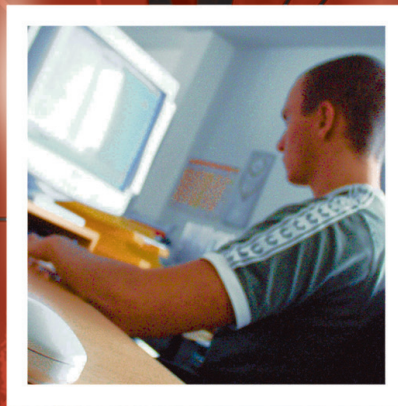




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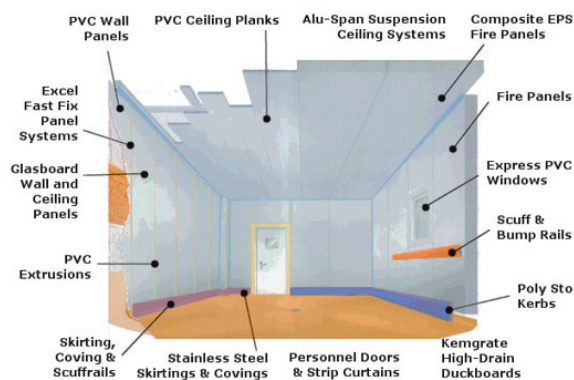
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## Foreword

I am pleased to welcome you to this third edition of our Health and Safety at Work Handbook. This will provide you with information and practical advice on how to comply with the health and safety legislation that affects your business.

One of Trafford Metropolitan Borough Council's aims is to increase the safety of individuals and communities. Workplace safety is an important element of this overall objective, and for many years the Council has sought to work with businesses to achieve high standards of health and safety, with the infrequent need for enforcement action.

The handbook provides useful advice on health and safety management and the law. However, it is by no means exhaustive and details of further reading are included. If you have a particular problem, are thinking of starting a new business or changing your existing premises or practices, officers from the Public Protection Service will be pleased to provide you with advice.

Good health and safety practices do not just happen by chance. They need to be managed just like any other aspect of your business. We look forward to your continued co-operation in securing improvements in health and safety standards for everyone in workplaces across Trafford.



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## Introduction

Trafford Metropolitan Borough Council is committed to working with businesses to achieve healthy and safe workplaces for people who work in or visit businesses in the Trafford area.

The need for safety awareness in business cannot be over emphasised. Nationally about 300 people are killed in accidents at work each year and several hundred thousand are injured. Many of these injuries occur in small businesses. The cost of accidents is immense, both in personal terms (pain, suffering and loss of earnings) and the cost to business (staff absences, damage and increased insurance premiums).

This handbook has been produced to assist employers and the self employed to comply with the law, which places great emphasis on self-regulation of the workplace. It is intended to be a useful guide, with references providing additional information, to allow your company to review current health and safety arrangements and so help prevent avoidable accidents and ill health.

If you require further advice or assistance please contact us:

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Trafford Town Hall  
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Institute of Occupational Safety and Health [www.safestartup.org](http://www.safestartup.org)



## Health and Safety Laws

The Health and Safety at Work etc. Act 1974 is the main law. It covers all work premises and everyone at work.

It says that you as an employer, or self employed person must look after yourself, everyone working for you and anyone who could be affected by what you do – including the public.

There are other laws and regulations. Some of these are referred to in this booklet. You must find out which laws apply to you – you can ask your trade federation, chamber of commerce or your local health and safety inspector.

You have legal responsibilities for the safety of people in relation to the following: -

- ◆ Working procedures must be safe and healthy.
- ◆ The workplace must be safe, clean and healthy.
- ◆ Machines must be safe to use.
- ◆ Health risks must be properly controlled.
- ◆ Transport must be controlled, including fork lift trucks.
- ◆ Manual lifting/handling must be reduced as much as possible.
- ◆ Make sure people don't climb in the workplace and, if they have to, that they take the right safety precautions.
- ◆ If the workplace is noisy find out how serious it is and if necessary do something about it.
- ◆ If you use computers make sure that you avoid the risks by having good equipment, a well designed workplace and careful design of jobs.
- ◆ Maintain electrical and gas appliances in a safe condition.
- ◆ Plan for things that might go wrong e.g. fires or accidents.

The remaining chapters in this book will give you simple guidance on what you need to do to protect people.

## **Further Reading**

*Essentials of Health and Safety at Work. ISBN 0 7176 6179 2 (priced)*

*HS(G)65 Successful Health and Safety Management*

*ISBN 0 7176 1276 7 (priced)*

*HSC 13 Health and Safety Regulations (free)*

*C1500 Health and Safety Law – What You Should Know*

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## Health and Safety Inspectors

Health and safety laws in Trafford are enforced by an Inspector from Trafford Metropolitan Borough Council or the Health and Safety Executive. See 'Getting More Help' to find out which is your enforcing authority.

The enforcing authorities do more than just enforce the law. Much of their activities involve giving advice to people to help them meet the legal standards.

Inspectors do have a wide range of powers, which include right of entry to your premises, the right to talk to your employees and make investigations. They have the right to take photographs and make copies of documents. They also have the right to take away equipment for examination or as evidence.

Inspectors may visit your business without prior notice but you are entitled to see their identification before letting them in. The Inspector will treat you courteously and fairly. Normally their duties are carried out informally and with the co-operation of employers. If there is a serious problem, Inspectors may issue notices requiring you to make improvements within a fixed period of time. They may also issue notices to stop a process or the use of dangerous equipment if there is a risk of serious injury to people.

If you receive a notice you have the right to appeal to an Employment Tribunal.

Inspectors do have powers to prosecute a business or individual for breaking health and safety laws but this would normally only be considered as a last resort or where the offence is serious. They will take into account your attitude and safety record.

Fines for Health and Safety offences can be up to £20,000 per offence, on conviction in the magistrates court or unlimited in the crown court.

If you are not satisfied with the way you have been treated you can take the matter up with the Inspector or the Inspector's Manager, whose name is on all letters.

