



world **skills** London 2011

**Showcasing skills
that shape our world**

Health & Safety Manual
WorldSkills London 2011



The Health & Safety Manual for *WorldSkills London2011* provides the health and safety procedures to run a smooth and safe Competition during the build-up, open and break-down stages of this international event.

In the Table of Contents, links are provided to key Section headings for your convenience.

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Health & Safety Procedures of WorldSkills London 2011

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1. Health & Safety Policy Statement

WorldSkills Competition London 2011

Health & Safety Policy Statement

The health, safety and welfare of all individuals involved with WorldSkills London 2011 are of vital importance. Safety is a condition of participation with WorldSkills London 2011 and is everyone's responsibility and shall not be sacrificed for the sake of expediency.

It is our belief that all incidents can be prevented and every effort shall be made to:

- Identify hazards;
- Inform all about any potential hazards;
- Control or reduce the risk of those hazards in every way possible as far as it is reasonably practicable.

As outlined in our Host Country – '**Health and Safety Manual**' safety is a shared responsibility of WorldSkills London 2011 and WorldSkills International and its Members, as well as these two organisation's all volunteers, delegates, Experts and Competitors involved in this event have an equal responsibility towards OH&S. Safety shall be an integral component of Competition activities – together we can create a positive safety culture and ensure a successful Competition throughout, with on-going proven practices.

All individuals involved have the Right to Know; Right to Participate and Right to Refuse and will be expected to fulfill their safety responsibilities and to understand and adhere to the United Kingdom's '**Health and Safety Manual**'.

All Workshop Supervisors, Technical Committee Members, Experts, Judges, Competitors, WorldSkills International Organisation Members, WorldSkills London 2011 and all volunteers will abide by the United Kingdom's – '**Health and Safety Manual**' and the rules and regulations with regards to Health and Safety of Excel.

As the Executive Director of WorldSkills London 2011, I support the documentation in this Health & Safety Manual.



Aidan Jones

15 April 2011

Date

Executive Director of WorldSkills London 2011

2. Assignment of Roles Responsibility

WorldSkills International – Chief Executive Officer

- Provide the organisational direction and understanding to ensure a safe Competition and event.

WorldSkills London 2011 – Board of Directors

- Provide the means and organisational direction to ensure a safe Competition and event.

WorldSkills London 2011 – Executive Director

- Provide the means and organisational direction to ensure a safe Competition and event.

WorldSkills London 2011 – Technical Director

- Provide leadership by personal example.
- Provide guidance for a safe Competition.
- Establish and maintain Event Safety System.
- Ensure compliance with applicable Legislation.
- Ensure proper participation of Experts, Competitors, organisations and other volunteers.

WorldSkills London 2011 – Health & Safety Managers

- Provide leadership by personal example at all times.
- Manage the completion of a safe competition and event.
- Ensure the implementation of the safe system of works.
- Provide a visible safety presence and perform skill area safety inspections.
- Co-ordinate compliance with applicable Legislation and regulation and requirements.
- Ensure incidents and accidents are investigated and reported where applicable under “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)1995”.

WorldSkills London 2011 – Health & Safety Advisory Committee

- Provide leadership by personal example at all times.
- Provide advice regarding safety issues related to WorldSkills London 2011 event.
- Provide advice regarding safety issues related to any historical safety issues.
- Provide guidance, information and assistance to the Safety Manager for resolving safety issues.

WorldSkills London 2011 – Floor Managers, Technical & Operations Staff

- Planning, Procurement and on-site management of event & venue services in line with health & safety requirements.
- Provide leadership by personal example at all times.
- Ensure compliance with the Event Safety Manual and applicable Legislation and regulations requirements.
- Provide information and assistance to the Health and Safety Manager regarding safety issues.
- Provide guidance in the continued development, implementation and improvement of competition safety
- Provide guidance, information and assistance to WSS's in resolving safety issues
- Provide information to Competitors, judges and other contest specific volunteers.

Workshop Supervisors (WSS) & Workshop Assistant (WSA)

- Provide leadership by personal example at all times.
- Ensure compliance with the Event Safety Manual and applicable health & Safety Legislation.
- Provide documents and reports as required by WorldSkills London 2011 and any related parties.
- Identify, communicate and control any hazards that may be discovered.
- Provide guidance, information and assistance to the Health and Safety Managers.
- Provide information and orientation to Competitors, judges and others as required.
- Ensure Personal Protective Equipment (PPE) is worn and provide instruction on its correct.
- Ensure health & safety rules are enforced at all times.
- Completion of the 'Skill Area Health & Safety Checklist Form A'.
- Completion of the 'Health & Safety Orientation Checklist Form B1 & B2'.
- Administrate health & safety meetings, briefings, inspections and talks where required

Health & Safety Officers (HSO) & Coordinators (HSC)

- Provide a visible safety presence and perform skill area safety inspections.
- HSOs & HSCs are **NOT** permitted into the Skill workshops during Competition to monitor for safety unless there is imminent danger or by invitation.

➤ Skill Specific Safety

Audit the following safety regulations for each skill held at the competition:

- General Occupational Health and Safety.
 - Electrical Safety.
 - Machine Safety.
 - Hot Work Safety.
 - Food Hygiene.
 - Personal Protective Equipment.
 - Completion of the – ‘Competition Skill Area Pre-start Checklist Form C’.
- Ensure that skill specific safety regulations are administered to all Experts / Competitors / Volunteers within each skill area (completed by the WSS).
 - Provide leadership by personal example at all times.
 - Daily general Health and Safety inspections throughout the venue/event.
 - Communication of a positive H&S culture during the event.
 - Report any concerns, faults, dangerous behaviour.
 - Assisting & supporting all involved in the event with health & safety requirements.
 - Under taking inspections/audits for areas of responsibility.
 - Ensure Emergency Procedure Plans (EPP) are implemented in area of responsibility.

Experts

- Provide leadership by personal example at all times.
- Guide and Instruct where required.
- Provide assistance to the Health and Safety Manager.
- Identify, report and correct any unsafe conditions or any unsafe acts by Competitors and/or any other visitors to the skill workshop.
- Wear appropriate PPE as required.
- Ensure Emergency Procedure Plans (EPP) are implemented in area of responsibility:

Other Volunteers

- Follow WorldSkills London 2011 health & safety procedures at all times.
- Assist and inform Competitors and visitors where required.
- Know and apply the event policies including Health and Safety Policies.
- Wear appropriate PPE at all times when required.

3. Health & Safety Rules

The following health & safety rules have been developed to reduce the risk of an accident occurring. All persons engaged in the WorldSkills London 2011 Competition will be expected to know and follow the health & safety rules at all times.

Please read these rules in conjunction with WorldSkills International (WSI) general rules, regulations and requirements for participation within WSL2011 (Section 5.1 and 5.2 of the Competition Rules).

