

Line Managers must also assess the needs of disabled staff, prisoners and others in their area and make appropriate arrangements for their evacuation and these procedures must be included in any fire drill and risk assessments/safe system implemented.

### **3.8.3 Evacuation of the Disabled (Less Mobile/Wheelchair Users)**

The Head of Health Care and Line Managers with these categories of persons must complete a risk assessment and implement procedures to be utilised in the event of evacuation. The procedures must be brought to the attention of staff and documented at briefings and meetings.

### **3.8.4 Bomb and Bio-Hazard Threats**

It is the Governor's policy to treat as genuine and serious any threat or suspect package. Preservation of life is the first priority and takes precedence over property and security. Line Managers will ensure that staff are aware of all emergency procedures and that all new staff receive instruction on security, safety and emergency procedures as part of their induction.

### **3.8.5. Cell Fires**

Cell snatch rescue and fighting cell fires is a dangerous procedure, Line Managers and staff are advised to read the procedure to be followed, as indicated in the Risk Assessments. Fire Officers should ensure that instructions are reinforced periodically via bulletins.

Fires may be started as diversionary tactics and staff must adhere to the following procedures:

- Raise the Alarm
- Safe Life i.e. consider evacuation
- Fight the Fire – only if it is safe to do so.

## **3.9 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGS 2002**

To comply with the Control of Substances Hazardous to health Regulations (COSHH), the Governor will ensure that the exposure of employees, prisoners and others to hazardous substances and processes is prevented, or if this is not reasonably practicable, adequately controlled. COSHH assessments will be undertaken by the Line Manager, trained personnel and with assistance from the Safety Adviser. Copies of the relevant assessment together with the data sheet will be sent to the relevant departments prior to the issue of that substance.

Any equipment provided for the control of exposure to substances hazardous to health, including PPE would be risk assessed, stored properly, regularly tested and inspected in accordance with regulations. This would include equipment such as, breathing apparatus and local exhaust ventilation systems.

The Governor will arrange for health surveillance of any member of staff or prisoner wherever necessary in accordance with Regulation 11 of COSHH. All staff, prisoners and others who come into contact with any substance requiring an assessment will be provided with adequate information and training in accordance with Regulation 12. All COSHH assessments will be reviewed as part of the annual audit and a central register of assessments, data sheets will be held in a designated area.

A safe system of work must be provided where necessary and will ensure that any person who uses the substance should be informed and trained in its use, together with the safe



system of work. Staff in charge of prison parties will be alerted to the possibility that prisoners may misuse substances and their use should be restricted to those staff and prisoners under their immediate continuous supervision and control.

No substance will be stored anywhere other than the proper designated storage areas; no hazardous substance will be issued without the appropriate warning labels. (See annex 8) **A specimen assessment sheet can be obtained from the Health and Safety department when required.**

### **3.10 HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGS 1992**

Information Technology is contained in PSO 3806 and Home Office Notice 30/1993. The Governor endorses paragraph 9 as part of his Health and Safety Policy, namely:

- i) Where staff are working with VDU's, jobs are designed wherever possible to allow people to take natural breaks, thus ensuring the visual and postural fatigue do not occur. Where this is not possible, formal rest breaks will be provided.
- ii) The Governor will give sympathetic consideration to those staff who, for medical or related reasons, cannot adapt to the use of IT equipment. Line Managers will do their best to find alternative work for such and also to ensure that such redeployment does not result in loss of career opportunities for the individual concerned.
- iii) The Governor will endeavour to allay the fears of those women who are expecting or intending to become, and are concerned about the prospect of working with VDU's.

The Governor will ensure, through the workstation assessment co-ordinator (t  
, ) that each workstation is assessed and that any deficiencies are rectified.

### **3.11 PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998**

In accordance with Regulation 5(1) the Governor will ensure that all work equipment under his control is so constructed or adapted as to be suitable for the purpose for which it is used and that all items of work equipment comply with the stated requirements. Machinery on hire will be inspected before use to ascertain compliance with regulations and that a safe system of work is implemented. In addition, any new equipment procured will be assessed prior to purchase with Health and safety being of prime importance.