### **Further Reading**

*HSC 14      What to expect when a Health and Safety Inspector calls (free)*



## Safety Documents

The following is a list of the common safety documents that will be required to be kept. If an Inspector visits you he/she may wish to see these documents.

You may need some or all of these documents depending on your business.

Written Safety Policy: for employers with five or more employees.

- ◆ Record of findings of Risk Assessment: for employers with five or more employees (some employers may also require records of assessments for manual handling, display screen equipment, control of substances hazardous to health).
- ◆ Accident records.
- ◆ Accident reporting forms (F2508).
- ◆ The poster "Health and Safety Law What You Should Know". Alternatively a leaflet of the same name may be given to each employee.
- ◆ Records of statutory examination of lifts, hoists, other lifting equipment, or pressure systems, (usually done by an insurance company).
- ◆ Employers' Liability Insurance Certificate: must be displayed by employers.
- ◆ Fire Certificate (if required).
- ◆ Staff training records.
- ◆ Record of location and condition of any Asbestos Containing Materials in the building.

## Safety Policy

If you have five or more employees you must have a written safety policy. A safety policy is a document, which helps to clarify who is responsible for what and what your safety procedures are.

Policies should contain the following and be reviewed from time to time:

- ◆ A statement of your commitment to health and safety – what you are going to do.
- ◆ Details of how you are organised and how the policy will be put into practice – who is going to do what?
- ◆ Details of the health and safety risks present in your workplace and what you are doing to prevent those risks causing harm.

You may find that the policy is best linked with the risk assessment.

A skeleton policy statement and guidance on how to use it is available from HSE books. This is called “An Introduction to Health and Safety – Health and Safety in small businesses.”

### **Further Reading**

*Booklet INDG 259 – An Introduction to Health and Safety – Health and Safety in small businesses (free).*



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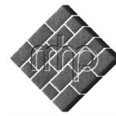
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## **Risk Assessments**

Most businesses have hazards, which may affect health and safety at work. Many small businesses find risk assessment difficult but you must make an assessment of the risks in your business regardless of its size.

The regulations require that you consider young people (those who are not yet 18 years old) and new and expectant mothers.

An assessment of risk is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether or not you have taken enough precautions to prevent harm. The aim is to make sure that nobody is injured or becomes ill.

Many small businesses can do the assessment themselves particularly where there are few risks. For more complex activities you may have to get somebody to help do the assessment.

### **How to do an Assessment**

The first step is to look for the hazards in your business. You may think that there are no hazards in your workplace but if you step back and think about what you do, or take a walk around the business, you may see a number of hazards.

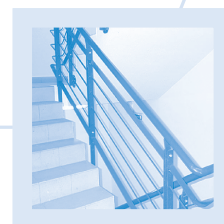
A hazard means anything that can cause harm (e.g. chemicals, electricity, working on ladders etc.)

The next step is to think about what the risk is from the hazards you have seen, and who could be injured or made ill by the hazards.

Risk is the chance, great or small, that someone will be harmed by a hazard.

Next, think about what you need to do to prevent people being harmed and decide whether or not you are doing enough. You can use the information in this booklet as a guide to the standards that you should be meeting, or use the booklets referred to at the end of each chapter. See also "Getting More Help".

If you find something needs to be done to prevent harm you should give priority to the risks which are most serious. You should try to remove the hazard completely but if this is not possible you should find out how to control the risks so that harm is unlikely.



### **Telling People about the Assessment**

You must tell your employees about the risks to their health and safety and the measures that you have devised to control the risks. They must also be trained and supervised in the use of any safety devices or personal protective equipment.

If you share your workplace tell the other employers or self-employed people of the harm your work could cause them.

### **Record the Findings**

If you have fewer than five employees you do not need to write anything down but if you have five or more employees you must record the findings of the assessment.

There is an example of part of an assessment which you may find useful on the following pages of this guide but, by all means, produce one in your own form if it suits you better.

The assessment record should be kept for future use. It can help you if an Inspector calls or if you become involved in an action for civil liability.

### **Reviewing the Assessment**

Things will change with time and you will need to consider whether or not the changes create more risks. If there are substantial changes you should repeat the assessment for the changes and record the fact that you have done this.

Remember – the aim of assessment is not to carry out a complex analysis but to make decisions about what needs to be done to make things safe and healthy. Simple risks can usually be dealt with simply and quickly.

### **Further Reading**

*INDG 163 5 Steps to Risk Assessment (free)*

## RISK ASSESSMENT EXAMPLE

<p>Name: Bakewell Supplies          Address: 22 Any Lane, Trafford          Activity Assessed: Storage of goods in racks</p> <p>Date of Assessment: 1st October 2006          Signed: K. Bakewell</p>			
<b>Hazard</b> (Look for hazards that you could reasonably expect to cause harm - list the hazards in this column)	<b>Who might be harmed?</b> (Identify and list the groups of people who are at risk)	<b>Precautions Taken</b> (Have you taken precautions against the risks from the hazards listed? List the precautions here.)	<b>Is further action needed?</b> (What more could you reasonably do to control the risks? List what you need to do here.)
<p>Possible overload of racks.            Possible overturning of racks.            Individual boxes have to be manually handled.            Possible falls from stepladders.            Forklift traffic.            Use of Stanley knives.</p>	<p>1. Warehouse staff particularly order pickers.</p>	<p>Racks bolted to walls/floors.            Racks checked for damage periodically.            All goods packaged in small cartons, maximum weight 10 kg. Weight marked on all cartons.            Palletised loads placed in racks by forklift.            Forklift drivers all trained.            Authorised drivers only allowed to drive forklift.            Lift trucks maintained and tested.            Wheeled safety ladders used.</p>	<p>Mark safe working loads on all racks (tick) done 10.11.06 KB.            Train employees on correct lifting and splitting down loads to manageable sizes.            Keep drivers under review.            Provide safety footwear to all warehouse employees.            Highlight obstructions and vulnerable equipment in warehouse.            Review use of knives.</p>



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## Safe Working Procedures

Having clear procedures helps to get things right and make sure work is done safely. The need for safe procedures can be identified when you do your risk assessment.

