

# Acorn News

Training News and Advice from Acorn Health and Safety



## Welcome to our Winter Newsletter



Inside this edition you'll find information about our new consultancy service aimed at helping small businesses keep health and safety high on their agenda, a round up of some of the latest safety news, and Acorn's Spring prospectus detailing the courses available between January and June 2007.

2007 is an exciting year for us. We are introducing a number of health and safety seminars, welcoming new staff members to the team and moving to new premises. Don't forget you can find out more news and information on our website at [www.acornsafety.co.uk](http://www.acornsafety.co.uk)

*Danny*

Danny Street, Director

### Don't slip up!

**Health and Safety Executive publishes 2005/06 accident statistics**

Slips, trips and falls are a significant cause of sickness absence in the workplace, according to the latest HSE statistics.

Over a third of the 28,605 major injuries reported to the HSE were caused by slipping and tripping.

So, avoid becoming a statistic and take a few minutes NOW to walk around your workplace noting anything that could cause you or your colleagues to trip or fall.

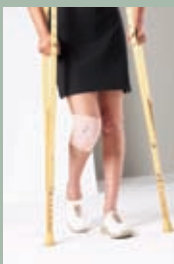
**In the office:** look out for cables, loose carpet or carpet tiles, open filing cabinets, handbags left lying beside desks, and inappropriate or even the 'absence' of footwear

**In shops:** check for packaging left lying around, wet floors, mats or steps, damaged floor tiles, plastic ties or obscured routes

**Outside:** at this time of year there's always the danger of ice, also check for excess water or spillages, piles of wet leaves, and wet steps.

If you identify any hazards you need to do something about them, or bring them to the attention of the appropriate person in your organisation.

You'll find information on health and safety training courses on page three.



## Hassle Free health and safety Acorn launches new consultancy service

Investing in health and safety brings a huge number of benefits for employers and their employees, but not all businesses can afford the luxury of appointing dedicated health and safety personnel.

With this in mind we have designed a new package - Hassle Free Consultancy Service - aimed at smaller organisations which would benefit from regular advice on health and safety, and which might need external support to achieve this.

For as little as £50 per month, Hassle Free offers businesses some great services, including:

- An initial site audit and report, followed by annual on-site updates
- Monthly 'toolbox training' talks designed to keep safety on the agenda throughout the year. These can be used in staff meetings, placed on notice boards cover a variety of topics.
- Safety awareness-raising campaign material
- A quarterly newsletter
- Priority booking and a 10% saving on all Acorn training courses
- Automatic reminder to renew certificates

Apart from the legal obligations, health and safety investment offers numerous benefits to employers, for example:

- Cost savings from reduced insurance premiums and reduced staff sickness absence or turnover
- Protecting your image – a workplace safety incident can damage an otherwise excellent reputation overnight
- Improving staff morale by increasing the focus on employee welfare

So, if you are interested in improving your business by strengthening your health and safety commitment, and would like more information - or want to book an initial no obligation visit - please contact our business development manager Marion on 0845 257 1231, or email [marion@acornsafety.co.uk](mailto:marion@acornsafety.co.uk)

**For all the latest Health & Safety news visit [www.acornsafety.co.uk](http://www.acornsafety.co.uk)**

# Acorn Health & Safety Course Information

**NEW! More Courses in 2007!**

Following the success of our 2006 prospectus, we have increased the number of courses for 2007.

## First Aid Courses

### First Aid Appointed Person

**Objective** To develop a number of basic first aid skills leading to an 'appointed person certificate' valid for three years

**Aimed at** Staff working in lower risk environments such as offices, shops and small industrial units who need to become the 'appointed person'

**Content** Summoning help, accident reporting, resuscitation, choking, CPR, blood loss and shock, falls and potential fractures, fainting and heart attacks



### First Aid at Work

**Objective** To develop the skills necessary to become a competent and confident first aider in the workplace

**Aimed at** Any member of staff who is required to become a qualified first aider in the workplace

**Content** Gaining knowledge and understanding of all aspects of first aid including recognition of illness/injury, record keeping, communication, personal hygiene and infection control, unconsciousness, resuscitation, choking, bleeding and shock, major and minor illnesses, fractures, burns and scalds, poisoning and eye injuries

### First Aid at Work (Refresher)

**Objective** To update and refresh qualified first aider skills

**Aimed at** Those who have previously attended and successfully completed the four day first aid at work course (with any recognised provider). Participants must have a valid certificate which can be renewed up to three months before expiry

**Content** Refreshing and updating existing skills including recognition of illness/injury, record keeping, communication, personal hygiene and infection control, unconsciousness, resuscitation, choking, bleeding and shock, major and minor illnesses, fractures, burns and scalds, poisoning and eye injuries