- Appropriate footwear and clothing will be worn in the skill workshops at all times as required.
- PPE provided as a control for a particular hazard related to the individual skill workshops will be worn as specified with no exceptions.
- No fighting, horseplay, practical jokes or interfering with other Experts and Competitors.
- It is not permitted to be in possession of or under the influence of alcohol or illegal drugs during the competition. Any prescribed medication must be reported to the WSS/Expert.
- Perform all activities in accordance with the event health & safety manual, regulations and industry proven best practices.
- All individuals from the Senior Management, Experts, WSS, to Competitors involved or participating within this event must follow the required health & safety procedures specific to each skill workshop.
- All incidents will be appropriately recorded, reported & investigated.
- Unsafe acts and unsafe conditions will be immediately corrected. Any unresolved items may result in:
 - *Immediately reporting the unsafe act or unsafe condition to WorldSkills London 2011 official.*
 - *Immediately stopping the event activity or task.*
 - *WorldSkills London 2011 resolving and providing direction on control; and*
 - *Implementation of control prior to resuming event activity or task.*
- Equipment and tools will be used in the manner they are intended to be used.
- All tools and equipment must meet the minimum requirements of WorldSkills London 2011, which consist of being marked with a certification mark from the country/region of origin, or one of the world-wide standard marks that WSL2011 will accept. (Some examples are shown below including the *European Economic Area Marking, Korea Mark, Australia Mark, Japan Mark and China Mark.*)



- Before any tool (which has been brought by a Competitor) is used at WorldSkills London 2011 it must be inspected by two of the following; Experts, Workshop Supervisor, Health & Safety Officers, Health & Safety Coordinators, or a member of the Host Audit Team.
- Before use all portable electrical equipment must have an in date test sticker attached to it (PAT tested), stating when it was last tested and when it's due for its next test.
- All hand power tools must have an up to date Hand Arm Vibration (HAV) assessments held on file.
- Only chemical substances that have been approved for use by WSL2011 and WSI will be used on site. All chemical or hazardous substances that may be used at any stage of this event must have a CoSHH assessment produced from its governing data sheet.
- Every Competitor will keep their work area neat, clean and orderly. A high level of housekeeping must be maintained at all times.
- Permit to work will be required at all times for any hot work activities this includes the Build Up, Open and Break down stages of the Competition/Event. These will be obtained by WSS from ExCeL on a daily basis.
- Competitors and their teams are strongly advised against bringing any chemicals substances in to the UK, any chemicals that are brought in to the UK will need to be accompanied by the required safety paperwork.
- After inspection any chemical found not to have the correct labelling and/or the correct safety paperwork will be removed and disposed of. **Any discovered chemicals that need disposing, will require a specialist HSE approved contractor, this will entail a financial cost and this cost will fall on the Competitor and/or their team.** For further information please contact the Health & Safety Technical team at WorldSkills London.

4. List of the UK Regulations

The following list contains the most pertinent health & safety regulations that WSL2011 must meet, these are created under The Health & Safety at Work (etc) Act 1974. It also includes guidance documents that WSL2011 aim to adhere to, in order to achieve best practice. It is suggested this list is used as a reference for those involved in specific skills.

The Health & Safety at Work Act 1974:

- *The Management of Health and Safety at Work Regulations 1999* - <http://www.hse.gov.uk/pubns/hsc13.pdf>
- *The Manual Handling Operations Regulations 1992* - <http://www.hse.gov.uk/pubns/priced/l23.pdf>
- *The Personal Protective Equipment at Work Regulations 1992* - <http://www.hse.gov.uk/pubns/indg174.pdf>
- *The Workplace (Health, Safety and Welfare) Regulations 1992* - <http://www.hse.gov.uk/pubns/indg244.pdf>
- *The Work at Height Regulations 2005* - <http://www.hse.gov.uk/pubns/indg401.pdf>
- *The Provision and Use of Work Equipment Regulations 1998* - <http://www.hse.gov.uk/pubns/indg291.pdf>
- *Display Screen Equipment Regulations 1992* - <http://www.hse.gov.uk/pubns/priced/l26.pdf>
- *The Guide to Fire Precautions* - <http://www.hse.gov.uk/pubns/priced/hsg168.pdf>
- *Food Hygiene (England) Regulations 2005* - <http://www.legislation.gov.uk/uksi/2005/2059/contents/made>
- *Association of Event Organisers H&S guide* - www.aeo.org.uk/equide_2010.pdf
- *The Regulatory Reform (Fire Safety) Order 2005* - <http://www.hse.gov.uk/pubns/priced/hsg168.pdf>
- *Health and Safety (First Aid) Regulations 1981* - <http://www.hse.gov.uk/pubns/priced/l74.pdf>
- *Electricity at Work Regulations (and EVA guidelines) 1989* - <http://www.hse.gov.uk/pubns/priced/hsr25.pdf>
- *IEE Wiring Regulations (BS7671(IEC364)) 2002(17th Edition)* - <http://www.hse.gov.uk/pubns/indg231.pdf>
- *Pressure Systems Safety Regulations 2000* - <http://www.hse.gov.uk/pubns/priced/l122.pdf>
- *Gas Safety (Installation and Use) Regulations 1994* - <http://www.hse.gov.uk/pubns/priced/l56.pdf>
- *Lifting Operations and Lift Equipment Regulations (LOLER) 1998* - <http://www.hse.gov.uk/pubns/indg290.pdf>
- *HS(G)6 "Safety in Working with Lift Trucks"* - <http://www.hse.gov.uk/pubns/priced/hsg6.pdf>
- *HS(G)136 "Workplace Transport Safety"* - <http://www.hse.gov.uk/pubns/priced/hsg136.pdf>
- *Environmental Protection Act 1990* - <http://www.legislation.gov.uk/ukpga/1990/43/contents>
- *Noise at Work Regulations 2005* - <http://www.hse.gov.uk/pubns/indg362.pdf>
- *The Control of Vibration at Work Regulations 2005* - <http://www.hse.gov.uk/pubns/indg175.pdf>
- *The Building Regulations 2008* - <http://www.legislation.gov.uk/uksi/2010/2214/contents/made>
- *Safety Signs & Signal Regulations 1996* - <http://books.hse.gov.uk/hse>
- *Disability Discrimination Act 2005* - <http://www.legislation.gov.uk/ukpga/2005/13/notes/contents>
- *Chemicals Packaging Regulations(CHIP3) 2002* - <http://www.legislation.gov.uk/uksi/2002/1689/contents/made>
- *Registration, Evaluation, Authorisation and Restriction of Chemicals 2007* - <http://www.hse.gov.uk/reach/index.htm>
- *Construction (Design & Management) Regulations 2007* - <http://books.hse.gov.uk/hse/CDM/uk>
- *Construction (Head Protection) Regulations 1989* - <http://www.hse.gov.uk/pubns/priced/l102.pdf>
- *Confined Space Regulations 1997* - <http://www.hse.gov.uk/pubns/priced/l101.pdf>
- *The Control of Substances Hazardous to Health Regulations (COSHH) 2002* - <http://www.coshh-essentials.org.uk/assets/live/indg136.pdf>
- *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995* - <http://www.hse.gov.uk/riddor/index.htm>

5. Personal Protective Equipment

The Competitor's country of origin is responsible for supplying the required personal protective equipment (PPE) for participation within the workshop as stated by the each Technical Description. All PPE must meet the required UK standard relating to each individual skill. All persons engaged in the WorldSkills London 2011 Competition will be expected know when and how to use the appropriate personal protective equipment required. Generally, this will be prescribed by:

- Technical Descriptions & Risk Assessments
- Event Health & Safety Manual.
- Skill Area Occupational Health & Safety Document.
- UK National Health and Safety Legislation and Regulations.

When in a construction skill, or when the nature of competition requires, experts and Competitors will wear the following basic personal protective equipment as a minimum:

- Safety footwear
- Safety eyewear
- Hearing protection
- Long trousers and long sleeved shirts

When in a construction skill, or when the nature of competition requires, additional specialised personal equipment will be required to be worn for the specific task or hazard identified. This may include, but not limited to:

- Respirators
- Face shields
- Welding personal protection
- Gloves

All personal protective equipment will be kept in good condition and maintained according to the manufacturers' specifications. PPE used, must meet the standards set out by the Personal Protective Equipment Regulations 2002.

