your risk assessment. We can help support you with your signage requirements to help find right product solutions for your business including any bespoke solutions.

[Find out more >](#)



## Lock-out, Tag out, Try out Site Survey

It's estimated that 120 fatalities and around 50,000 injuries every year are prevented directly due to the correct use of lock-out tag-out try-out (LOTOTO) on hazardous energy<sup>1</sup>. When LOTOTO is implemented correctly, it can reduce downtime, increase productivity and is an effective low-cost solution to reduce the risks of preventing accidents occurring and saving lives. Our experts can audit your site(s) and provide a LOTOTO report and advise you on the right product solutions for your business.

[Find out more >](#)



## First Aid Training

To help you comply with the Health and Safety (First Aid) Regulations 1981, Arco Professional Safety Services can offer both guidance on workplace first aid personnel assessment needs and provide a full programme of first aid courses suitable for all organisations, regardless of size and number of employees.

[Find out more >](#)



## Extreme Weather Support

Unpredictable extreme weather conditions throughout the year can impact on people, property, and communities. Extreme weather can affect daily operations, travel and increase the risks of accidents occurring. We can help you to be prepared to tackle these conditions.

[Find out more >](#)



## Spill Control Support

At least 7 out of 10 businesses are not prepared for a spill incident. Delayed containment of a leak or spill large or small create an immediate slip hazard, and hazardous substances can have greater consequences to people, the workplace, and the environment. Our experts can carry out free site surveys and provide a full written report to highlight any shortcomings in your fluid management systems and how best to meet them. We also offer a range of spill training courses, all issued with a certified certificate, so that you know how to handle a spill incident.

[Find out more >](#)



## Safety Vending Solutions

Managing PPE and other indirect consumables can be labour intensive and time consuming. We can help you to reduce costs and increase productivity while remaining safe with our wide range of innovative point-of-work bespoke vending solutions that gives your workers access to the products they need 24/7. Our value-added services and resources are market-leading.

[Find out more >](#)