- ◆ Routine work including cleaning.
- ◆ Maintenance work.
- ◆ Emergencies such as fire or spillage's.

Think about: -

- ◆ Have safety procedures been worked out for the job?
- ◆ Are the equipment and tools right for the job?
- ◆ Do workers know about the safety procedures?
- ◆ Are the workers competent to carry them out?
- ◆ Do workers know what to do if something goes wrong?

If you can't answer yes to the five points above the job probably won't be done safely.



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## Training and Information

Employees must have enough information and training on their work. You must:

- ◆ Tell employees about the hazards and how to avoid them.
- ◆ Give specialist training in some jobs.
- ◆ Carry out refresher training when necessary.

It is useful to keep records of the training you have given.

**Health and Safety training to nationally recognised standards and certificated by the Chartered Institution of Environmental Health Officers is offered by Trafford Council's Environmental Health Section.**

Courses are available at both a basic and advanced level, and there are ones covering specific areas like risk assessment.

To find out more details about any of these courses contact:  
0161 912 4916.

### Case Study – Injury at conveyor

An employee was injured when her finger became tangled in goods on a conveyor. The finger was broken in several places and a piece was torn off. She was unable to work for a long time afterwards.

**Comment: There was an emergency stop button close by the employee which she could have operated to prevent the injury. She had started working at the company a few days before the accident but it appears that she had not been told about the emergency stop buttons.**

### Further Reading:

INDG 345 *Health and safety training – What you need to know (free)*



## **Accidents and Emergencies**

As far as possible, accidents at work should be prevented. If you have the proper safety arrangements in place injuries should not happen. Doing a proper risk assessment will help you do this.

If injuries do happen you should have clear procedures for providing first aid, getting assistance, investigating and reporting the accident to the authorities where appropriate (see below)

Proper accident investigation can prevent similar injuries and should be carried out straight away.

### **Reporting Accidents**

Certain accidents, illnesses or dangerous occurrences must be reported to the enforcing authority. See 'Getting More Help' for details of these authorities.

This should be done via the Incident Contact Centre (ICC).

This system allows you to report all cases to a single point, the ICC based at Caerphilly. The Centre means that you no longer need to be concerned about which office and which enforcing authority you should report to.

You can report incidents in a variety of ways, by telephone, fax, via the internet or by post.

Please send postal reports to the following address:

Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

For Internet reports please go to:

Either [www.riddor.gov.uk](http://www.riddor.gov.uk)

Or [www.hse.gov.uk](http://www.hse.gov.uk)

By telephone: 0845 300 9923

By fax: 0845 300 9924

By e-mail: [riddor@natbrit.com](mailto:riddor@natbrit.com)

Alternatively you can continue to report directly to your enforcing authority.

## Case Study – Unreported accident

A warehousing company was fined £750 plus costs for failing to report an accident. The accident came to light nearly two years later when a solicitor pursuing a claim for the injured person asked one of our inspectors for a report on the accident.

**Comment: All employers should be aware of the need to report certain accidents. Injured people often contact the enforcing authority when they are pursuing a civil claim for compensation and if the accident has not been reported legal action may be taken.**

**The following is a guide to when you need to report accidents and how to report them:**

### Death or major injury

If there is an accident connected with work and:

Your employee, a self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or a member of the public is killed or taken to hospital;

- ☎ You must notify the enforcing authority without delay (e.g. telephone). They will ask for brief details about your business, the injured person and the accident; and
- 📄 Within ten days you must follow this up with a completed accident report form (F2508). Definitions of major injuries are given later.

### Over-three-day injury

- 📄 If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must send a completed accident report form (F2508) to the enforcing authority within ten days. An over-three-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including non work days).

### Injuries to members of the Public

- ☎ You must notify the enforcing authority without delay if a member of the public is taken to hospital as a result of an injury from an accident at the work place.



✍ Within ten days you must follow this up with form F2508.

### **Disease**

✍ If a doctor notifies you that your employee suffers from a reportable work-related disease then you must send a completed disease form (F2508A) to the enforcing authority. A summary of the reportable diseases is given later.

### **Dangerous Occurrence**

☞ If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone). A summary of the reportable dangerous occurrences is given later.

✍ Within ten days you must follow this up with a completed accident report form (F2508).

### **Reportable Major Injuries are:**

This list summarises the major injuries

- ☞ fracture other than to fingers, thumbs or toes;
- ☞ amputation;
- ☞ dislocation of the shoulder, hip, knee or spine;
- ☞ loss of sight (temporary or permanent);
- ☞ chemical or hot metal burn to the eye or any penetrating injury to the eye;
- ☞ injury resulting from an electric shock or electrical burn leading to unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- ☞ acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- ☞ acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

## Reportable Dangerous Occurrences are:

This list summarises each of the dangerous occurrences

- ☒ collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- ☒ explosion, collapse or bursting or any closed vessel or associated pipe work;
- ☒ failure of any freight container in any of its load-bearing parts;
- ☒ plant or equipment coming into contact with overhead power lines;
- ☒ electrical short circuit or overload causing fire or explosion;
- ☒ any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- ☒ accidental release of a biological agent likely to cause severe human illness;
- ☒ failure of, industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- ☒ Malfunction of breathing apparatus while in use or during testing immediately before use;
- ☒ Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- ☒ Unintended collision of a train with any vehicle;
- ☒ Dangerous occurrence at a well (other than a water well);
- ☒ Dangerous occurrence at a pipeline;
- ☒ Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- ☒ A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- ☒ Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls;
- ☒ Explosion or fire causing suspension of normal work for over 24 hours;



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- ☞ Sudden, uncontrolled release in a building of: 100 kg or more flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- ☞ Accidental release of any substance which may damage health.

### **Reportable diseases include:**

- ✍ certain poisonings;
- ✍ some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- ✍ lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- ✍ infections such as: leptospirosis, hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- ✍ other conditions such as: occupational cancer; certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.
- ✍ The full list of reportable diseases can be found in the detailed guide to the regulations and in the pad of report forms.