The Governor via the Head of Works will ensure, through Planned Preventative Maintenance that work equipment is maintained in an efficient state, in an efficient working order and in good repair. Specialised items of plant and machinery are subject to planned maintenance and inspections by qualified and authorised personnel.

Line Managers must make regular inspections of plant and machinery, including office equipment (seating and desks etc) to ensure that the safeguards are in place. Furthermore, that protective equipment or clothing is available and worn where necessary.

All efforts will be made to avoid the use of work equipment that is likely to involve risks to health or safety. Where such a choice is unavoidable however, the governor will ensure that the use of that work equipment is restricted to those persons trained and authorised to use it and that they are provided with adequate health and safety information and instruction pertaining to the use of such equipment. Training in the use of work equipment and in the risks entailed and precautions to be taken will be extended not only to personnel using the equipment but also to managers/supervisors.



The Governor shall ensure that all guarding necessary is taken in accordance with the hierarchy of levels as specified in Regulation 11(2). Additionally, that all measures are to be taken to ensure that such guards are suitable for the purpose for which they are designed and of sound material, good construction and maintained in efficient and good repair. The Governor shall also ensure that all equipment is marked clearly in regard to health and safety and that all necessary warnings or warning devices incorporated into/ on to work equipment is unambiguous, easily seen and easily understood.

New machinery and plant brought into the establishment will comply with regulation 10 and must be brought to the attention of the Health and Safety Adviser. The Supplies E.O. will ensure that health and safety is of prime importance prior to any purchase being authorised and items will be vetted for health and safety, with advice being sought from the Health and Safety Policy Unit, if necessary. In addition, risk assessments, safe systems of work, electrical/equipment testing, noise and COSHH assessments will be undertaken before the issue and use of any item from the main stores.

All Woodworking machinery will be used in accordance with **The Safe Use of Woodworking Machinery (ACOP L114)**. In addition, electrical and or mechanical braking mechanisms will be fitted to all machinery prior to the dates outlined on page 321 of the ACOP and machinery will be taken out of service if compliance cannot be obtained.

The Head of Works will ensure that Pressure Systems are visually inspected every 12 months and that a full-certified inspection takes place every 2 years. In addition, steam boilers will be inspected every 12 months and Local Exhaust Ventilation (LEV) will be checked every 14 months.

### **3.12 LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998**

The Head of Works is responsible for ensuring that all lifting equipment is recorded, maintained, tested and inspected every 6 months this includes such items as chains, harnesses, eyebolts, steel or fibre ropes and passenger lifts.

Forklift Trucks must be inspected daily by the operator prior to use and any defects repaired immediately. The keys must be removed when the truck is not in use and immediately locked away if the truck becomes unserviceable. Only trained personnel must be allowed to use the trucks and portable-warning signs must be used to indicate the presence of forklift operation in progress.

### **3.13 PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992**

The Governor shall ensure that suitable personal protective equipment is provided to his employees who may be exposed to a risk to their health or safety at work, except where such a risk is adequately controlled by other means. PPE will always be seen as the last resort.

The Line Manager in charge of the area concerned will be responsible for ensuring that all PPE provided is worn as necessary that it is maintained in efficient working order and in good repair and that all defective equipment is reported.

All employees required to use PPE will receive such information, instruction and training as is appropriate. This is to ensure that they are aware of the risks that the PPE will avoid or



limit, the manner in which the PPE is to be used and any action to be taken to ensure such equipment remains in good working order and repair. All PPE will be kept in suitable accommodation.

Assessments will be undertaken by a competent person prior to the purchase of all PPE to ensure that the equipment purchases is suitable to the task for which it is intended. That person shall specify any particular procedures to be put in place i.e. training, accommodation, usage, cleaning etc.