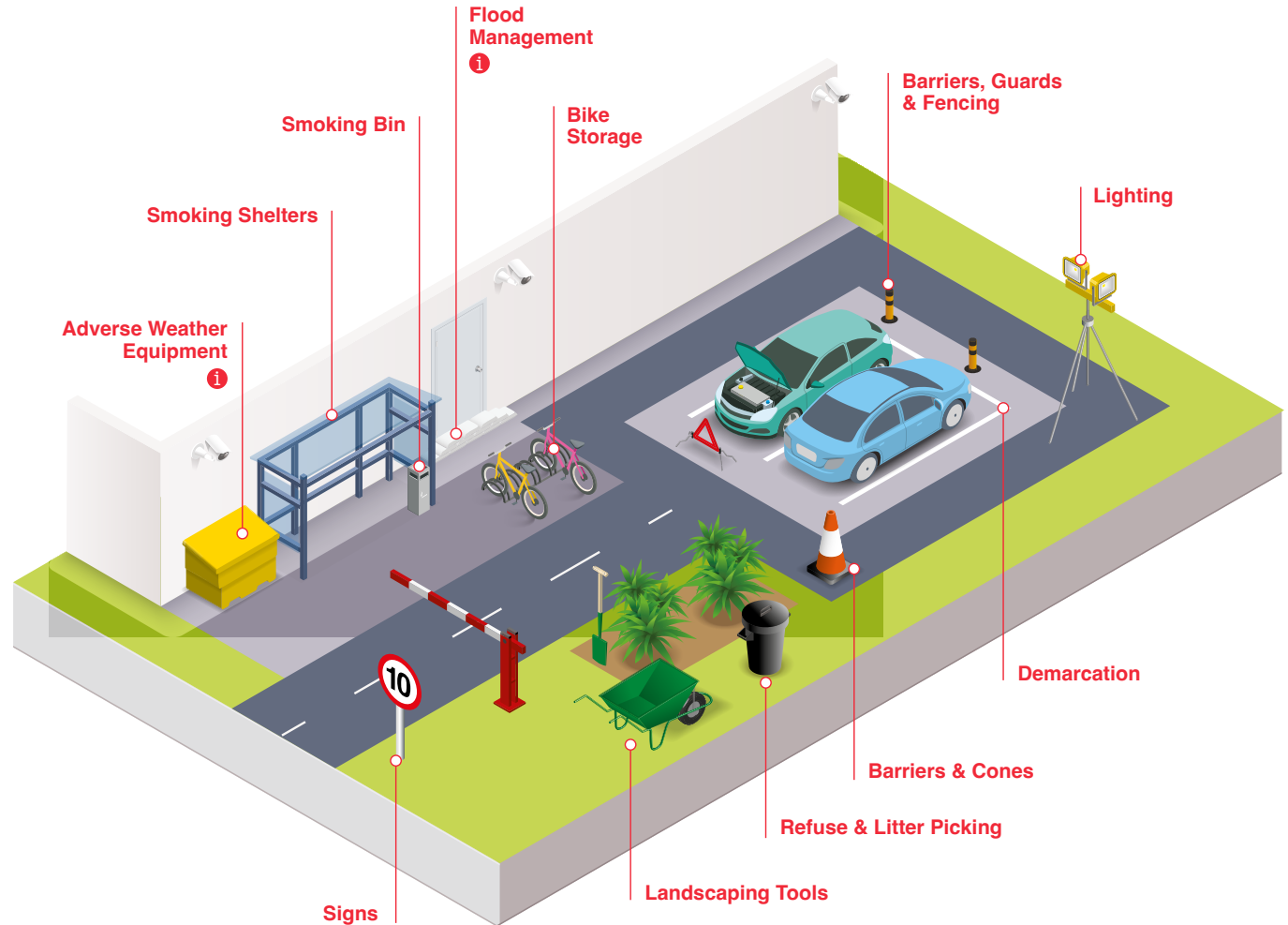
## Car Park

A car park can present many hazards. People in the vicinity of the car park can be hit by moving vehicles or crushed against other objects by vehicles. Crime can also occur in parking areas, both against vehicles and individuals who use the car park. Drivers leaving parked vehicles should not have to cross potentially hazard work areas or traffic routes.

### Regulations

Under the Health and Safety at Work, etc Act 1974 and subsidiary legislation, car park owners and any contractors operating car parks on their behalf, have a responsibility to ensure that car parks are safe to use.

Since 1st March 2000, businesses operating a CCTV system must comply with the Data Protection Act 1998. This means that individuals can exercise their rights under the act and appropriately sized signs should be placed in and around areas where CCTV cameras are to be located.