### **First Aid**

All businesses have to make arrangements for first aid treatment. You must have:

- ◆ Someone to take charge in an emergency.
- ◆ A first aid box.
- ◆ Notices telling people where the box is and who the appointed person is.
- ◆ A trained first aider and first aid room if your business is particularly hazardous.

Remember: Qualified first aiders must be trained by an organisation registered with the Employment Medical Advisory Service. See 'Getting More Help' for contact points.

### **Case Study**

An employee in the butchery department of a supermarket had to be taken to hospital for treatment as a result of blood loss because there were no first aid materials or



trained first aider to deal with a knife wound.

**Comment: First aid provision should match the risks in the business. This accident would have been less serious if first aid had been given promptly.**

***Further reading:***

<i>HSE 31</i>	<i>RIDDOR Explained (free)</i>
<i>L73</i>	<i>Guide to RIDDOR 1995 (priced)</i>
<i>INDG 214</i>	<i>First aid at work – your questions answered (free)</i>
<i>INDG 347</i>	<i>Basic advice on first aid at work (free)</i>
<i>HS(G) 245</i>	<i>Investigating accidents and incidents (priced)</i>
<i>INDG 355</i>	<i>Reduce risks- cut costs (free)</i>

## The Workplace

The following standards apply when you have employees.

### Toilets and washing facilities

Provide enough toilets and wash basins for staff. Keep the facilities clean, well lit, ventilated and in good working order. Provide enough hot and cold (or warm) running water, soap and towels (or electric dryers) at the wash basins. The minimum numbers of facilities are shown in the table.

Number of people at Work	Number of water closets	Number of wash basins
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

### Drinking Water

Provide a clearly marked supply of drinking water. The supply must be accessible to employees and should not be in sanitary accommodation, so far as is practicable.

### Temperature of Workrooms

The temperature of workrooms should be comfortable. Keep the temperature up to a minimum of 16°C where people sit at their work. Where work involves physical effort the temperature can be lower at 13°C but no lower.

In summer you should ensure that the workplace does not become excessively hot. A thermometer must be provided to enable the temperature to be checked by employees.

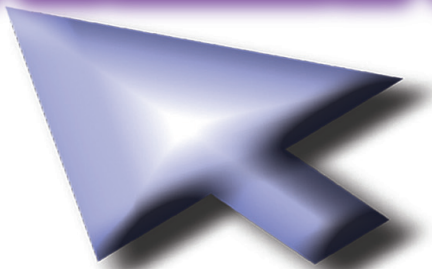
### Ventilation

Provide adequate ventilation to all areas where people work. Fresh air should come from a location which is not contaminated with fumes or dust.



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## Lighting

Make sure that there is enough natural or artificial light to make your workplace and work activities safe. Avoid lights which are too bright or cause glare and make sure lights are in suitable positions.

## Room Size and Space

Workrooms must have enough space to enable people to move about and do their work in comfort. As a minimum each person must have 11 cubic metres of space in the workroom (for a normal height room this is approximately 4 square metres of floor space).

## Workstations

Provide enough space and a suitable layout to workstations to enable work to be performed safely. Where work can be done seated, provide a suitable seat and, if necessary a footrest.

## Clothing

Provide lockers or hanging places to enable workers' own clothes to be stored and where necessary, dried.

## Floors and gangways

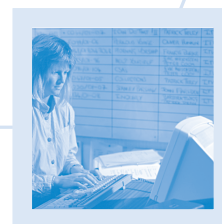
Slips and trips are very common types of accident within all industries. Risk assessments should be carried out to identify and control all slip and trip hazards. Hazard checklists are available to assist in identifying the sorts of things that can go wrong.

## Stairs

Keep stairs clear and in good repair. Make sure that staircases have a suitable balustrade and a handrail. Staircases which are wide, or heavily used may need more than one handrail.

### **Further reading:**

- INDG 244 Workplace Safety Welfare Regulations (free)*
- L 24 Workplace Health Safety and Welfare (Priced)*
- INDG 293 Welfare at Work (free)*
- INDG 173 Officewise (free)*
- INDG 225 Preventing slips and trips at work (free)*
- Trafford MBC Slips & Trips Risk Assessment Pack (free)*
- INDG 212 Workplace Health and Safety: Glazing*



## Work at height

All work at height must be properly planned and organised and undertaken by competent persons. The following hierarchy should be applied to all work at height:

- ◆ Avoid work at height where possible
- ◆ Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- ◆ Where they cannot eliminate the risk of a fall, use equipment or other measures to minimise the distance and consequences of a fall should one occur.

### Window Cleaning

Windows usually need cleaning periodically and cleaners will need safe access to windows. Where your windows cannot be cleaned from the ground you should make sure that one or more of the following is done:

- ◆ Make sure windows can be cleaned from inside e.g. pivot windows.
- ◆ Provide access and a firm level surface for ladders or other mobile access equipment.
- ◆ Where ladders over 6 metres long are needed provide points for tying or fixing the ladder.
- ◆ Provide suitable anchorage points for safety harnesses.
- ◆ If you have a high building, take specialist advice.

### Falls or Falling Objects

Secure fences must be provided where there is a risk of falling a distance liable to cause personal injury. The fencing should have at least two guard-rails and an up-stand or toe-board to prevent objects falling from the edge.

Any openings in fences or floors should be covered. The covers should only be removed for access and be replaced as soon as possible afterwards.

### Case Study – work at height

A driver fell a distance of 3 metres (10 feet) onto a concrete floor in his employer's warehouse. He fell through a loading point on a mezzanine storage area breaking both ankles. He was off work for more than 2 years.

**Comment:** The employee was employed as a casual driver and had only worked in the warehouse on one occasion previously. He had not been told until after his injury that there was a safety barrier which should have been put in place across the opening.

**Further reading:**

- INDG 401     The Work at Height Regulations 2005 – A brief guide (free)*
- INDG 402     Safe use of ladders and step ladders- An employers' guide (free)*
- MISC611     Safety in window cleaning using suspended and powered access equipment*
- MISC612     Safety in window cleaning using rope access techniques*
- MISC613     Safety in window cleaning using portable ladders*
- MISC614     Preventing falls from boom-type elevated work platforms*





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## Workplace Transport

Transport in the workplace causes many serious accidents every year. A wide range of transport is common to many businesses including cars, vans, heavy goods vehicles and forklift trucks.

