

# Understanding Health & Safety

## Associated Employer Rights and Responsibilities within the Saddlery Industry



### Guidance notes

## National Saddlery Skill Assessments at Level 2

There are three pathways at Level 2, these are Saddle, Bridle and Harness making, this unit in Health & Safety must be achieved when sitting the first of these 3 assessments. However once it has been successfully assessed a candidate will not be required to sit the assessment again if they take one or two of the remaining pathways.

In order to successfully gain this unit candidates should familiarise themselves with the information in these guidance notes, further information can be obtained from [www.direct.gov.uk/en/Employment/index.htm](http://www.direct.gov.uk/en/Employment/index.htm). Click on Health and Safety at work.

### 1. These are the main principles of the Health & Safety at Work legislation

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

#### What employers must do -

- Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- Consult and work with you and your health and safety representatives in order to protect everyone from harm in the workplace.
- Free of charge, give you the health and safety training you need to do your job.
- Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.

- Provide toilets, washing facilities and drinking water.
- Provide adequate first-aid facilities.
- Report injuries, diseases and dangerous incidents at work to the Incident Contact Centre: **0845 300 9923**
- Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

## **2. These are the main responsibilities of an employee under the Health & Safety at Work legislation**

### **What employees must do -**

- Follow the training you have received when using any work items your employer has given you.
- Take reasonable care of your own and other people's health and safety.
- Co-operate with your employer on health and safety.
- Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

## **3. Identify any risk assessments and suppliers instructions for the safe use of tools, equipment and substances that may be used in your job role**

Look at the risk assessment and any COSHH guidelines that have been recorded before commencing the work, if in doubt seek further information from your employer/supervisor.

## **4. Know about types of personal protective equipment (PPE)**

Protective gloves, these can be used for applying some of the stains and adhesives. Sometimes there are guidelines laid down by COSHH that you will need to abide by.

Face mask, these can be used if there is a lot of dust or fibre in the air. This can be generated by horse hair when repairing rugs or fibre in the flocking and if someone is using grinding equipment. This could also mean having to wear eye protection.

Find out about other PPE

## **5. How would you lift or handle heavy loads (Manual handling)**

You should never try and lift a heavy load on your own, always ask for help. Some of the things you could do include, trying to unpack and make the load smaller and more manageable, always bend your legs and keep your back straight and feet slightly apart. Always make sure the area is clear and there are no obstacles or likely trips or slips to encounter. There are some very good Manual Handling leaflets and information available.

## **6. What action you would take in an emergency at work**

The main point is never to put yourself or others in danger, raise the alarm immediately and only tackle the emergency if it is safe to do so. Leave by the nearest exit and report to the assembly point and person in charge as quickly as possible.

## **7. Procedures for reporting and recording of accidents**

The employer/supervisor is the person I have to report any accidents or emergencies to, he/she will then carry out an investigation and make a report. If necessary he/she will notify staff of any changes that need to be made to policies or procedures and will also report to the Health & Safety Executive.

## **8. These are an Employees main statutory rights**

Employee rights will include -

- General Employment laws
- Contract of Employment
- Sick Pay
- EU Work time regulations
- Holiday entitlement
- Maternal and Paternal leave
- Data Protection

## **9. Standards of acceptable behaviour in a Saddlery business**

To take responsibility of own actions and be mindful and respectful of others in the workplace. To carry out duties as laid down in contract of employment.

## **10. Places where you could access information and advice concerning employment issues**

There is a wealth of information and advice regarding employment issues. The best places to look are Government web sites like [www.direct.gov.uk/en/Employment/index.htm](http://www.direct.gov.uk/en/Employment/index.htm) however you can always speak to your employer/supervisor.

## **11. Know about the function and role of Trade Unions including the legal actions they can implement and advise on**

Functions Of Trade Unions include aiming to further its members' interests, this could be done by some of the following

- Obtaining satisfactory rates of pay. Research has shown that workers belonging to unions have better levels of wages
- Protecting workers jobs, as it has been shown that union members are less likely to be dismissed.
- Securing adequate work facilities
- Ensuring satisfactory work conditions, this can include areas such as health and safety and equal opportunities.
- Negotiating bonuses for achieving targets
- Negotiating employment conditions and job descriptions