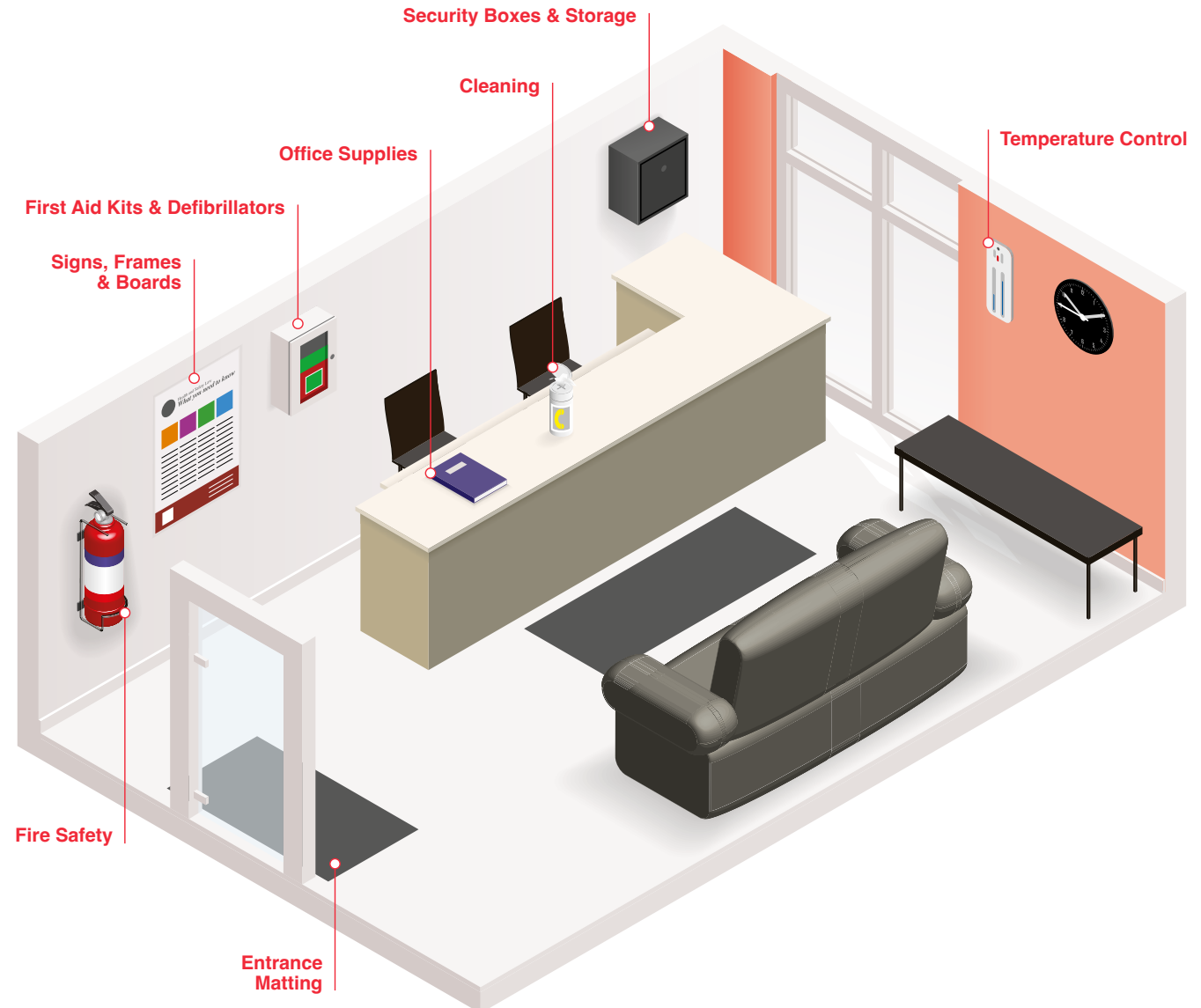
## Reception

If your business receives visitors, the reception area will be the first impression they will have of your business.

A basic reception area will consist of a receptionist desk/station where you can keep your visitors' book; a standard office chair for the receptionist; chairs for waiting guests; a table to hold literature or magazines and a coat rack or closet. Although it is not a requirement to have an entrance mat it is the main barrier preventing dirt and water from being tracked on to floors.

### Regulations

The **Workplace (Health, Safety and Welfare) Regulations 1992** states that the employer needs to ensure that the reception area and all equipment within, such as computers, phones, fixtures, and fittings are well-maintained (including cleaned as appropriate).





## First Aid

Accidents and illness can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones. You must make appropriate first-aid arrangements for your workplace. In doing so you should consider the circumstances of your workplace, workforce and the health and safety risks that may be present to help you decide what arrangements you need to put in place.

### Regulations

The **Health and Safety (First Aid) Regulations 1981** state that an employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to employees if they are injured or become ill at work.



Find Out More 

## Canteen

You need to make arrangements for your workforce to take rest breaks, prepare or obtain hot drinks and clean drinking water, prepare and eat meals in suitable seating area(s) in safe surroundings without leaving site. If a canteen is provided and is to be used as a rest area, contaminated clothing must be prohibited; the canteen facilities must not be contaminated by dirty clothing. If this ban is not enforced a separate rest area must be provided.

## Regulations

The **Workplace (Health, Safety and Welfare) Regulations 1992** state that there should be a suitable seating area for workers to use during breaks, it needs to be clean and located where food will not get contaminated.