The following indicates what you need to do.

- ◆ Use risk assessment as a basis for identifying and assessing the risk systematically. Try identifying the hazards associated with vehicle activities in your workplace and assess whether existing precautions are adequate.
- ◆ Check that the layout of routes caters for the safety of pedestrians. Try to keep the public away.
- ◆ Check that suitable safety features are included e.g. signs, markings, speed limits.
- ◆ Check that vehicles are kept in a safe condition.
- ◆ Check that drivers are properly trained and actually drive safely.
- ◆ Keep the need for reversing to a minimum and when it is done that it is safe.
- ◆ Check that loading and unloading operations are carried out safely.

### Case Study – Workplace Transport

A warehouse worker was injured when she went outside the warehouse for a smoke. A forklift truck which was working outside reversed into her causing a compound fracture of the leg.

**Comment: The Workplace Regulations recognise that pedestrians and vehicles are a potentially hazardous mixture. Segregation or safe systems of work could have prevented this accident.**

#### **Further reading:**

- INDG 199 Managing vehicle safety at the workplace (free)*  
*INDG 185 Tractor Action – A step by step guide to using tractors safely (free)*  
*INDG 382 Driving at work – Managing work related road safety (free)*  
*INDG 148 Reversing by vehicles (free)*  
*HS(G) 136 Workplace transport safety (priced)*



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## Work Equipment

There are many hazards associated with work equipment which can cause serious injuries. Even if the dangers are so obvious that you think nobody will take risks near work equipment you are mistaken. You cannot rely on employees to avoid dangerous parts.

The following points will help you ensure that work equipment is used safely.

- ◆ Make sure all dangerous parts are guarded.
- ◆ Provide instruction and training for all operators. Don't allow untrained people to use machines.
- ◆ Make sure controls are properly marked and that emergency stops are brightly coloured and easily reached.
- ◆ Keep work equipment in good working order. Some work equipment (such as lifting equipment and air receivers) must be inspected regularly by a competent person – usually an insurance company engineer.

### **Further reading:**

<i>L22</i>	<i>Safe use of work equipment (priced)</i>
<i>L113</i>	<i>Safe use of lifting equipment (priced)</i>
<i>INDG 339</i>	<i>Thorough examination and testing of Lifts (free)</i>
<i>INDG 291</i>	<i>Simple guide to the Provision and Use of Work Equipment Regulations 1998 (free)</i>
<i>INDG 317</i>	<i>Chainsaws at work (free)</i>
<i>INDG 261</i>	<i>Pressure systems safety and you (free)</i>
<i>INDG 229</i>	<i>Using Work Equipment Safely (free)</i>





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## Electricity

Electric shock, burns, fires and explosions can all be caused by poor electrical standards. Simple common sense precautions can help to reduce the risks in most businesses but if you use electrical equipment outdoors or in flammable, wet or harsh conditions you will need to get specialist advice.

The main points for general safety are covered below.

- ◆ Make sure that all electrical wiring and equipment is sound. If wiring is old or has not been checked for some time it should be inspected by a competent person and repaired if necessary. Portable Appliance Testing (PAT) is a good way of ensuring portable electrical equipment is safe, but is NOT a legal requirement.
- ◆ Check that cables and sockets can cope with the loads on them.
- ◆ Make sure that switches including the mains switches are clearly identified and readily accessible.
- ◆ Take suspect or faulty equipment out of use and label it “DO NOT USE” until it is attended to.
- ◆ If you extend or join cables use a properly insulated connector or coupler. Do not use “chocolate block” terminal connections – they are not safe except in certain situations.

### Case Study – electric shock

An employee in a kitchen received an electric shock from an appliance which had a damaged cable. The employee was off work for over a week.

**Comments: The cable to the appliance was found to be damaged in a number of areas. The damage had occurred when the cable had been repeatedly trapped in a door. It appeared that the damage had taken place over a long period of time without being attended to. The employer was prosecuted.**

#### **Further reading:**

- INDG 231 *Electrical safety and you (free)*  
INDG 236 *Maintaining portable electrical equipment in offices and other low risk environments (free)*  
INDG 237 *Maintaining portable electrical equipment in hotels and tourist accommodation (free)*  
INDG 139 *Electric Storage Batteries*



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## Gas

There is a danger of fire and explosion from gas or production of toxic fumes if appliances are not working properly.

- ◆ Don't turn electric switches on or off
- ◆ Don't smoke or use naked flames
- ◆ Do open doors and windows to get rid of the gas



### Gas Appliances

Gas appliances must be properly fitted and maintained to make sure that they are safe. You must:

- ◆ Use a competent fitter to install or maintain gas equipment. Any business which works on gas fittings must be registered with CORGI. It is important to check this.
- ◆ Check that the room has adequate ventilation.
- ◆ Get your appliances regularly serviced by a competent gas fitter.

#### **Further reading:**

*INDG 308 The safe use of gas cylinders*

*INDG 238 Gas Appliances – Get them checked. Keep them safe (free)*



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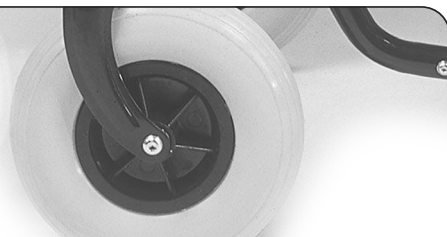
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## Lifting and Handling

The incorrect handling of loads causes large numbers of injuries and time off work. The chance of injury is increased where handling loads is prolonged, repetitive or combined with awkward movements.

You must:

- ◆ Avoid manual handling if a safer way is practical.
- ◆ If you can't avoid it, assess the risk of injury to employees and;
- ◆ Take steps to reduce this risk.