### **3.14 MANUAL HANDLING OPERATIONS REGULATIONS 1992**

The policy of the establishment will be, so far as it reasonably practicable, to avoid the need for employees, prisoners and others to undertake manual handling operations which involve a risk to their health or safety by making suitable and sufficient assessment of all such manual handling operations. Where it is not reasonably practical to avoid the need for manual handling, all steps will be taken to reduce the risk of injury to the lowest level reasonably practicable by further assessment of the task, load, environment and individual capability, using kinetic lifting as a last resort.

The Governor is committed to ensuring that all employees who may need to undertake manual handling operations at work are given training in manual handling assessment and kinetic lifting techniques.

### **3.15 NOISE AT WORK REGULATIONS 1989**

Industries and Works Department are the areas, which may expose staff and prisoners to high levels of noise. These areas have been assessed and will be reviewed periodically to ensure staff; prisoners and others are not exposed to noise hazards.

Where building work will involve exposure to high levels of noise, advance information of the work and its likely duration will be provided. Occasionally, building operations may be restricted to specific times during the day, or in extreme cases work may be carried out when the building is unoccupied.

The Home Office Health and Safety Adviser will undertake noise assessments, and the results will be recorded and actioned where necessary. Any findings will be added to the Noise Policy Documents of those areas involved and the Head of Works will arrange for these to be reviewed when necessary, or at least every two years.

### **3.16 ELECTRICITY AT WORK REGULATIONS 1989**

The Head of Works is responsible for ensuring that testing is carried out on all electrical equipment, including portable appliances and all equipment, regardless of origin, must be bar coded to enable accurate records of electrical equipment and testing to be maintained. Live working must always be avoided and permit to work systems implemented.

Personnel must be fully trained to work with electricity and their competencies and knowledge must be maintained. Staff must not use electrical tools and equipment for their own use and Construction Unit guidelines and PSO 5900 rules apply.



### 3.17 IONISING RADIATION REGULATIONS 1985

All staff below are trained as Radiation Protection Supervisors (RPS) for the establishment and must ensure that local rules, regular inspection programmes and safe systems of work are followed. The x-ray units situated in the Healthcare Centre, Gate RID and Visits areas will only be operated by those members of staff who have received specialist training in accordance with PSO 3842 and PSO 3843.

Reports following visits from the National Radiation Protection Board (NRPB) Radiation Protection Adviser (RPA) will be held on file with action taken within three months by the RPS and a copy will be available from the Health and Safety Adviser and also at their point of use. The Radiation Protection Co-ordinator is [REDACTED] All Radiation Protection Supervisors will be appointed in writing in accordance with Regulation 14.

The Radiation Protection Supervisors are: -

- [REDACTED] Works
- [REDACTED] Works

### 3.18 HEALTH AND SAFETY (FIRST-AID) REGULATIONS 1981

Healthcare Centre personnel and or qualified first-aid volunteers will administer initial treatment until a casualty can be safely moved to a hospital or be placed in the care of their own doctor. Where a qualified person is not available an appointed person (emergency trained) will be notified.

First-aid instructions will be displayed in all work areas and will identify the location of the first-aid box and the name of the appointed first-aider. All official vehicles will carry first-aid kits and staff on escort duties away from the establishment will be provided with first-aid kits.

The Healthcare Centre will be responsible for ordering, holding and replenishing initial stocks. Line Managers are responsible for ensuring that regular inspections are made of the first-aid kits and ensure that whenever the first-aid kit is used, it is restocked and re-sealed.

In accordance with IG32/1996 Line Managers must complete a Risk Assessment in respect of the First-Aid arrangements for their area for day and patrol state, as appropriate. Areas with a greater risk of injury, i.e. Works Department and Workshops may need to consider additional training. Emergency Medical Kits/Bomb Blast Kits are readily available to deal with major incidents. In addition, all residential areas will hold kits specially designed to deal with attempted suicide or self-harm. All injuries sustained by staff, prisoners and others must be entered in the Accident Book BI510. Form HF008 must be completed for all accidents and in addition an F213 for prisoners.