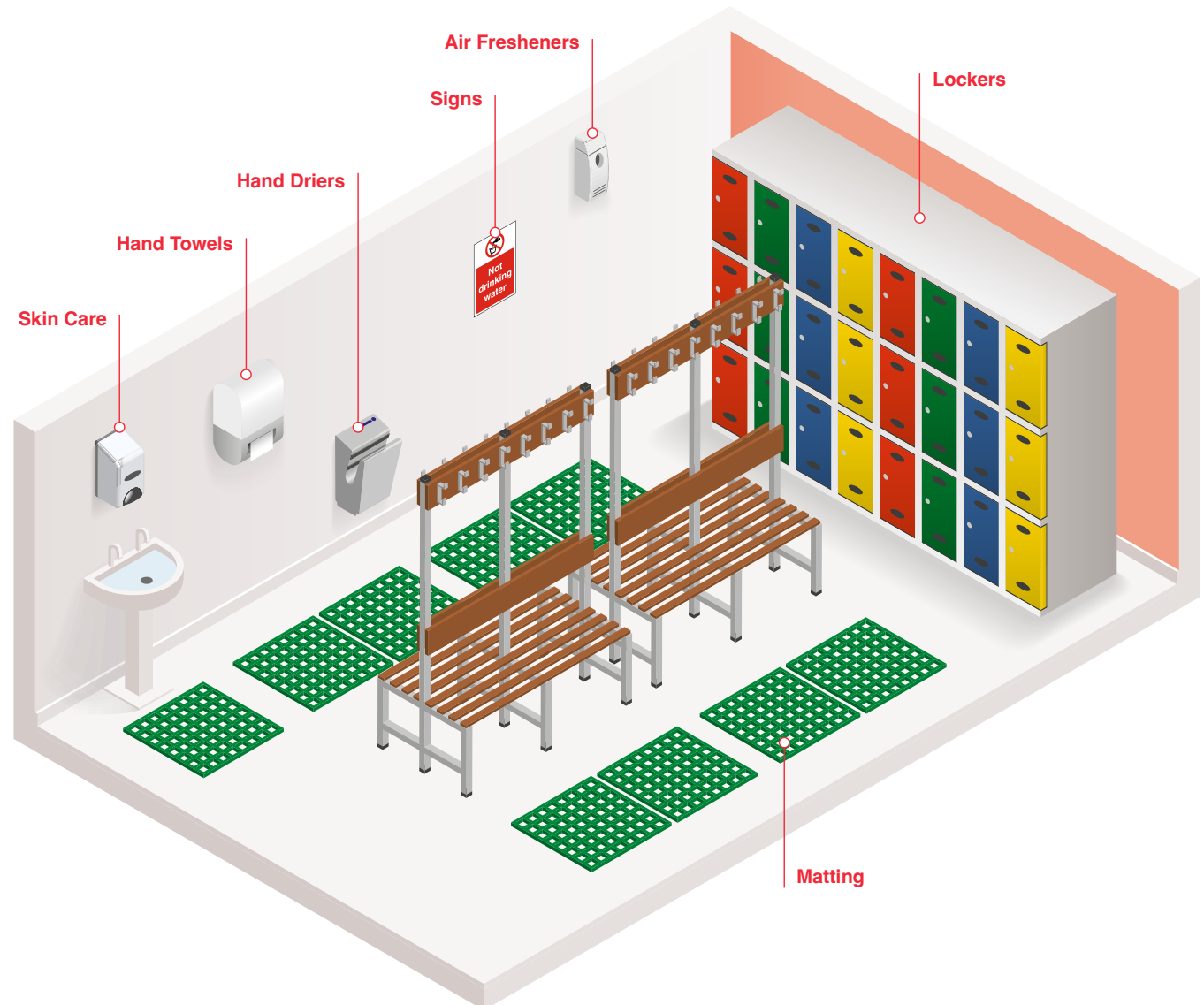


## Changing/Locker Room

If work activity requires your employees to change into and wear specialist clothing (overalls, a uniform, thermal clothing etc), then you must provide enough changing rooms for the number of people expected to use them.

### Regulations

The **Workplace Health, Safety and Welfare Regulations 1992**, state that a changing room or rooms should be provided for workers who change into special work clothing and where they remove more than outer clothing. Changing rooms should also be provided where necessary to prevent workers' own clothing being contaminated by a hazardous substance. The changing facilities should be fitted with adequate seating and contain, or connect directly with, clothing accommodation and showering/bathing facilities.