The hazards and types of PPE:

- **Eyes**
Hazards: chemical or metal splash, dust, projectiles, gas and vapour, radiation. Options: safety spectacles, goggles, face shields, visors.
- **Head**
Hazards: impact from falling or flying objects, risk of head bumping, hair entanglement. Options: a range of helmets and bump caps.
- **Breathing**
Hazards: dust, vapour, gas, oxygen deficient atmospheres. Options: disposable filtering face piece or respirator, half or full-face respirators, air fed helmets, breathing apparatus.
- **Protecting the body**
Hazards: temperature extremes, adverse weather, chemical or metal splash, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing. Options: conventional or disposable overalls, boiler suits, specialist protective clothing, e.g. chainmail aprons, high visibility clothing.
- **Hands and arms**
Hazards: abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination. Options: gloves, gauntlets, mitts, wrist cuffs, armllets.
- **Feet and legs**
Hazards: wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion. Options: safety boots and shoes with protective toe caps and penetration resistant midsole, gaiters, leggings, spats.

6. Health & Safety Orientation Guidelines

The safety, health and welfare of everyone involved with WorldSkills London 2011 Competition is of vital importance to the culture of this renowned and valued competition. Health & Safety compliance is a condition of participation within WorldSkills London 2011 Competition and shall not be sacrificed for the sake of expediency. All individuals from the Senior Management, Experts, WSS, Competitors and/or Cleaners involved or participating within this event must follow the required safety regulation and controls specific to each skill.

WSS and Experts with the assistance of WorldSkills London 2011 shall carry out their duties to protect the safety, health and welfare of all during all aspects of the Competition. Every reasonable effort must be made to IDENTIFY, COMMUNICATE and CONTROL HAZARDS:

- Identify existing and potential hazards throughout the event.
- Communication - Tell others about the hazards and the controls in place.
- Control or reduce the risk of those hazards encountered by being proactive.

Prior to receiving the "Competition Ready to Proceed Verification Form", the "Health & Safety Orientation" must be discussed, reviewed and communicated with all Competitors. The following information will be included within these briefings:

➤ **COMPETITION CONTACT INFORMATION:**

- Review with Competitors the names of Technical Committee members.

➤ **PERSONAL PROTECTIVE EQUIPMENT REQUIRED**

- Requirements in and around skill workshops as instructed.

➤ **POTENTIAL HAZARDS:**

- Review completed follow-up safety checklist with Competitors.

➤ **EMERGENCY PROCEDURES:**

- First Aid and location of the first aid facilities.
- Eye-wash station.
- Initial Attack on Fire – fire extinguisher/fire blanket - locations and how to use them.
- Reporting & Communication Protocols.
- Emergency Evacuation Routes.

➤ **RIGHTS OF COMPETITORS:**

- **RIGHT TO KNOW** – of the existing and potential hazards that they may encounter in the course of the Competition and/or task.
- **RIGHT TO PARTICIPATE** – in their own health & safety and site safety activities.
- **RIGHT TO REFUSE** – any dangerous or unsafe activities or tasks.

➤ **RESPONSIBILITIES OF COMPETITORS:**

- To ensure their own safety and health and to ensure their actions do not injure others.
- To follow instructions they have been given.
- To act in accordance with WorldSkills London 2011 and ExCeL safety requirements.
- To make others aware of any situation that may affect the safety & health of others.

7. Competition Health & Safety Inspections

As part of our hazard identification program, regular inspections of the skill workshops, work activities and surrounding floor space shall be conducted while the Competition is in progress and throughout the event.

All WSS and Experts will continuously monitor their skill workshop for hazards and control the identified hazards immediately as required.

As instructed in the Safety Rules:

- Unsafe Acts and Unsafe Conditions must be immediately corrected and reported where applicable.
- Unresolved items or activities may result in:
 - Immediately reporting the unsafe act or unsafe condition to WorldSkills London 2011 and WSI
 - Immediately stopping event and or activity
 - WSI and WorldSkills London 2011 will assist in resolving and providing direction on controls; and
 - Implementation of controls prior to resuming event activity or task.

Special attention will be given to housekeeping practices during the Competition and within skill workshops. Continued diligence will help to ensure the health, safety and welfare of all individuals involved in the Competition event in particular Competitors, Experts and Spectators.

Experts, Judges, Competitors and other individuals in the Competition event will be expected to monitor their skill workshop and notify the health & safety team or venue of any hazards **IMMEDIATELY**.

Records will be kept of inspections; concerns raised and identified hazards, to enable monitoring and to ensure any actions are completed in a timely manner. Where appropriate risk assessments and method statements will be reviewed and updated if necessary.

The following completed forms and checklists must be submitted to WorldSkills London 2011 Health & Safety Team as a requirement of the "Ready to Proceed" approval form, prior to competition start.

- **Competition Skill Area Pre-start Checklist** - WSL2011 Health & Safety Officer (HSO) Competition Skill Area Pre-start Checklist
- **Skill Area Health & Safety Checklist – Form A** - WSL2011 Skill Area Health & Safety Checklist – To be completed by WSS at the start of each day
- **Health & Safety Orientation Checklist – Form B1** - WSL2011 Health & Safety Orientation Checklist – To be completed by WSS at the start of each day
- **Health & Safety Orientation Signature List – Form B2** - WSL2011 Health & Safety Orientation Signature List To be completed by WSA, Experts, Competitors and Volunteers within the skill area.
- **Competition Ready to Proceed – Form C** - This form must be filled out and signed by the WSL2011 Workshop Supervisor and WSL2011 Floor Managers, BEFORE the Competition will be allowed to begin.

8. Dangerous Behaviour

In the event of any dangerous behaviour or disregard of the Occupational Health & Safety (OH&S) regulations, the WSS/Experts will be entitled to halt the Competitor's work.

- An individual will be asked ONCE, then TWICE, but on the THIRD instruction corrective action will be undertaken, the task will be stopped and the individual will be removed from the task until the safety requirements are adhered to. If this should be a Competitor in the middle of their competition, time will NOT be stopped whilst corrective action takes place.

Competitors and Experts are required to report any suspected OH&S breach immediately to the Chief Expert, Expert with Special Responsibility or the Workshop Supervisor.

9. Emergency Procedures

WorldSkills London 2011 ensures that plans are in place to deal with emergency situations within ExCeL. As a minimum, during the Competition, WorldSkills London 2011 will ensure that provisions are in place to give:

- First aid to an injured person
- Transportation to a medical facility as required
- Dealing with spills and/or chemical spills
- Means of contacting outside agencies for assistance
- Means of conducting an initial control of any small fires

WorldSkills London 2011 will adopt ExCeL's further emergency procedures for dealing with Bomb threats, Terrorist Attacks, Freak Acts of Nature or any other requirements for emergency evacuation. All emergency preoperational information will be made readily available to all persons engaged in the WorldSkills London 2011 Competition. WSS must provide an orientation to experts and Competitors to ensure they are aware of the location of emergency equipment and exits including;

- First aid stations and supplies
- Fire extinguishers
- Rescue equipment
- Eye wash (if it applies to your event)
- Location of communication device and contact numbers for contacting outside services i.e.; Fire Brigade or Ambulance Services.
- Location of material Safety Data Sheets (MSDS)
- Escape routes and muster points
- Emergency phone numbers

INJURIES & ACCIDENT PROCESS

- All Minor Injuries and Accident Investigation forms can be filled in electronically when required. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on: employers, self-employed people and people in control of premises to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents).
- All injuries, incidents & accidents will need to be logged and appropriately reported to WorldSkills London 2011 management who will then act on information given, including (injuries, damage to equipment, damage to the environment, and near-miss incidents).
- WSS with advice from ESR's will use their joint judgment when deciding how to treat injuries sustain by competitors, Minor injuries, e.g. a small cut to the finger can be treated in situ not requiring the competitor to leave their work. However, more severe injuries may require the competitor to leave the workstation for treatment.