### 3.19 SAFETY REPRESENTATIVES AND SAFETY COMMITTEES REGS 1977

Safety representatives are employees appointed by their trades union to represent groups of employees on health and safety matters. Their functions are as follows:

Be aware of the legal requirements relating to the health and safety of persons at work, particularly the person they directly represent.



Be aware of the Health and Safety Policy of their employer and the organisation and arrangements for fulfilling that policy.

Encourage co-operation between the employer and employees in promoting, developing and checking measures to ensure the health and safety of employees.

Consult with the employer on health and safety matters; investigate potential hazards and dangerous occurrences at the workplace.

Make representations concerning hazards, dangerous occurrences, accidents, and general matters affecting health, safety and welfare of employees.

Attend meetings of the Safety Committee in their capacity as safety representative.

The Governor is committed to ensuring consultation is undertaken at the earliest opportunity and has initiated a Joint Initiative on Health and Safety. Facilities and equipment for representatives to fulfil their function have been made available. In addition, the appointed Health and Safety Adviser is available for advice and guidance and the Governor encourages the progression of health and safety training for all staff.

### **3.20 DISABILITY DISCRIMINATION ACT 1995**

The Governor is dedicated to the prevention and discriminatory practices towards disabled persons and all staff, prisoners, visitors and contractors have a responsibility to assist the Governor to comply with this statutory duty. The definition of a disabled person is:

**"A person who has a physical, sensory or mental impairment, which has an effect on their ability to carry out normal day to day activities"**

The Personnel Department must be contacted on all matters relating to Disability to ensure that wherever practicable PSO 2855 is implemented.

### **3.21 THE HIGHLY FLAMMABLE LIQUIDS AND LPG REGULATIONS 1972**

#### **3.21.1 Storage of Highly Flammable Liquids**

Flammable liquids must be kept within a fire resistant structure when not in use and storage must not exceed 50 litres in a suitable container, as per Safety Guidance No 28. Other flammable liquids such as paint, solvents and petroleum-based adhesives should also be stored in a fire resistant structure when not in use. All storage must be adequately signed to indicate the hazard.

#### **3.21.2 Liquefied Petroleum Gases (LPG) and Other Gases**

All compressed gases will be used and stored in accordance with Safety Guidance. The Works Department and the Healthcare Centre are the only areas where gases will be stored under conditions set out in SGN. The equipment used to convey, store and use gases will be subject to regular inspections by Head of Healthcare Services. All storage areas will be adequately signed to indicate the hazard.



### **3.22 SAFETY SIGNS AND SAFETY SIGNALS REGULATIONS 1996**

Line Managers must ensure that Safety Signs are available, current and visible in their area and displayed wherever a significant risk to health and safety is posed. The Works Department must ensure that Safety Signs are fitted, replace and renewed as necessary.

All staff, prisoners, visitors and contractors must obey the instructions on the sign. Annual audits are conducted to ensure signs are in place but Line Managers, staff and others should periodically inspect their working environment to ensure the signs have not become damaged, removed or obstructed. A small repair request must be submitted if signs become damaged and need replacing.

### **3.23 INFECTION AND CROSS-CONTAMINATION CONTROL**

#### **3.23.1 Infection Risks**

The Head of Healthcare Services will notify the Governor of any prisoner suffering from a contagious or infectious disease. Members of staff are under a duty to notify personnel if they are suffering from a contagious or infectious disease.

#### **3.23.2 Infection Control**

The notion of categorising patients into infection-risk groups will be rejected. While, the Directorate of Healthcare recommends special precautions for treating patients known to be carrying blood-borne viruses such as Hepatitis B and HIV, many patients will not have been identified and the only safe approach is to assume that any patient may be a carrier. PSO 3845 refers to these situations and provides advice. It is essential, in order to prevent cross-infection to always employ good clinical practices, as outlined in the Infection Control Policy Document, the contents of which are as follows:

- Basic Hygiene practices including the treatment of blood body fluid spillage.
- Decontamination of used medical instruments.
- Protective clothing and the avoidance of needle stick injuries.
- Clinical waste disposal.
- Resuscitation (particularly mouth to mouth).
- Immunisation against Hepatitis B.