## Washroom

You must provide welfare facilities that's healthy and safe for everyone in your workplace, including those with disabilities. People must have access to toilets and hand basins with soap and paper towels and/or hand-dryers.

### Regulations

The **Workplace Health, Safety and Welfare Regulations 1992**, regulation 21, states that suitable and sufficient washing facilities, including showers if required by the nature of work or for health reasons, shall be provided at convenient places to allow everyone at work to use them without unreasonable delay. Provision must be made for any workers with a disability. Supply of soap or other suitable means of cleaning, toilet paper provided in a holder or dispenser, and hand towels or other suitable means of drying. In toilets used by women, disposal of sanitary dressings should also be provided. Arrangements should be made to ensure that rooms containing toilets or washing facilities are well lit and kept clean.



## Cleaning Supplies

All cleaning supplies must be kept where they cannot be accessed by vulnerable persons and stored in a ventilated, securely locked area which is not near sources of heat.

### Regulations

Under the **Control of Substances Hazardous to Health (COSHH) Regulations 2002** (as amended) requires employers to assess the risks that arise from the use of hazardous substances, prevent or, if this not reasonably practicable, control exposure to such substances, provide staff with information, instruction and training about the risks, steps and precautions the employer has taken to control these risks.

Under the **Control of Substances Hazardous to Health (COSHH) Regulations 2002** you must ensure that chemicals and dangerous substances are stored and handled in a way that minimises the risks and limits people's exposure to them.





## Office

Plan your office layout by considering capacity (permanent or hybrid working), equipment required, desk arrangements and furniture, space, and traffic patterns. Also consider areas and equipment for quiet working, socialising and collaboration. Have plenty of storage options to keep work areas organised and tidy, and provide recycling bins for disposing of waste.



## Storage

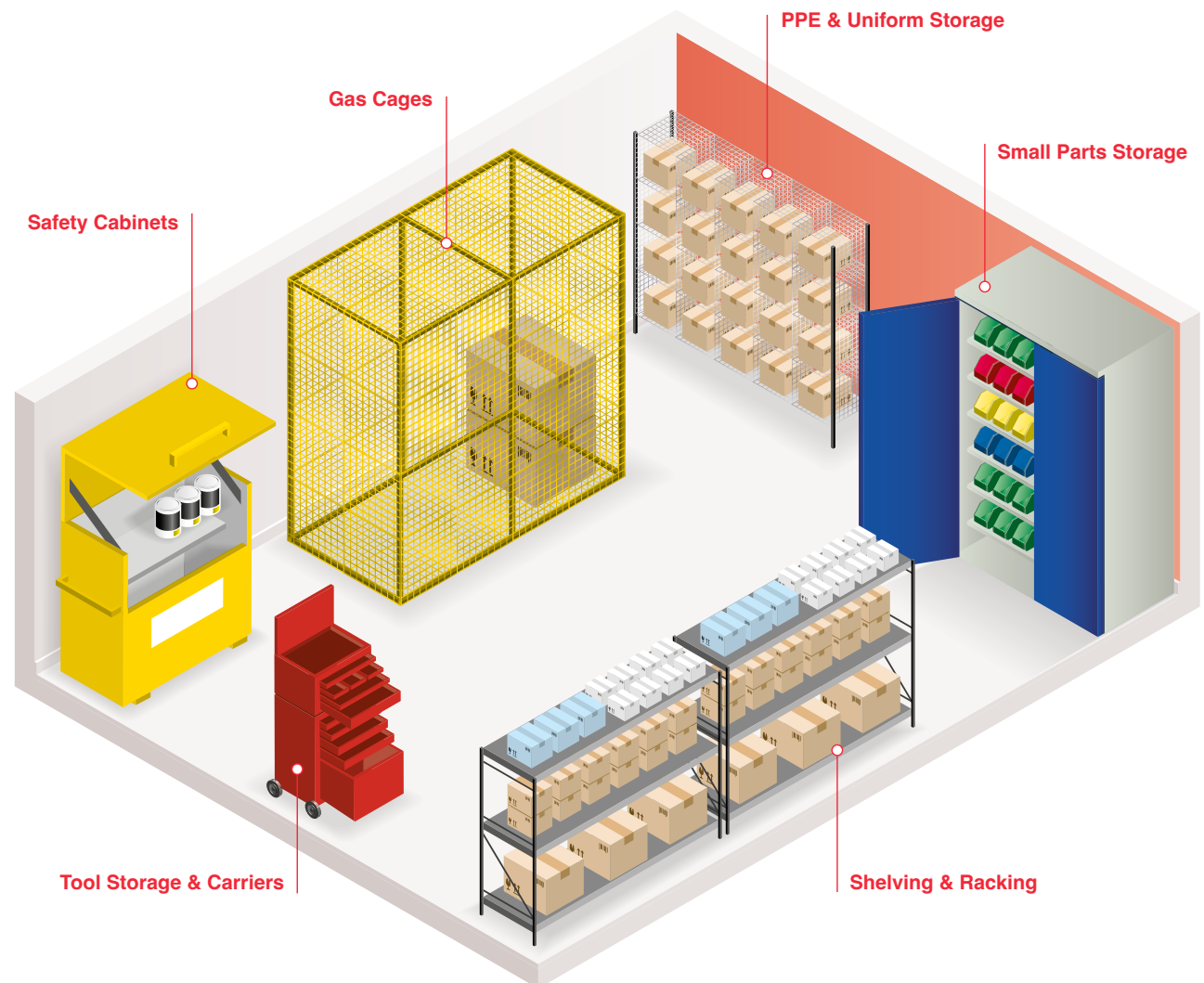
Storage systems should be designed to focus on the nature of items to be stored and the capabilities and limitations of the people using the system.