10. ExCeL – Fire and Evacuation Plan

The evacuation plan is contingent on the Host venue facilities Safety Policies and Procedures and their evacuation plan. Once an evacuation order has been initiated, ExCeL London will coordinate the evacuation. Once evacuated there are two assembly points located at the East and West ends of ExCeL;

- The Eastern assembly point is located in the East Car Park.
- The Western assembly point is located in the Royal Victoria Square.

FIRE

On discovering a fire;

- Break the glass on the nearest Manual Call Point (coloured red), which are located adjacent to all exits. Or contact the Security Suite by dialling **4444** on an internal telephone or 020 7069 4444 immediately.
- Only if you have been trained and it is a very minor fire and it is safe to do so, tackle the fire with the nearest suitable fire extinguisher.
- Always ensure there is a safe exit route before attempting to extinguish any fire.

In the event of a fire report You will hear the following instructions broadcast over the public address system.

- **"ATTENTION PLEASE, ATTENTION PLEASE, MR GOODFELLOW REPORT TO THE SECURITY SUITE"**
- **TAKE NO IMMEDIATE ACTION STAND-BY AND WAIT FOR FURTHER INSTRUCTIONS, AND PREPARE TO EVACUATE.**
- **REMEMBER DO NOT PUT YOURSELF AT RISK.**

EVACUATION

If an evacuation is necessary you will hear the following announcement broadcast over the Public Address system, use the nearest available Emergency Exit route to the appropriate assembly point.

- **"ATTENTION PLEASE. ATTENTION PLEASE.**
- **HERE IS AN IMPORTANT ANNOUNCEMENT. IT IS NECESSARY TO ASK EVERYONE TO LEAVE THE BUILDING.**
- **PLEASE MAKE YOUR WAY CALMLY TO THE NEAREST EXIT. EVERYONE WILL BE RE-ADMITTED AS SOON AS POSSIBLE".**

In the unlikely event that an evacuation is necessary please remember to take your visitors with you.

CANCELLATION

The evacuation procedure is cancelled by the following instructions broadcast over the public address system.

- **"ATTENTION PLEASE. ATTENTION PLEASE. MR GOODFELLOW IS NO LONGER REQUIRED".**
- **REMEMBER DO NOT PUT YOURSELF AT RISK.**

11. Provisions for Persons with Special Needs

WSL2011 are aware of the legal requirements under the Disability Discrimination Act 2005 (DDA). Access for disabled people is not only about physical access to buildings for wheelchair users but also includes access to written information for people with visual impairments and access to the same standard of service for all. It is important to take account of health and safety legislation, which has primacy over the disability regulations.

ExCeL London has sufficient disabled facilities throughout the exhibition centre, WSL2011 event staff will be briefed on their location so that this information can be passed on to persons attending the Competition. Every effort will be made to identify any persons with special needs prior to the event and endeavor to put in place the reasonable adjustments to facilitate any persons attending the event with special needs..

12. Vulnerable Groups

This **Safeguarding Vulnerable Groups Act 2006** came into force in November 2006 and makes provision for the protection of children and vulnerable adults. WorldSkills London 2011 will ensure appropriate arrangements are in place to safeguard children and vulnerable adults, where engaging in any “controlled activity”. WorldSkills London 2011 will not be engaged in any “Regulated activity”.

WorldSkills London 2011 will use a risk assessment approach to identify any “regulated activity” they maybe engaged in and sensible precautions to reduce the risks to any children or vulnerable adults that WorldSkills London 2011 has responsibility for.

13. Event Health & Safety Manual (EHSM) Distribution List

Copy Distributed to:	Quantity
Workshop Supervisor, WSS representing each skill	46
Health & Safety Advisory Committee	8
Health & Safety Officers/Coordinators	25
Production staff	10
WorldSkills London 2011 Organising Teams	10
Have a Go Area	?
Exhibitors	?
Excel Centre	2
WorldSkills 2013	1
WorldSkills International	2
London Borough of Newham, Local Council	1
Spare	10
TOTAL	

14. Terminology of WSL2011 Health & Safety Manual

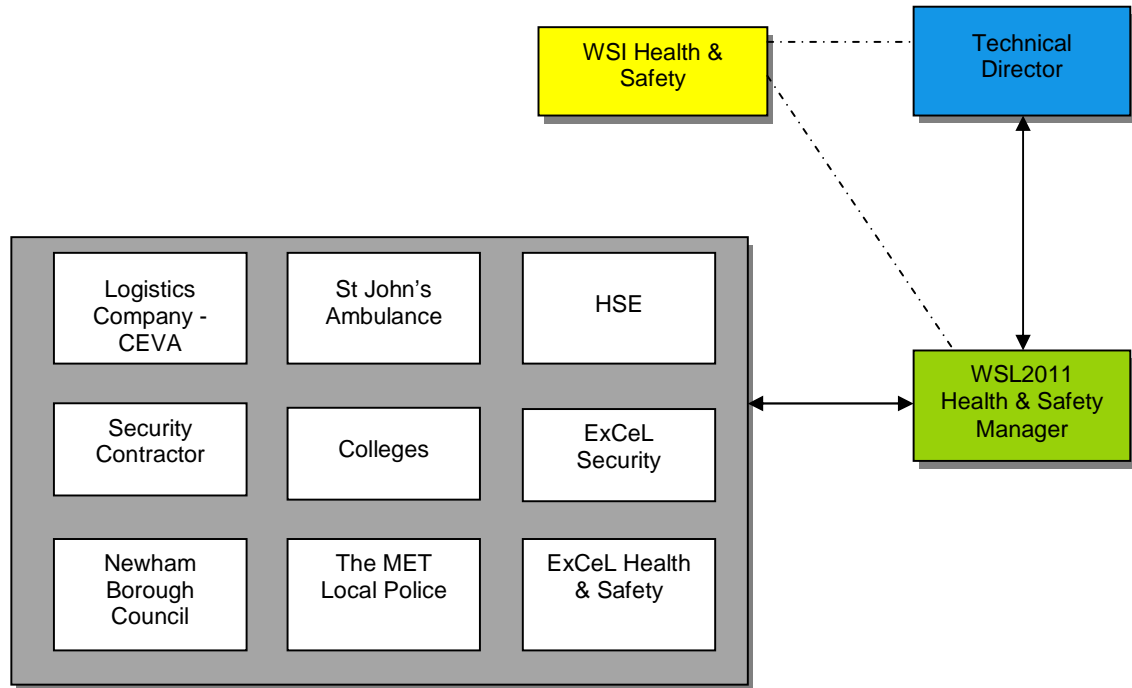
Term	Description
Alternate Exit	Identified exit in each skill area within ExCeL that should be utilised if evacuation plans are activated and Primary Entrance / Exit contains hazards (fire, smoke, chemicals etc)
Chief Expert	An Expert who has been elected by the other Experts in that skill to provide leadership and guidance for the running of the competition. The Chief Expert is a member of the Skill Management Team (SMT).
Emergency Services	Fire Brigade / Ambulance Service / Hazardous Materials Team / Police Department
Redcross TBC	Emergency Medical Ambulance Services: Trained First Aid service provider on site at ExCeL during event.
Expert	A person with experience in a skill representing a Member in the skill competition related to their expertise.
Facilities	Found within this safety booklet, refers to the Skills Competition Venues used for the Competitions, these include all facilities in and around ExCeL London.
First Aid Office	Location of the St John's Ambulance station is located on the WorldSkills London 2011 site map. Each skill area has its own First Aid facilities within the skill area. ExCeL are equipped to deal with most medical emergencies. The Medical First Aid room is located on level 0, room 27. Medical enquires please dial internal telephone 5556 . In the event of a medical emergency please dial internal telephone number 4444 .
First Aider	Locate WSS/WSSA or judges who hold a valid first aid certificate, a full list will be held within the WSL 2011 operation room.
Experts with Special Responsibility (ESR's)	Event Control Coordinator: assigned to ensure that all aspects of health & safety relating to the skill areas in are in place (reports to Host audit team)
Health & Safety Officers (HSO)	Volunteer's individuals responsible for the implementation and coordination of safety and related evacuations operations for the host facilities while WorldSkills London 2011 event are in operation.
CoSHH Assessments	CoSHH assessments must be provided (Material Safety Data Sheets will not be accepted): Product information containing health and safety statements. Must be provided for all WHMIS "controlled products" within each specific skill area.
Muster Point	Gathering location where all Experts / Competitors / Volunteers / Organisers meet if the Evacuation Plan is activated by Excel.
Near Miss	An incident where potential injury or property damage may have caused a possible personal injury or equipment damage.
Operation Room	General Office for members of the Organising Committee