All Healthcare staff will be issued with a personal copy of the Infection Control Policy and it will be brought to the attention of all staff. Copies will be held in the Healthcare Centre for easy reference and additional copies will be made available for all interested parties on request. This Establishment has in place a communicable diseases working party, this group meets on regular basis.

Prisoners will be advised upon reception of the dangers of HIV and Hepatitis B as per PSO 3845. Staff and Prisoners will be afforded the opportunity of a course of immunisation against Hepatitis B. Furthermore, PSO 3805 refers to Zoonotic Infections and Line Managers should risk assess their area and implement suitable procedures.

#### **3.23.3 Hygiene**

The establishment will conform to the Hygiene in Prisons Manual wherever practicable. All staff, prisoners and others involved in the preparation or serving of food will be cleared by



Healthcare prior to taking up work. Initially, awareness training will be provided, followed by a Basic Food Handling Certificate Level, arranged by the Education Department.

#### **3.23.4 Laundry**

Arrangements are in place for the laundering of soiled and fouled linen, which is classed as infected. All items will be bagged in soluble bags at source, with the soluble bag placed in a white and red striped outer bag. All such laundry will be handled by staff and inmates wearing protective clothing and will go through a specially heated washing process. Best practice would be to assume that all linen/clothing is infected and wear protective clothing.

#### **3.23.5 Blood Spillage**

Blood spillage kits are available in all areas to enable the safe and effective cleaning up of blood and body fluids. Residential areas and the Segregation Unit will hold a stock of these, which can be replenished, via the Healthcare Centre. On occasions, it may be necessary to clean and disinfect a soiled or 'Dirty Protest' cells. When this situation arises, the services of an industrial specialists will be used who are contracted and trained to undertake the work.

#### **3.23.6 Waste Management**

The Governor will ensure that so far as is practicable waste will not be allowed to accumulate in the workplace, except in suitable receptacles. Prison protocol dictates that, in accordance with the Environmental Protection Act 1990, all such waste is disposed of via registered carriers, and that when it is transferred, it is done so under the cover of a written description of the waste involved.

#### **3.23.7 Personal Hygiene**

Staff, prisoners and others should actively encourage maintaining personal hygiene standards in respect of hand washing. Washing your hands frequently can reduce the spread of cross-contamination and infection. Wherever possible, personal protective equipment such as gloves and aprons etc should be worn and hand washing should take place following removal or contact with potential contaminants.

#### **3.23.8 Pest Control**

Works Department are responsible for ensuring that the pest control contract is maintained and staff must utilise the small repair system to inform them of any increased activity.

#### **3.23.9 Legionnaires Disease**

Works Department are responsible for ensuring that all tests involving water systems are carried out.

Legionnaires' disease is a type of pneumonia that is caused by Legionella, a bacterium found primarily in warm water environment. Legionnaires' disease develops within 2- 10 days after exposure to legionellae, initially symptoms may include loss of energy, headache, nausea, aching muscles, high fever and chest pains.



### **3.24 Searching**

All staff undertaking searching will be aware of the findings of the Risk Assessments and searching is covered in greater depth in the Security Manual, which is available in all areas. The assessments will be regularly reviewed and amended by the Line Manager. Staff must visually inspect the area to be searched for hazards such as sharps, electric cables, body fluids and kinetic lifting/slip/trip/fall risks.

All plant rooms; substations, electrical rooms and boiler-houses must not be routinely searched without an authorised member of the Works Department present. In the event of an emergency, the Orderly Officer should hold a passkey and additional keys are available at the gate.

High voltage substation keys are locked in a special safe in the gate lodge in a sealed pouch. These areas should not be entered without the permission of an authorised member of the Works staff, i.e. a Line Manager. A competent person will supervise entry into these areas. If the seal is broken on a key pouch a memo must be submitted to the Governor explaining the circumstances.