Some practical ways of reducing the chance of injury are:-

- ◆ Provide mechanical assistance.
- ◆ Make loads lighter/smaller/easier to grasp.
- ◆ Alter the layout of the workplace to allow loads to be moved about easier.
- ◆ Train people in safe lifting techniques.
- ◆ As a final measure think about protective equipment for hands and feet.

Don't forget; moving materials mechanically is safer but there can still be hazards from equipment such as lift trucks and conveyors.

### Case Study – Making loads lighter

In order to reduce the risk of injury from handling sacks of flour and sugar, many bakeries have switched to sacks that contain half the previous amount of product.

#### Further reading:

- INDG 143    Getting to Grips with Manual Handling (free)*  
*L23         Manual Handling (priced)*  
*INDG 398    Are you making the best use of lifting and handling aids? (free)*  
*INDG 318    Manual handling solutions in woodworking (free)*  
*INDG 383    Manual Handling Assessment Charts (MAC) (free)*



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## Working with Display Screen Equipment (including VDUs)

Display Screen Equipment (DSE) is found in many businesses. A small proportion of people who work with these do suffer ill health but this is commonly caused by the way the equipment is used.

The problems can be avoided by proper use of the equipment. You should:

- ◆ Assess the risks to employees, identifying people at risk and what needs to be done to protect them.
- ◆ Make sure workstations meet basic health and safety requirements with suitable display screen, keyboard, desk and chair.
- ◆ Make sure the working environment is satisfactory with adequate space, suitable lighting, temperature and humidity.
- ◆ Design the job to reduce stress and repetition.
- ◆ Provide suitable breaks from DSE work (not necessarily rest periods but different work e.g. filing).
- ◆ Provide eye and eyesight tests free of charge for “users”.
- ◆ Provide health and safety training on DSE work for “users”.

NOTE: Users are employers who use DSE as a significant part of normal work.

### **Further reading:**

INDG 36      *Working with VDUs (free)*  
L26          *Display Screen Equipment Work (priced)*  
HS(G) 90    *VDUs – an easy guide (priced)*



## Hazardous Substances

Many substances can hurt you or your employees if they get onto or into the body. More people suffer from work related ill health each year than from injuries caused by accidents. Many small businesses have few hazardous substances so the dangers can be identified easily and dealt with.

Look at the substances that are used in your business or are generated by the work you do. If they are likely to cause ill health (you can usually find this out from the label) you need to make an assessment. This is what is known as COSHH (Control of Substances Hazardous to Health) assessment:

- ◆ If substances are hazardous, get the safety data sheets from your suppliers (they must provide them).
- ◆ Look at how you use the substances (find out what actually happens, not what you think might happen). Compare this with what the data sheets or labels say and decide what you need to do.
- ◆ Stop using the substance if possible or use one that is less harmful.
- ◆ If you have to continue using it then make sure the necessary precautions are taken such as enclosing the process or by providing extra ventilation.
- ◆ Provide personal protective equipment (**see Protective Clothing and Equipment**)
- ◆ Train your employees in the right precautions. Make sure they use them.
- ◆ Write down what you have done unless it is simple and easily explained.

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### **Case Study – Ill health from flour dust**

A self employed bakery worker developed occupational asthma after 20 years in the trade. The worker was unable to continue working in the bakery without wearing a dust mask.

**Comment: It has been recognised for some time that breathing in flour dust can cause asthma. Exposure can be reduced by reducing dust levels and proper ventilation. Dust masks should be used only as a last resort.**

#### **Further reading:**

- INDG 350    The idiots guide to CHIP (free)*
- HS(G) 97    A step by step guide to COSHH assessments (priced)*
- HS(G) 193    COSHH Essentials (priced)*
- L5            Control of substances hazardous to health –  
Approved code of practice and guidance (priced)*
- INDG 233    Preventing dermatitis at work (free)*
- INDG 136    COSHH, a brief guide to the regulations (free)*



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## Asbestos

Your building may contain asbestos. It is likely to be present if your building:

- ◆ Was constructed or refurbished between 1950-1980 and particularly if it has a steel frame.
- ◆ Has boilers with insulation.

If it is in good condition it is probably safest to leave it in position.

If the asbestos is in poor condition or is likely to be damaged or disturbed you will need to decide whether it should be repaired, sealed, enclosed or removed.

If you are unaware what to do, seek specialist advice.

Remember, work on asbestos insulation and lagging, including sealing and removal, must normally be done only by a contractor licensed by HSE. If in doubt don't disturb it.

The Control of Asbestos at Work Regulations 2002 imposed a duty on the persons in charge of buildings to proactively manage the risk from asbestos in non-domestic premises.

The duty requires you to manage the risk by:

- ◆ Finding out if there is asbestos in the premises, its amount and the condition it is in
- ◆ Presuming materials contain asbestos, unless you have strong evidence that they do not
- ◆ Making and keeping up to date a record of the location and condition of asbestos containing materials (ACMs) or presumed ACMs in your premises
- ◆ Assessing the risk from the material
- ◆ Preparing a plan that sets out in detail how you are going to manage the risk from this material
- ◆ Taking the steps needed to put your plan into action
- ◆ Reviewing and monitoring your plan and the arrangements made to put it in place
- ◆ Providing information on the location and condition of the material to anyone who is liable to work on or disturb it



Asbestos legislation was further consolidated in The Control of Asbestos at Work Regulations 2006.

### **Case Study – Asbestos**

Contractors working in a pub cellar disturbed asbestos lagging which contaminated the whole of the cellar and equipment. Because there were gaps in the floorboards of the bar above, asbestos fibres also blew into the bar area. The pub was closed for several weeks for expensive decontamination work.

**Comments: This serious and costly problem could have been prevented if the contractors had been told that asbestos was present. Owners or occupiers of buildings must find out where asbestos is and take steps to make sure it does not become a problem.**

#### ***Further reading:***

- INDG 223    Managing Asbestos in premises (free)*
- INDG 289    Working with Asbestos in Buildings (free)*
- HS(G) 227    A comprehensive guide to managing asbestos in premises (priced)*
- HS(G)210    Asbestos Essentials – task manual (priced)*
- L127        The Management of asbestos in non-domestic premises – Approved Code of Practice and Guidance (priced)*

## Legionnaires Disease

Legionnaires disease is a potentially fatal form of pneumonia caused by legionella bacteria.