Organising Committee	WorldSkills London2011 staff members.
Primary Entrance / Exit	Entrance / Exit in each event hall that should be utilised unless Evacuation Plan is activated and Primary Entrance / Exit contains hazards (fire, smoke, chemicals).
SAC	Safety Advisory Committee. Members of the safety community may consist of for example: London MET, Local Fire Brigade, HSE, ExCeL centre, Newham borough Council, SFA and WorldSkills London 2011. This committee is used in an advisory capacity on general issues related to the safe operation of the WorldSkills London 2011 event.
Spill kit	Portable hazardous materials clean up kit (Locations TBC).
Unsafe Act	An unsafe act is when a person does a job by using incorrect methods which may cause an accident or injury.
Unsafe Condition	An unsafe condition is any hazardous physical condition which, if left uncorrected, may lead to an accident.
WSSA	Workshop Supervisor Assistant. Assists the WSS in his/her duties related to all skill areas.
WSS	Workshop Supervisor – who coordinates the overall aspects of the skill area activities on behalf of WorldSkills London 2011. Individual who is responsible for all activities within a particular skill area during the WorldSkills Competition Build, Open and Breakdown activities.
WorldSkills London 2011	The organising committee that has been created to deliver the WorldSkills Competition in London for 2011.
WSI H&S	World Skills International Health and Safety

15. Appendix

Appendix 1 – Health & Safety Advisory Committee

Organisational Chart for WSL2011 Health & Safety Advisory Committee



TERMS OF REFERENCE of the Health & Safety Advisory Committee

Health & Safety Advisory Committee – Key UK stakeholders involved with certain aspects of safety related to WorldSkills London 2011 event. They advise the WSL2011 Technical Team on general safety issues if so required in relationship to the venues and exhibitions held in support of this major event.

WSI – This committee work closely with the Technical Team to ensure safe working practices are in place and to make each WSI event a safe working environment for all involved in the Competition and surrounding activities.

ESR – Experts with Special Responsibilities report to the Health & Safety Manager and represent WSL2011 for the safety of the site and in particular the event activities. Act as the eyes and ears for the technical team and accredited for daily Health and Safety inspections throughout the Skill workshops. This team works with WSL2011 Health & Safety to insure a smooth and safe World Skills event.

EMS – ExCeL have an in house Emergency Medical Services and there will be St John's Ambulance individuals providing a daily service. These individuals will work in pairs moving through all the WSL2011 facilities while the competitions are engaged at ExCeL. They will be provided with one radio per team and will communicate any discovered issues to ExCeL's medical team and will adopt the required action. The prime mandate is to provide immediate medical assistance to all who are attending WSL2011 when required.

HSO/HSC - Health & Safety Officers and Health & Safety Coordinators are to monitor selected areas of the event for safety issues related to the skill areas. Concerns are to be noted and forwarded to the technical team. Unless there is immediate danger, the HSC is to stay out of the skill area. See the HSC roles and responsibilities for further details

General Volunteers – Volunteers who are assisting with the WSS, WSSA and ESR's and are assigned to the health & safety committee for all required actions and audits.

Appendix 2 - Competition Insurances

WORLDSKILLS INTERNATIONAL COMPETITION INSURANCES

This document is intended to present for WorldSkills International (WSI) Members' consideration general information regarding the different types of insurance which may be required by individuals attending and participating in WorldSkills London 2011. It is not intended to serve as specific advice regarding the insurance that is right for any individual or Team, as this will depend upon the laws of the Countries/Regions concerned, the particulars of the policies involved, and the personal circumstances of the individuals covered. It is the WorldSkills International Members' responsibility to ensure that appropriate and adequate insurance coverage is obtained for their Team.

Section 2.0 of WorldSkills London 2011's (WSL2011) Health and Safety Documentation for each skill states that:

"As a condition of the accreditation of the 2011 Competition, all Competitors, Experts, Delegates, and other official Participants must assume liability for any and all risks of injury or death and damage to property, or loss of property, which might be associated with or result from participation in the Competition. WSL2011 shall not be liable for any damage, injury or illness occurring to a participant due to his/her participation in the Competition or while travelling or staying in London.

Note! *Please be aware that WSL2011 will not insure official participants for any damage, illness or injury, as stated above. Each Team and Member Country is therefore strongly advised to take out the appropriate insurance for its Competitors, Experts, Observers and other official participants. Please consult your insurance company or embassy for further advice.*

The audience, the general public and other non-participants will be covered by WorldSkills London2011 Public Liability Insurance that has been taken out as a legal responsibility. Each individual will therefore be liable for any negligence on their part. WorldSkills London2011 shall not be liable, and shall not pay any damages, for any injury or loss except those caused due to the negligence of the organiser."

We also strongly recommend that you encourage any other personnel travelling in support of your team (Observers, Official Observers, supporters etc) to take appropriate insurance prior to departure. In each case, it is the responsibility of the individuals involved, and/or the Member Organisation, to ensure that adequate and appropriate insurance coverage is obtained. Please also check that the locations covered by your policies include the United Kingdom (UK). For Public Liability and Professional Indemnity insurances it is suggested that clarification is sought on the extent of coverage of these policies to your participants.

Insurances to consider may include the following:

- Bodily Injury, Illness and Medical Expenses suffered or incurred. **Note:** Depending on the Insurer, and the type of cover taken, standard travel insurance may not cover participants if they are deemed to be "working" or "competing", or may exclude certain activities within the workshops. Please check this with your insurer.
- Damage to participants' property (or property on loan from domestic sponsors or others) either during the Competition or in transit.
- Personal Injury, Bodily Injury or Property Damage caused to other individuals or to property within the UK or in transit.
- Other items as advised by your insurance broker

As outlined in our **Host Country – 'Occupational Health and Safety Regulations Manual'**, health & safety is a shared responsibility of WSL2011, WSI and its Members, including all volunteers, delegates, and Competitors involved in this event. Health & safety shall be an integral component of the Competition and all activities (Together we can create a positive safety culture and ensure a successful Competition throughout, with on-going proven practices).

All individuals involved have the Right to Know; Right to Participate and Right to Refuse and will be expected to fulfill their safety responsibilities and to understand and adhere to the United Kingdom's – **'Occupational Health and Safety Regulations Manual'**.

Appendix 3 - Two Way Radio Protocol

OVERVIEW

Communication is important to any organisation and in particular during an event where information between individuals can be crucial to the operational flow of the event. Two way radio communications play a vital part in dealing with situations as and when required and the communication plan for an organisation.