Storage should accommodate the size and shape of the item being stored:

- Large or heavy items should be stored at easily accessible heights to minimise the demands of manual handling
- Smaller, lightweight, and infrequently handled items should be stored in the lower or higher areas
- Items carried on a trolley should remain on the trolley while in storage
- Flammable, combustible, toxic and other hazardous materials should be stored in approved containers in designated areas that are appropriate for the different hazards that they pose.

## Regulations

The **Control of Substances Hazardous to Health (COSHH) Regulations 2002** stipulates that hazardous substances must be stored in a way that minimises exposure and risk. There should be specific storage spaces for all COSHH substances. Access to these areas should be restricted to authorised personnel only and stringent security measures must be implemented.



## Warehouse

Warehouse flooring needs to be of the highest standards to meet the day to day demands of storing heavy items on racking and the movement of heavy machinery including forklifts and conveyor systems.

You should carefully consider the positioning of any floor identification system as well as the line marking solution, surface preparation and paint type to be used. Consideration should also be given to whether matting should be introduced to reduce the risk of slipping on potentially treacherous surfaces, or to provide fatigue-relief for standing operatives.

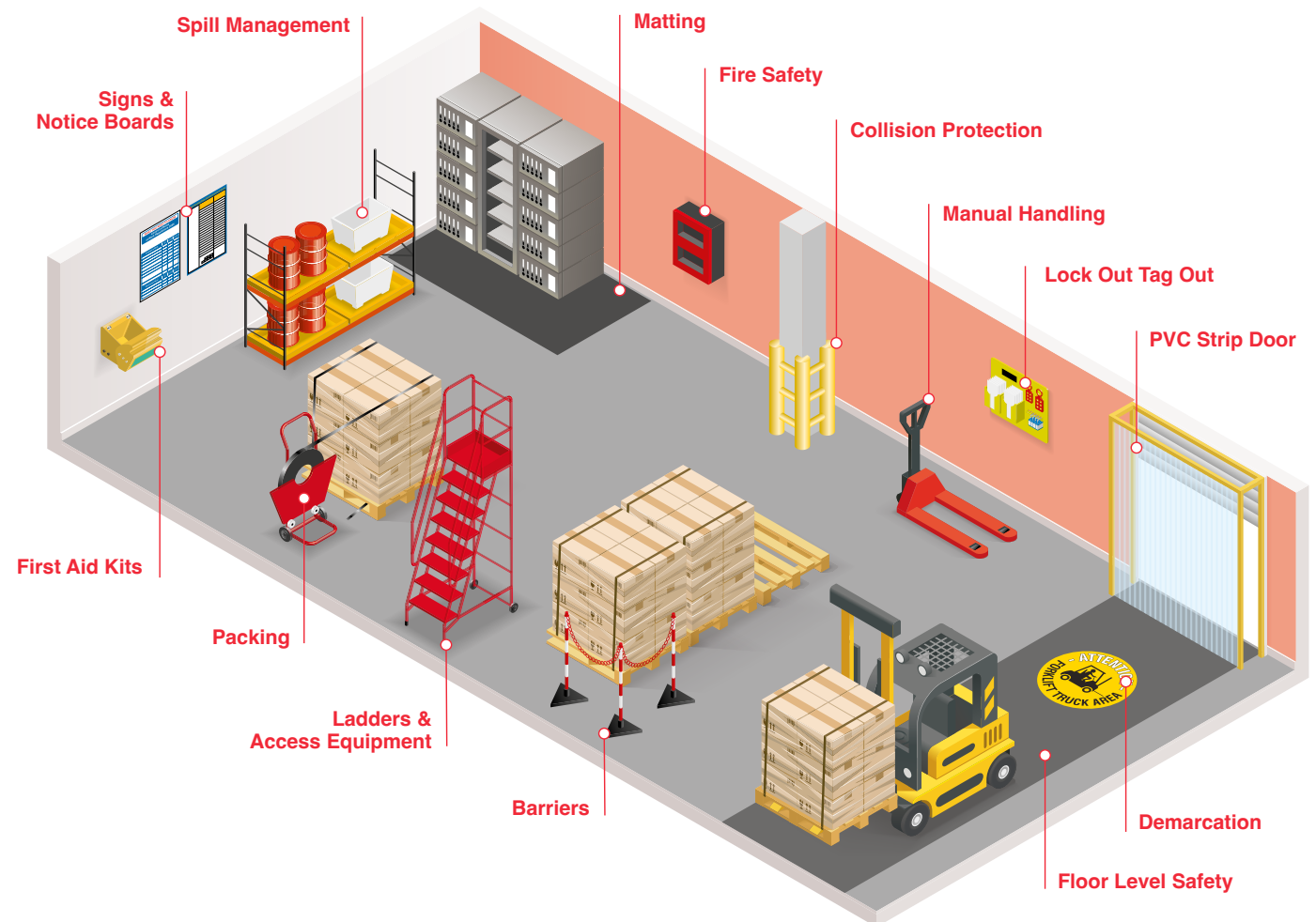
### Regulations

Under the **Health and Safety Act 1974 Regulation** you are required to carry out a warehouse risk assessment and put measures in place to remove or severely reduce any risks that you have identified. Provide your employees with information about the risks and provide any necessary training.

