

# Health and Safety for Supervisors (Level 3) book

11<sup>th</sup> Edition September 2024

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The following updates have been made to the 11<sup>th</sup> edition of this publication.

Page No	Update comments
General	The design of this edition has been updated throughout.
10	<p>The statistics on this page have been updated to:</p> <p>Approximately 1.8 million people are suffering from an illness or condition they believe was caused or made worse by their work, or work they have carried out in the past. It is estimated that in excess of 35.2 million working days are lost due to work-related ill health and workplace injuries, with an estimated cost of £20.7 billion.</p>
11	<p>The following content has been updated to:</p> <p><b>Legislation</b> The following legislation applies to accident and incident reporting:</p> <p><b>The Social Security Act and Regulations</b> These are concerned with the benefits paid to people unable to work, including injury at work. To assist the determination of the right to benefit under the act, information must be provided in relation to the injuries and diseases that occur as a result of work.</p> <p>To comply with these regulations, employers must record accidents if they operate a factory, mine, or quarry, or employ 10 or more people, that result in a worker being away from work or incapacitated for more than three consecutive days, including weekends and rest days, but not the day of the accident.</p> <p><b>Employee duties</b> An employee must inform the employer, either verbally or in writing, of any injury caused by an accident as soon as practicable after the incident. A completed entry in the accident recording system is sufficient notice of the accident.</p> <p><b>Investigation</b> The employer must investigate the circumstances of every accident that is reported and record any discrepancy from the employee's report.</p> <p><b>Record-keeping</b> The employer must keep the accident recording system readily accessible and enter the appropriate details of any accident that causes injury to an employee. All records must be kept for 3 years. It is advisable to keep records of accidents resulting in personal injuries to minors (under 18) until they reach the age of 21. The prescribed form of record required under these regulations is an accident book, which contains the following information:</p>
14	<p>The statistics on this page have been updated to:</p> <p><b>Accident statistics*</b> The HSE regularly publish statistics on the reporting of fatalities, specified injuries and occupational disease. All the information is on their website <a href="http://www.hse.gov.uk/statistics">www.hse.gov.uk/statistics</a>.</p> <p>There have been 138 workers killed in work related accidents in 2023/2024 (RIDDOR). There were 60,645 injuries reported by employers under RIDDOR. The most common causes of injuries are slips, trips or falls, handling/lifting/carrying, and being struck/hit by moving objects. Common causes of occupational ill health result from work-related stress and musculoskeletal disorders, new or long standing.</p> <p>*Source: <a href="http://www.hse.gov.uk/statistics">www.hse.gov.uk/statistics</a></p>

15	<p>The following bullet point has been added to 'Human factors'</p> <ul style="list-style-type: none"> <li>organisational factors: insufficient communication, absence of safety systems and barriers, inadequate work planning resulting in high pressure, and poor management of health and safety, all contribute to a poor health and safety culture.</li> </ul>
24	<p><b>New text has been added as follows:</b></p> <p><b>Penalties</b></p> <p>The Corporate Manslaughter and Corporate Homicide Act: in very rare cases, organisations are charged with manslaughter (homicide in Scotland) due to a health and safety failure that has resulted in a person's death. The penalty upon conviction is an unlimited fine, and the organisation may be required to publicise its offence and/or address its management failings. Following successful prosecution the penalties can be severe:</p>
47	<p><b>Text has been updated to:</b></p> <p>The European regulation on the Classification, Labelling and Packaging of Substances and Mixtures Regulation (UK) - the CLP Regulation - adopts this standard.</p>
68	<p><b>The statistics on this page have been updated to:</b></p> <p>The construction industry has a very poor health and safety record with 51 deaths in 2023/2024.</p>
79	<p><b>Fire extinguishers have been updated to:</b></p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center; margin: 10px;">  <p><b>Water</b></p> <p>Type of fire: wood, paper and fabrics</p> </div> <div style="text-align: center; margin: 10px;">  <p><b>Foam</b></p> <p>Type of fire: general fires and flammable liquids</p> </div> <div style="text-align: center; margin: 10px;">  <p><b>CO<sub>2</sub></b></p> <p>Type of fire: electrical</p> </div> <div style="text-align: center; margin: 10px;">  <p><b>Wet Chemical</b></p> <p>Type of fire: cooking oil and fat fires</p> </div> <div style="text-align: center; margin: 10px;">  <p><b>ABC Powder</b></p> <p>Type of fire: general fires, flammable liquids, gases and electrical fires</p> </div> <div style="text-align: center; margin: 10px;">  <p><b>D Powder</b></p> <p>Type of fire: combustible metals</p> </div> <div style="text-align: center; margin: 10px;">  <p><b>Fire Blanket</b></p> <p>Type of fire: oil, fats.</p> <p>Use: smothering flames (starvation of oxygen)</p> </div> <div style="margin-top: 20px;"> <p><b>V. Maintenance and refurbishment</b></p> <p>Sources of heat or combustible materials may be introduced into the workplace during periods of maintenance or refurbishment. Where the work involves the introduction of heat, such as welding or roof repairs, this should be carefully controlled.</p> </div> </div>
84	<p><b>The statistics on this page have been updated to:</b></p> <p>It is now universally accepted that work affects people's health. The Health and Safety Executives (HSE) statistics for 2022/23 claim that 1.8 million people in Great Britain were suffering from an illness caused or made worse by work. Around 875,000 workers were suffering from stress, depression or anxiety and 470,000 with musculoskeletal disorders. In the year 2022/23 there were 35.2 million working days lost due to work-related ill health and injury. Work-related ill health is by far the largest cause of lost working days, which stands at 31.5 million, and statistics reveal that 3.7 million days were also lost to workplace injuries.</p>

87	<p>The statistics on this page have been updated to:</p> <p><b>Mental health at work</b>  Work-related stress, depression or anxiety is defined by the HSE as ‘a harmful reaction people have to undue pressures and demands placed on them at work’.</p> <p>The total number of working days lost due to this condition in 2022/2023 17.1 million days.</p>
91	<p>The statistic on this page have been update to:</p> <p><b>Manual handling</b>  Manual handling is the main work activity that causes back disorders.</p> <ul style="list-style-type: none"> <li>· Over 6.6 million working days were lost due to work-related musculoskeletal disorders in 2022/23.</li> <li>· Disorders affect lower limbs 17% (82,000), back 41% (195,000) and upper limbs or neck (196,000).</li> </ul>
125	<p>The following term has been updated to:</p> <p><b>Dry powder chemical extinguisher</b>  Dry powder extinguishers extinguish fires by forming a barrier between the fuel and the oxygen source, effectively smothering and suffocating the flames. These extinguishers contain a multipurpose powder, such as monoammonium phosphate, and are suitable for use on Class A, B, and C fires. Specialised options are available for Class D fires.</p>
130	<p>The following information has been added to the term Fire extinguishers:</p> <p>Dry chemical powder ..... Blue/purple</p>

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