To make the communication efficient and precise radio protocol procedures are put in place to allow the short concise relay of information. The following list, are standard radio protocols that will be used during WSL 2011 event. Due to the number of people using the radio network idle chatter is not warranted and will not be tolerated.

RADIO PROCEDURES

➤ **Checking the radio**

- Turning on the radio and checking it can alleviate some future problems.
- Insure you have the correct channel for your use (The radio coordinator or supervisor will inform you of the designated channel for use in your area).
- Check your radio for static and adjust your radio volume accordingly.
- Occasionally a “radio check” is used to check the radio before you leave the area. Just in case, one should be aware of the location of the spare batteries.
- It is also important that radios are returned to be recharged at the end of each shift for the next day's use.

➤ **When do you engage dialogue?**

- Monitor the dialogue on the network before engaging your own conversation.
- It is courteous to wait until the communication between others is concluded before engaging your own conversation.

➤ **Contacting another individuals**

Example: “Fred to Bert”

- The first name in this example is the individual requesting the communication link to another individual, in this case Bert. This request for dialogue can be done for a maximum of three times before one withdraws from the network.
- To tell those on the network that you cannot establish a link with ‘Bert’ the last comment one makes is “Fred out”

➤ **Responding to a request to communicate**

Fred is going to acknowledge Bert's request. Response: “Fred to Bert, go ahead”

➤ **Dialogue between two individuals**

The dialogue can continue between these two individuals but during the conversation short concise questions or information should be delivered. A couple of words can be used at the end of each statement to either continue the conversation or repeat messages.

- OVER – used at the end of the statement, this indicates that a response is required and the conversation is continuing.
- Repeat message – repeat the message previously broadcast

➤ **To conclude the conversation**

Once the dialogue has finished the use of the word 'OUT' is used to indicate to the others on the network that the conversation has concluded. Usually the person who initiates the conversation is the one that concludes it. Example: "Bert OUT"

➤ **Other common phases**

- "WHAT IS YOUR TWENTY?" – What is your location?
- "ACKNOWLEDGE" – You understand the statement.
- "NEGATIVE" – A no response to the statement.
- "AFFIRMATIVE" – Agree with the statement or question.

Appendix 4 - Emergency Contact Numbers

Emergency Services – Dial 999	
<u>Non-Emergency</u>	<u>Non-Emergency #s</u>
London Fire Brigade	<i>020 8555 1200</i>
London Ambulance Services	<i>020 7921 5100</i>
London Police - MET	<i>030 0123 1212</i>
Newham Council Offices	<i>020 8430 2000</i>
Health & Safety Executive Enquires	<i>084 5345 0055</i>
ExCeL Security	<i>4445</i>
ExCeL Emergency Medical Service	<i>4444</i>

Injury or Illness

Have occupational injuries treated immediately by a qualified first aider. If the injured person is unable to walk to the first aid station, place the worker in a comfortable position and a safe location, call **4444** and give details of the injury.

Notify the worker's supervisor and initiate accident investigation process.

ExCeL are equipped to deal with all medical emergencies. The Medical First Aid room is located on level 0, room 27. Medical enquires please dial internal telephone **5556**.

After Hours

Seek qualified first aiders on duty. If the injury is serious, place the injured person in a comfortable and safe position then call **4444** and give details of the injury.



Appendix 5 - Competition Skill Area Pre-start Checklist





**WSL2011 Health & Safety Officer (HSO)
Competition Skill Area Pre-start Checklist**
To be completed by HSO's

Skill Area:		Skill Number:	
Completed By:		Date:	Time:
Personal Protective Equipment (PPE)	1) Is the required PPE available within the skill area? (Safety Eyewear, Hearing Protection etc)	<input type="checkbox"/>	<input type="checkbox"/>
	2) Are all personnel within the skill area, the area's wearing the required PPE?	<input type="checkbox"/>	<input type="checkbox"/>
	3) Is additional PPE available as spares and for any visiting officials?	<input type="checkbox"/>	<input type="checkbox"/>
First Aid and the Emergency Services	4) Is there one person responsible for health & safety/First Aid within the skill area?	<input type="checkbox"/>	<input type="checkbox"/>
	5) Is the first aid station visible and in a central location within the skill area?	<input type="checkbox"/>	<input type="checkbox"/>
	6) Is there an adequately stocked first aid supplies within the safety area?	<input type="checkbox"/>	<input type="checkbox"/>
	7) Are there unopened eye wash bottles at the first aid area?	<input type="checkbox"/>	<input type="checkbox"/>
	8) Is there a copy of the evacuation plan within the safety area?	<input type="checkbox"/>	<input type="checkbox"/>
	9) Has everyone been briefed on the evacuation procedure?	<input type="checkbox"/>	<input type="checkbox"/>
Fire	10) Are all escape routes within the skill area marked and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
	11) Have all potential fire/explosive hazards been removed from the skill area?	<input type="checkbox"/>	<input type="checkbox"/>
	12) Have all remaining fire/explosive hazards been appropriately controlled?	<input type="checkbox"/>	<input type="checkbox"/>
	13) Are there applicable fire extinguishers available within the skill area?	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping	14) Is there someone within the skill area trained in the use of fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>
	15) Is the skill area free from all rubbish and the floor clean and clear?	<input type="checkbox"/>	<input type="checkbox"/>
	16) Are all materials being stored in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>
Work Equipment	17) Is all waste being segregated and stored in the correct containers?	<input type="checkbox"/>	<input type="checkbox"/>
	18) Have all machinery and supporting equipment within the skill area been set out correctly?	<input type="checkbox"/>	<input type="checkbox"/>
	19) Is all machine guarding in place for all required equipment? (Grinders, saws etc)	<input type="checkbox"/>	<input type="checkbox"/>
	20) Do all competitors have the required face masks for operating grinders and cutting equipment?	<input type="checkbox"/>	<input type="checkbox"/>
	21) Have all electrical power tools been tested? (See PAT register within the Health & Safety file)	<input type="checkbox"/>	<input type="checkbox"/>
	22) Have all electrical hazards been identified and controlled?	<input type="checkbox"/>	<input type="checkbox"/>
	23) Are all electrical control boxes/panels properly located and locked?	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances	24) Are all air line hoses secured and free of all hazards?	<input type="checkbox"/>	<input type="checkbox"/>
	25) Are there electrical isolations fitted and in place (RCD)?	<input type="checkbox"/>	<input type="checkbox"/>
	26) Have all hazardous substances been identified within the skill area?	<input type="checkbox"/>	<input type="checkbox"/>
	27) Have CoSHH assessments been produced for hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling	28) Are all hazardous substances being stored in line with CoSHH assessments requirements?	<input type="checkbox"/>	<input type="checkbox"/>
	29) Are all staff within the skill area aware of the location of the CoSHH assessments and their content?	<input type="checkbox"/>	<input type="checkbox"/>
	30) Are the required storage containers available for all combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>
	31) Are all staff aware of the location of the required spill kits?	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomics	32) Is there the required equipment available for manual lifting?	<input type="checkbox"/>	<input type="checkbox"/>
	33) Have all materials been located as to avoid lifting where possible?	<input type="checkbox"/>	<input type="checkbox"/>
Misc	34) Have all high risk work positioning tasks been identified and controlled?	<input type="checkbox"/>	<input type="checkbox"/>
	35) Has the work area been adequately laid out to accommodate the competitors and their equipment?	<input type="checkbox"/>	<input type="checkbox"/>
	36) Is the lighting level adequate for the competitor's task?	<input type="checkbox"/>	<input type="checkbox"/>
Misc	37) Is there adequate drinking water available for all within the skill area?	<input type="checkbox"/>	<input type="checkbox"/>
	38) Has the correct safety signage and barriers been displayed and in place?	<input type="checkbox"/>	<input type="checkbox"/>
	39) Have precaution been taken to ensure the health & safety of any visitors to the work area?	<input type="checkbox"/>	<input type="checkbox"/>
40) Have precautions been taken to ensure the health & safety of the public around the skill area?			
For each item marked with a NO please provide comments to identify how the risk has been eliminated or minimised. Include any additional concerns / comments / observations. (Attach additional pages as required)			

Appendix 6 – Skill Area Health & Safety Checklist – Form A.

