

- the use of hygiene facilities,
- cleaning, storage and disposal of PPE.

If the assessment identifies that in spite of controls exposure may be at harmful levels, the Competent Person will advise on exposure monitoring.

*See COSHH Assessments* ➔

### **1.1.1 Manual Handling**

Wherever possible, manual handling will be avoided. If this cannot be done the activity will be assessed for risks by a competent person and the actions needed to reduce them will be identified; this will include providing mechanical handling aids.

Employees will be trained in manual handling techniques where needed and must follow the instructions and use the handling equipment as shown.

*See Manual Handling Assessments* ➔

*See Getting to grips with manual handling* ➔

### **1.1.2 Personal Protective Equipment (PPE)**

The Company recognises the limitations of Personal Protective Equipment (PPE) and that for reducing risks it should only be considered after other measures are in place (such as replacing the substance with a less hazardous one) or used temporarily.

PPE will be assessed for effectiveness, suitability and compatibility. Where it is required for protection, PPE will be provided for employees and must be worn.

PPE must be stored in a suitable place to avoid contamination, loss and damage. Where necessary, cleaning and maintenance are the responsibility of the wearer who will replace PPE as needed from stores.

Training in use, cleaning and maintenance will be given if needed.

Employees working in the warehouse or working with equipment on site will wear safety footwear.

### **1.1.3 Computers (DSE)**

Employees who use display screen equipment (DSE) regularly as a significant part of their work (i.e. "Users") will be assessed to ensure that their workstation and way of working does not contribute to injuries or ill-health. This includes users of laptop computers.

Users will be provided with information and trained to set up their workstation and use it correctly, to reduce the risks as far as possible.

Users may reclaim their eye test fee. Where glasses are identified by the optician as being needed for DSE work, the cost of a basic pair will be met by the Company.

*See DSE User information* ➔

### **1.1.4 Fire and Explosion**

The Competent Person has assessed the risk of fire in Company premises and the risk from substances likely to cause fires or explosions, e.g. LPG. Hazard zones