Anybody can catch this disease but people who are over 45, smokers, heavy drinkers, those suffering from chronic respiratory or kidney disease and those with impaired immune systems are particularly susceptible.

Infection cannot be passed from person to person but is caused by breathing in small droplets of water contaminated by the bacteria. These bacteria can be found within cooling towers, evaporative condensers, and hot and cold water systems.

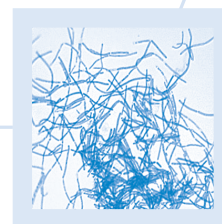
These systems require risk assessment to establish the degree of controls that are required, this will range from a small hot water system with high temperature and turnover where no further action maybe necessary to a large wooden cooling tower that may need a complete water treatment and monitoring programme to control risk.

### Guidance on Compliance

- ◆ Identify and assess sources of risk.
- ◆ Prepare a scheme (or course of action) for preventing or controlling the risk.
- ◆ Implement and manage the scheme.
- ◆ Appoint a person to be managerially responsible.
- ◆ Keep records and check that what has been done is effective.
- ◆ If an employee becomes ill with legionnaires disease after working on a potentially contaminated water system then this must be reported under RIDDOR. (see section on Accidents and Emergencies)

### The Notification of Cooling Towers and Evaporative Condensers Regulations 1992

If you have a cooling tower or evaporative condenser on site you must notify the local authority in writing with details of where it is located. You must also tell them if such equipment is no longer in use. Notification forms are available from Environmental Health Service, Trafford Borough Council.



**Further Reading:**

- L8                    *Legionnaires disease: The control of legionella bacteria in water systems*
- LAC27 (rev 2) *Legionnaires disease: a guide for employers*
- INDG376          *Legionnaires disease: essential information for providers of residential accommodation*
- INDG 253        *Controlling Legionella in Nursing and Residential Care Homes*

## Protective Clothing and Equipment

It is far better, and a legal requirement, to eliminate the risk rather than to rely on workers using protective clothing. If protective equipment is still needed it must be provided free by the employer. You must:

- ◆ Provide the right equipment. Check with your supplier, they can advise you.
- ◆ Choose equipment which fits the wearer. If you let users help choose it they are more likely to use it.
- ◆ Make sure people look after it and store it properly when not in use.
- ◆ Instruct and train people in its use. Tell them what it will protect them from and what it won't!
- ◆ Check regularly that it is worn and if not find out why. Use safety signs to remind people.

**Further reading:**

- INDG 174        *A short guide to Personal Protective Equipment at Work Regs. 1992 (free)*
- L25                *Personal Protective Equipment at Work Regulations 1992 (priced)*

## **Construction (Design and Management) Regulations 1994– CDM**

These Regulations apply to nearly all construction work undertaken in the UK. They put in place procedures for improving the planning and health and safety management of construction projects of all types, throughout every phase and involving all parties (client, designer, contractor and subcontractor) in the management of hazard and risk. New simplified regulations come into force in April 2007 which revise and bring together existing CDM 1994 and the Construction (Health, Safety and Welfare) (CHSW) Regulations 1996 into a single regulatory package. They will be supported by an Approved Code of Practice and industry approved guidance and aim to re-emphasize the benefits of a well managed and coordinated approach to the management of health and safety in construction.

### **Further Reading:**

*HS(G) 224 Managing Health and Safety in Construction – Construction (Design and Management) Regulations 1994 ACoP & guidance*

*HSENI 00 02-B CDM Regulations - How the Regulations affect you – A Question of Competence*



## Noise at Work

If your workplace is particularly noisy then the Control of Noise at Work Regulations 2005 may apply. These require employers to carry out noise assessments, to reduce exposure, to provide information and training for employees and to issue personal hearing protection.

### **Further reading:**

INDG 362     *Noise at work – A guide for employers (free)*  
L108         *Reducing noise at work – guidance on the Regulations (priced)*

## Violence at Work

Violence towards employees can be a significant problem in many businesses, e.g. retail outlets, betting shops, nightclubs etc. Violence should be considered as a workplace hazard as part of your risk assessments.

### **Further reading:**

INDG 69       *Violence at Work – A guide for employers*  
HS(G) 133    *Preventing violence to retail staff*

## Work related Stress

13.5 million working days are lost each year due to work related stress. Employers have a legal duty to take reasonable care to ensure that the health of their employees is not put at risk through excessive and sustained levels of stress arising from their work. Stress should be considered as a workplace hazard as part of your risk assessments. It is particularly recognised as a problem, in certain industry sectors e.g. call centres etc.

### **Further reading:**

INDG 281     *Work related stress – A short guide*  
INDG 341     *Tackling work-related stress- A guide for employers*  
HS(G) 218    *Tackling work-related stress: A manager's guide to improving and maintaining employee health and well-being*

## Passive Smoking

Passive smoking can cause ill health as well as being unpleasant. Non-smokers have a legal right to be protected and employers should act to resolve the problems of smoky environments.

In some cases a complete ban on smoking may be justified where there is a risk of fire. In all other cases it is recommended that employers should have a policy on smoking and that policy should give priority to non-smokers.

It is important to introduce a policy properly and in consultation with employees. There is a legal requirement to protect non-smokers from the discomfort caused by tobacco smoke in rest rooms or rest areas.

At the time of going to print new legislation was going through Parliament and Smoke-free (Premises and Enforcement) Regulations 2006 had been published, that will ban smoking in most enclosed workplaces. The Regulations will come into force on 1st July 2007.

### **Further reading:**

INDG 63 *Passive Smoking at Work (free)*



## Fire Safety

### REGULATORY REFORM (FIRE SAFETY) ORDER 2005

This Order came into force in October 2006, under the Regulatory Reform Act 2001. The order replaced most previous Fire Safety legislation with one simple order.

What the order means, is that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. The order applies to virtually all premises and covers nearly every type of building, structure and open space.