 <p>WSL2011 Skill Area Health & Safety Checklist To be completed by WSS with the ESR</p>	 <p style="font-size: 2em; font-weight: bold;">A</p>	
Skill Area:	Skill Number:	
Completed By:	Date:	Time:
(Tick in the appropriate box)		
Fire		
1) Have all potential fire hazards been identified within the skill area Risk Assessment?	<input type="checkbox"/>	<input type="checkbox"/>
2) Have all flammable substances been adequately controlled and the risk minimized?	<input type="checkbox"/>	<input type="checkbox"/>
3) Are there the required fire extinguishers located within the skill area?	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation		
4) Are all WSSA, Experts and Competitors aware of ExCeL's evacuation procedures?	<input type="checkbox"/>	<input type="checkbox"/>
5) Are all escape routes clear and free of all obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
Slips & Trips		
6) Have all slip & trip hazards been identified and controlled?	<input type="checkbox"/>	<input type="checkbox"/>
7) General housekeeping – Is the skill area clean and clear of all unwanted obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
8) Are applicable spill kits available within the skill area?	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment (PPE)		
9) Is PPE available?	<input type="checkbox"/>	<input type="checkbox"/>
10) Is the PPE being worn correctly?	<input type="checkbox"/>	<input type="checkbox"/>
First Aid		
11) Are adequate first aid arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>
12) Are Competitors, WSSA & Experts aware of the first aid procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling		
13) Are all manual handling tasks adequately controlled for Competitors, Judges, Experts and all others within the skill area?	<input type="checkbox"/>	<input type="checkbox"/>
Hoisting		
14) If hoisting is required, are safe hoisting practices being used?	<input type="checkbox"/>	<input type="checkbox"/>
15) Is this information been clearly identified within the skill area risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>
Work Equipment		
16) Is the equipment within the skill area safe to use and all appropriate guarding in place?	<input type="checkbox"/>	<input type="checkbox"/>
17) Are all Competitors aware of equipment hazards?	<input type="checkbox"/>	<input type="checkbox"/>
18) Are all Competitors using equipment safely?	<input type="checkbox"/>	<input type="checkbox"/>
19) Have the Competitors tools be checked and cleared for use?	<input type="checkbox"/>	<input type="checkbox"/>
20) Are all the required PAT sheets & HAV assessments in the skill area health & safety file?	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances		
21) Have all hazardous substances been identified?	<input type="checkbox"/>	<input type="checkbox"/>
22) Are all hazardous substances being stored and handled in a safe manner according to the required paperwork?	<input type="checkbox"/>	<input type="checkbox"/>
23) Are all Competitors aware of the hazards and safe handling procedures associated with all hazardous substances within the skill area?	<input type="checkbox"/>	<input type="checkbox"/>
24) Are the required CoSHH assessments in the skill area health & safety file?	<input type="checkbox"/>	<input type="checkbox"/>
Work Stations		
25) Have all the competitors work station risks been identified, reduced and controlled accordingly?	<input type="checkbox"/>	<input type="checkbox"/>
Other		
26) Is there the required safety signage been displayed?	<input type="checkbox"/>	<input type="checkbox"/>
27) Is the entire skill area shell scheme safe and secure?	<input type="checkbox"/>	<input type="checkbox"/>
28) Are all the required services safe, in place and tested?	<input type="checkbox"/>	<input type="checkbox"/>
29) Are there the required safety marshals/volunteers sited and in place?	<input type="checkbox"/>	<input type="checkbox"/>
Comments: (Please provide comment to all ticks in the 'NO' box)		

Appendix 7 – Health & Safety Orientation Checklist – Form B1.

	<p>WSL2011 Health & Safety Orientation Checklist To be completed by WSS</p>	
<h1 style="margin: 0;">B1</h1>		
WSS:	Date:	Time:
Skill Area:	Skill Number:	
<p>Review all questions with Competitors and Experts and indicate with a tick in the appropriate box.</p>		
	Yes	N/A
1) Explanation of the Competition Site including Safety Areas?	<input type="checkbox"/>	<input type="checkbox"/>
2) Emergency Procedures:		
• Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency Muster Points	<input type="checkbox"/>	<input type="checkbox"/>
• General first aid arrangements for the skill area	<input type="checkbox"/>	<input type="checkbox"/>
• Reporting of ALL Incidents	<input type="checkbox"/>	<input type="checkbox"/>
3) Shown the location of Safety Point within the Skill Area:		
• Event Safety Manual	<input type="checkbox"/>	<input type="checkbox"/>
• First Aid kit & Eye Wash station	<input type="checkbox"/>	<input type="checkbox"/>
• Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>
• CoSHH Assessments & HAV Assessments	<input type="checkbox"/>	<input type="checkbox"/>
• Toilet facilities	<input type="checkbox"/>	<input type="checkbox"/>
4) Review of site specific hazards & housekeeping requirements	<input type="checkbox"/>	<input type="checkbox"/>
5) Review of required PPE inside & outside the skill area	<input type="checkbox"/>	<input type="checkbox"/>
6) Review :		
• Safe methods for tool and equipment handling	<input type="checkbox"/>	<input type="checkbox"/>
• Fitted guarding requirements for all tools	<input type="checkbox"/>	<input type="checkbox"/>
• Safe storage of all hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>
• Safe storage and removal of defective equipment	<input type="checkbox"/>	<input type="checkbox"/>
7) Explanation of Competitors rights & responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
8) Introduction to:		
• Chief Experts & Experts	<input type="checkbox"/>	<input type="checkbox"/>
• Work Shop Supervisors & Work Shop Assistants	<input type="checkbox"/>	<input type="checkbox"/>
<p>Notes:</p>		
<div style="border: 1px solid black; background-color: #e0e0e0; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Once this check list has been completed, all individuals associated with the event MUST sign the Health & Safety Orientation Signature List (B2)</p> </div>		
<div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Signed by WSS:</p> </div>		
WSL2011_HS_FormB1_EN	White Copy – H&S	Yellow Copy – WSS
		Electronically

Appendix 9 – Competition Ready to Proceed – Form C.



Competition Ready to Proceed Verification

Competition Skill Area:

Skill Number:

This form must be filled out and signed by the WSL2011 WSS and WSL2011 Floor Managers,
BEFORE the competition will be allowed to begin.

- 1) We have filled out and submitted to WSL2011, "**TBC- the Hazard Identification Checklist**" during development of our competition scope.
- 2) We have completed and submitted to the WSL2011 Health & Safety Team. Form **A – Pre-Start Safety Checklist**.
- 3) We have completed and submitted to the WSL2011 Health & Safety Team. Form **B1 – Health & Safety Orientation Checklist**.
- 4) We have completed and submitted to the WSL2011 Health & Safety Team. Form **B2 – Health & Safety Orientation Signature List**.
- 5) We agree to complete and submit to the WSL2011 Health & Safety Team all Incident Report Forms. (when required)
- 6) We have made ourselves aware of the contents of the WSL2011 Event Health & Safety Manual.
- 7) We have taken every reasonable precaution to ensure the skill area is safe and all related hazards have been removed or controlled.
- 8) We agree to operate the competition in such a manner that is required by **The Health & Safety at Work Act 1974** this is necessary to protect the health and safety of competitors, experts, volunteers, competition staff and the public.