### Lifting Operations and Lifting Equipment

**Regulations 1998 (LOLER)** requires that all lifting equipment must be fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to a statutory periodic thorough examination. All lifting equipment must be properly planned by a competent person, appropriate supervised and carried out in a safe manner.

Under the **Control of Substances Hazardous to Health (COSHH) Regulations 2002** you must ensure that chemicals and dangerous substances are stored and handled in a way that minimises the risks and limits people's exposure to them.



## Maintenance

Maintenance involves keeping the workplace, its structures, equipment, furniture and facilities in good repair and operating efficiently and safely. It includes many tasks including repairing, replacing, servicing, inspecting, and testing.

Regular maintenance is essential to keep the work environment safe and reliable; it also helps to eliminate workplace hazards. It is important that a planned maintenance programme is in place and that all maintenance work is risk assessed before beginning the task.

Workers involved in maintenance tasks should have the appropriate tools and equipment, including appropriate personal protective equipment. You may need to restrict access to the equipment and the area being maintained. Where a worker could be injured by the unexpected start up or release of stored energy during repair or maintenance of equipment Lockout Tagout Tryout procedure should be followed.

## Regulations

**Provision and Use of Work Equipment Regulations 1998 (PUWER)** place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether they own them or not. Equipment must be suitable for the intended use, maintained in a safe condition, used only by people who have received adequate training, accompanied by suitable health and safety measures, and used in accordance with specific requirements.