#### Examples:

- ◆ Offices and shops.
- ◆ Premises that provide care, including care homes and hospitals.
- ◆ Community halls, places of worship and other community premises.
- ◆ The shared areas of properties several households live in (housing laws may apply).
- ◆ Pubs, clubs and restaurants.
- ◆ Schools and sports centres.
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It does not apply to:-

- ◆ People's private homes, including individual flats in a block or house.

### **What the main rules under the order say you must do:**

- ◆ Carry out a fire-risk assessment identifying any possible dangers and risks.
- ◆ Consider who may be especially at risk.
- ◆ Get rid of or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left.
- ◆ Take other measures to make sure there is protection if flammable or explosive materials are used or stored.
- ◆ Create a plan to deal with any emergency and, in most cases, keep a record of your findings.
- ◆ Review your findings when necessary.

### **Who is responsible for meeting the order?**

Under the order, anyone who has control of premises or anyone who has a degree of control over certain areas or systems may be a 'responsible person'. For example, it could be:-

- ◆ The employer for those parts of premises staff may go to.
- ◆ The managing agent or owner for shared parts of premises or shared fire safety equipment such as fire-warning systems or sprinklers.
- ◆ The occupier, such as self-employed people or voluntary organisations if they have any control, or
- ◆ Any other person who has some control over a part of the premises.

Although in many premises the responsible person will be obvious, there may be times when a number of people have some responsibility.

### **How do I meet the order?**

If you are the responsible person, you must make sure you carry out a fire-risk assessment although you can pass this task to some other competent person. However, you will still be responsible, in law, for meeting the order. The responsible person, either on their own or with any other responsible person, must as far as is reasonably practical make sure that everyone on the premises, or nearby, can escape safely if there is a fire.



### **Five steps to Fire Risk Assessment:**

1. **Identify fire hazards. Identify:**

Sources of ignition;  
Sources of fuel; and  
Sources of oxygen.

2. **Identify people at risk. Identify:**

People in and around the premises; and  
People who are especially at risk.

3. **Evaluate, remove or reduce, and protect from risk**

Evaluate the risk of a fire starting.  
Evaluate the risk to people from a fire.  
Remove or reduce fire hazards.  
Remove or reduce the risks to people from a fire.  
Protect people by providing fire precautions.

4. **Record, plan, inform, instruct and train**

Record any major findings and action you have taken.  
Discuss and work with other responsible people.  
Prepare an emergency plan.  
Inform and instruct relevant people.  
Provide training.

5. **Review**

Review your fire-risk assessment regularly.  
Make changes where necessary.

### **Further information:**

If you need more practical advice and information after you have carried out your fire-risk assessment, contact your local Fire Station or:

Greater Manchester Fire and Rescue Services  
Trafford Borough Command Headquarters  
246 Park Road, Stretford, M32 8RJ  
Tel: 0161 608 9227

You can obtain guides, suitable for your type of premises from good book shops and by downloading them from the internet at [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)

## Getting More Help

This handbook can only provide an introduction to health and safety at work. Further guidance is produced in a wide range of literature from HSE books. Some publications are available as single free copies.

HSE priced and free publications are available by mail order from:

HSE Books, PO Box 1999, Sudbury, Suffolk CO10 6FS

Tel: 01787 881165

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Email: [hsebooks@prolog.uk.com](mailto:hsebooks@prolog.uk.com)

Web-site [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

HSE leaflets and other health and safety information are also available from the HSE web-site at [www.hse.gov.uk](http://www.hse.gov.uk)

HSE priced publications are also available from good booksellers.

For any general health and safety enquiry ring the HSE's Infoline

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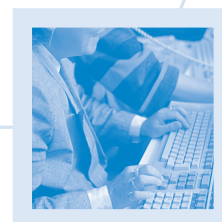
Or write to HSE's Information Centre, Broad Lane, Sheffield S3 7HQ

For free independent advice on work related health issues such as manual handling, use of chemicals, dusty or noisy environments, problems relating to use of display screen equipment etc. contact Workplace Health Connect advice-line tel: 0845 609 6006, or visit their web-site at: [www.workplacehealthconnect.co.uk](http://www.workplacehealthconnect.co.uk)

You may also visit our web-site at [www.trafford.gov.uk/healthandsafety](http://www.trafford.gov.uk/healthandsafety) where you will find more detailed health and safety information on a range of subjects.

or

Contact an Inspector for health and safety advice. If you don't know which is your enforcing authority see table overleaf.



## The Enforcing Authorities:

TYPE OF BUSINESS	ENFORCING AUTHORITY
Office	Trafford Metropolitan
Shop	Borough Council
Warehouse	Public Protection Service
Leisure	See (1) below
Public House/Hotel	
Restaurant/Care/Take Away	
Factory	Health and Safety Executive
Construction Site	(see (2) below)
Agriculture	
Mines and Quarries	
Local Authority	

The enforcing authorities' addresses and telephone numbers are:-

- (1) Trafford MBC, Public Protection Service,  
Trafford Town Hall, Talbot Road, Stretford, Greater Manchester M32 0YJ  
Tel: 0161 912 4918 / 16      Fax: 0161 912 4917
- (2) Health and Safety Executive,  
Grove House, Skerton Road, Manchester M16 0RB  
Tel: 0161 952 8200      Fax: 0161 952 8222
- (3) Employment Medical Advisory Service,  
Grove House, Skerton Road, Manchester M16 0RB  
Tel: 0161 952 8200

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- Risk assessments of the use of work equipment
- Provision of Health & Safety policies
- Employers' Liability Insurance survey/support
- Asbestos surveys
- LEV appraisals (CoSHH)
- Noise surveys
- Manual handling assessments
- Accident investigations
- Provision of "expert witness" and arbitration services
- Provision of Health & Safety training associated with the use of work equipment

## WHY UTILISE THE SERVICES OF HSB HEALTH & SAFETY?

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**HSB** Continues to help industry improve safety, reduce operating costs and improve efficiency.

Contact the Health & Safety Manager, **Alan Trout**

Tel: **01454 326794** or **07879 890650**

Email: [health@hsbeil.com](mailto:health@hsbeil.com)

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