Workshop Supervisor (WSS)

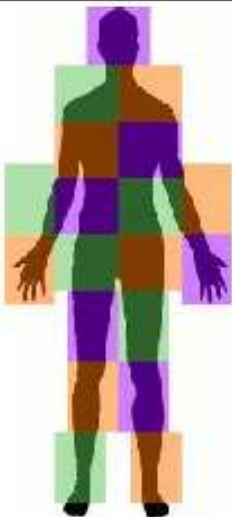
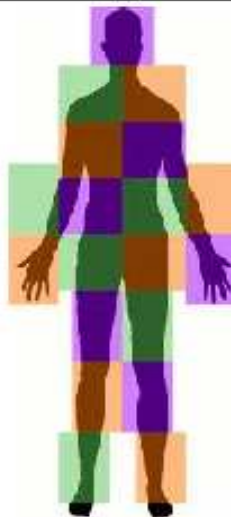
WSL2011 Floor Managers

Signature

Signature

The WSL2011 Floor Managers signature is required before the competition can start.

Appendix 11 - Incident Report

INCIDENT REPORT			
Reports to be Completed by WSS, WSSA or ESR's Completed Forms are to be sent to the WSL2011 Health & Safety Manager CIRCLE OR TICK THE APPROPRIATE ITEM IN EACH SECTION			
Section A		<input type="checkbox"/> INJURY <input type="checkbox"/> PROPERTY DAMAGE <input type="checkbox"/> EXPOSURE	
NAME OF PERSON INVOLVED: _____ MALE or FEMALE: _____			
Section B	Section C	Section D	
Date of injury or illness: _____ Day-Month-Year _____ / ____ / 20____ Time _____ am/pm First Aid required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, complete the rest of this page)	Date the injury or illness was reported: _____ Day-Month-Year _____ / ____ / 20____ Time _____ am/pm Probability of Reoccurrence a) High b) Medium c) Low Reportable via RIDDOR 1) Major injuries 2) Over-three-day injuries – Form (F250B) 3) Reportable disease – Form (F250BA) 4) Reportable dangerous occurrences (near misses)	Injured person's relationship to Skills: 1) Volunteer 2) Public 3) Competitor 4) Student 5) WSL Official	
Section E		Section F	
TYPE OF INJURY		CIRCLE THE LOCATION OF THE INJURY	
1) Open wounds and lacerations 2) Bruising 3) Foreign bodies in various sites 4) Crushing injuries 5) Sprains and strains 6) Fractures and dislocations 7) Internal injuries 8) Burns and scalds 9) Amputations 10) Concussion 11) Asphyxiation or poisoning by gas or fumes 12) Asphyxiation other than by gas or fumes 13) Electric shock 14) Other (provide details below)		FRONT	BACK
			
Section G		RIGHT	LEFT
TYPE OF CONTACT		LEFT	RIGHT
1) Struck Against (Running or Bumping into) 2) Struck By (Hit by Moving Object) 3) Fall to Lower Level 4) Fall on Same Level (Slip and Fall, Trip Over) 5) Caught In (Pinch and Nip Points) 6) Caught On (Snagged, Hung) 7) Caught Between or Under (Crushed or Amputated) 8) Contact With (Electricity, Heat, Cold, Radiation, Caustics, Toxics, Noise, Sharps) 9) Over-stressed or Over-exertion			
Section H			
Description of Incident: _____			
Section J			
First Aid Provided: _____			
1) First aid applied – _____			
2) Hospitalisation – _____			

This Incident Report has been filled out by: _____		Date: _____	Time: _____

WSL2011_HS_IRF_EN

Appendix 12 - Incident Investigation Report

INCIDENT INVESTIGATION REPORT		
INCIDENT INFORMATION Individuals' Name _____ Skill Area: _____ Individual's Country _____ Location of the Incident: _____		
Section A TIME & ACTION Basic Information	Section B INJURY/INCIDENT Part 1 Type Of Incident	Section C INJURY/INCIDENT Part 2 What root causes, acts, failure to act and/or conditions contributed most directly to this incident?
1) Time and Date of Incident: Time _____ am/pm _____ Day-Month-Year / / 20____ 2) Date the incident was reported Time _____ am/pm _____ Day-Month-Year / / 20____ 3) Hospital Required? Yes/No _____ 4) Name of Hospital? _____ 5) Sent by Ambulance? Yes/No _____ CLASSIFICATION OF LOSS <input type="checkbox"/> Lost Time <input type="checkbox"/> Medical Aid <input type="checkbox"/> First Aid <input type="checkbox"/> Near Miss Incident <input type="checkbox"/> Property Damage <input type="checkbox"/> Occupational Illness	<input type="checkbox"/> Caught In/Under/Between <input type="checkbox"/> Lifting <input type="checkbox"/> Biological Exposure <input type="checkbox"/> Material Handling <input type="checkbox"/> Struck by <input type="checkbox"/> Fall-Different Level <input type="checkbox"/> Repetitive Action <input type="checkbox"/> Chemical Exposure <input type="checkbox"/> Extreme Temperature <input type="checkbox"/> Struck against <input type="checkbox"/> Fall-Same Level <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical Exposure <input type="checkbox"/> Noise <input type="checkbox"/> Vibration <input type="checkbox"/> Environmental <input type="checkbox"/> Particulate Exposure	Unsafe Acts <input type="checkbox"/> Operating without authority <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Making safety devices inoperative <input type="checkbox"/> Using unsafe equipment <input type="checkbox"/> Unsafe loading, placing, mixing <input type="checkbox"/> Working on moving/dangerousequipment <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to use PPE <input type="checkbox"/> Lifting beyond known ability <input type="checkbox"/> Inadequate knowledge/training Unsafe Conditions <input type="checkbox"/> Inadequately guarded <input type="checkbox"/> Inadequate warning system <input type="checkbox"/> Defective tools, equipment or substance <input type="checkbox"/> Working from Height <input type="checkbox"/> Hazardous arrangement/process <input type="checkbox"/> Poor illumination <input type="checkbox"/> Ventilation <input type="checkbox"/> Inadequate PPE <input type="checkbox"/> Personal factors <input type="checkbox"/> Housekeeping
Section D		
Why were the unsafe acts/at-risk behaviours committed?		
Section E		
Why did the unsafe conditions exist?		
PREVENTION - What corrective action(s) has been taken or will be taken to prevent recurrence?		
<input type="checkbox"/> Improved PPE <input type="checkbox"/> Discipline of person(s) involved <input type="checkbox"/> Equipment repair or replacement <input type="checkbox"/> Complete a hazard assessment <input type="checkbox"/> Increase frequency of safety inspections <input type="checkbox"/> Change job procedure practice <input type="checkbox"/> Follow manufacturer's specifications <input type="checkbox"/> Order/use safer materials <input type="checkbox"/> Provide adequate guarding <input type="checkbox"/> Action to improve construction <input type="checkbox"/> Eliminate congestion <input type="checkbox"/> Housekeeping <input type="checkbox"/> Action to improve design		
Section F		
INCIDENT INVESTIGATORS		
Print name: _____		Date: _____
Print name: _____		Date: _____
Follow up Required Yes/No _____		
WSL2011 Health & Safety Manager: _____	Signature: _____	Date: _____

WSL2011_HS_IR_EN