There are special rules for searching of roof voids more than 4.5 metres high. If a ladder is required to gain access a Works Officer should be used for the search and or a Risk Assessment conducted. If access is by other means, then discipline staff may search these areas. All officers must be aware of the dangers of roof lights, ventilators and permit to work procedures for confined spaces etc. Particular care must be taken not to stand or walk on roof lights over covered passageways.

### **3.25 CONTROL OF ASBESTOS AT WORK**

The Competent Appointed Person at the establishment is a PO of the Works Department and any matters relating to this subject should be referred directly to him for consideration.

In addition to the specific asbestos legislation other statutory requirements will apply including the Health and Safety At Work Act 1974 the Management of Health and Safety At Work Regulations 1999 and the Construction [Design and Management] Regulations may apply in certain circumstances.

The establishment will appoint an Asbestos Manager who will receive training to perform the role and who will be responsible for keeping, reviewing, updating and maintaining the asbestos register and providing information to any person required to undertake any work where they are likely to be exposed to asbestos in the establishment.

While it is appreciated the every precaution is taken to reduce the risk of exposure to asbestos, there is always a possible risk. See ANNEX 5

### **3.26 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS**

The Works Contract Principal Officer will ensure compliance with all contracts that fall within the remit of these regulations. This includes reviewing tenders to ensure competency by exchanging Health and Safety Information i.e. Policies, Risk Assessments, Safe Systems of Work and Method Statements.

The Contracts PO will ensure that a competent Planning Supervisor is appointed and that all notifications are sent to the relevant statutory bodies and displayed as necessary prior to the commencement of the contract. In addition, the Contracts PO will allow sufficient time for consultation to take place with all parties likely to be affected by the proposed contract.



This may involve inviting them to comment within a reasonable timescale on any proposals and obtaining guidance from the establishment's Health and Safety Adviser.

Throughout and at the completion of the project the Contract PO will ensure the work is and has been completed to an acceptable standard and monitor the same for potential breaches. All relevant paperwork including the health and safety and safety file must be available for inspection and the principles indicated within PSO 5900 must be applied.

It is anticipated that all contracts that fall outside the remit of the construction design and management regulations will be conducted in a similar format to avoid confusion. This will afford the Governor and staff the highest level of health and safety protection.

### **3.27 CONSTRUCTION (HEALTH, SAFETY AND WELFARE) REGULATIONS**

Contracts Principal Officer, will ensure that contractors are provided or provide for themselves suitable and sufficient arrangements to comply with these regulations.

This information will be included in the pre-tender arrangements and confirmation will be received prior to the commencement of any project. Works personnel will be allowed to utilise the facilities available on site and these arrangements must also be clearly documented. The contracts PO must monitor compliance with these requirements throughout the duration of the project.

### **3.28 HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATION 1989**

Employers must provide health and safety information to their employees, but the nature of the workplace in question will determine what information and how much. Health and Safety information booklet has been produced and can be found on the intranet, by highlighting organisations – HMP Manchester – Health and Safety

### **3.29 HEALTH AND SAFETY (TRAINING FOR EMPLOYMENT) REGULATIONS 1990**

Employees must received relevant training, in accordance with laid down procedures. The training department arranges this; this training will enable them to carry out their employment in a safe manner. Health and Safety training is given on induction, at which time relevant information is discussed.

### **3.30 OCCUPATIONAL HEALTH MANAGER**

Occupational Health Manager is situated in the Admin building; their task is to deal with all health related issues that may arise with staff. Offers of support and advice will also be given to be given to all staff who attends a surgery. Occupational health and personnel department will drive health promotion within HMP Manchester; these may include Hepatitis B programme, Alcohol & Drugs Policy, Stress Management, smoking, disability, Blood pressure checks and any other health matter that may affect a member of staff.

### **3.31 The Work at Height Regulations 2005**

This legislation brings together principles relating to work at height already enshrined in existing legislation, such as Construction (Health, Safety and Welfare) Regs, 1996 (CHSWR), the Workplace Regulations 1992, & certain other legislation. The intended concept behind this new legislation is that any work at height activity should be given consideration, i.e. do you need to it, can you work from an existing place, and do you need work equipment.