## Food Hygiene Courses



### Basic Food Hygiene (Awareness)

**Objective** To achieve the required level of mandatory food hygiene awareness

**Aimed at** Staff who might handle or serve food as part of their work activity, e.g. waiter/waitress or health care assistants but whose job does not include preparing open high-risk foods

**Content** Food poisoning, contamination, reporting illnesses, diseases, waste disposal, chemicals, food storage and protection, hazard analysis system and pest control

### Basic Food Hygiene (Accredited)

**Objective** To understand the importance of ensuring food remains free from contamination at all stages of production, e.g. from farm to plate, and the importance of the participant's role in maintaining the standards at their level of operation

**Aimed at** All staff who require an accredited food hygiene certificate

**Content** Introduction to food hygiene, food contamination, the consequences of poor hygiene, food poisoning, food hygiene and the law, micro organisms affecting food, food preservation, temperature control, pest control, kitchen layout and design, cleaning and disinfection, personal hygiene

## Load Handling Courses

### West of England Course

**Objective** To provide the necessary theoretical knowledge and practical skills to enable participants to teach foundation level manual handling to others

**Aimed at** Individuals with a minimum of two years care/nursing experience within their particular field. Participants should have some experience of teaching and training, and must have undertaken previous manual handling training

**Content** Bio-mechanics and back care, ergonomics, developing training programmes, legislation, risk assessment, inanimate object handling, client handling techniques, presentations, project work, hoists and other mechanical aids

### Load Handling

**Objective** To provide an overview of good basic practice and make participants aware of the risks associated with manual handling

**Aimed at** Staff working in environments such as retail, administration and catering

**Content** Legislation, risk assessment, moving inanimate objects, spinal awareness, principles of safe moving and handling, common causes of back pain



### Focus On... Health & Safety

The HSE Accident Statistics for 2005 (referred to on page 1) show that slips, trips and falls, manual handling and stress continue to be a significant cause of sickness in the workplace. Why not adopt a proactive approach to safety rather than risk becoming one of next year's statistics and book a place on one of our courses

Our training courses develop awareness. We can also work with your organisation to help you identify hazards associated with your work activities including areas such as falls from height, falling objects and the relationship between people and vehicles

## Health & Safety Courses

### Health and Safety

**Objective** To achieve the required knowledge to obtain the Basic Health and Safety Certificate

**Aimed at** All members of staff who require a basic understanding of health and safety in the workplace

**Content** Health and safety at work, law, preventing accidents and ill health, risk assessment, first aid at work, protective equipment, workplace health, safety and welfare, work equipment, electricity, fire prevention, occupational health, hazardous substances, ergonomics and workstation design, manual handling and noise

## Forthcoming Courses

### January - June 2007

Dates shown below are in-house courses scheduled for the next six months. Dates for the full year can be found at [www.acornsafety.co.uk](http://www.acornsafety.co.uk). If you would prefer another date please call Carol or Kt on 0845 257 1231

All courses are held in our head office in Bristol unless stated otherwise.

### First Aid Appointed Person (1 day)

February 7  
March 1  
April 4  
May 3  
June 6

### First Aid At Work (4 day)

February 12,13,14,15  
April 9,10,11,12  
June 11,12,13,14

### First Aid At Work Refresher (2 day)

March 12,13  
May 14,15

### Food Hygiene (1 day)

May 16

### Manual Load / COSHH (½ Day)

January 15  
April 17

### Health and Safety (1 Day)

February 20  
May 9

### Prices 2007

- **Basic Health and Safety** £75.00
- **First Aid Appointed Persons** £50
- **First Aid at Work** £175.00
- **First Aid at Work Refresher** £120.00
- **Food Hygiene Accredited 1 day** £75.00 (including certification)
- **Manual Handling half day** £75.00 for both or £40 for one.

Please note that all prices exclude VAT



## NEW FOR 2007!

### Safety Seminars

Throughout 2007 we will be holding a number of short seminars as part of our on-going commitment to 'put safety on the agenda'.

Our first seminar takes place in March and costs just £20 per person including a buffet lunch. You'll have an opportunity to meet the team, practice using extinguishers on our live fire training rig and review general practice in your workplace.

All attendees will receive a useful delegate pack and have their names entered into our business card draw.

For more information and to book your place email us at [info@acornsafety.co.uk](mailto:info@acornsafety.co.uk) or call 0845 257 1231



## 60 SECOND CHECKUP: Display Screen Equipment

As you read this Newsletter, look at your workstation and ask:

Is the **Chair** working, height adjustable and adjusted correctly?

Can you see the **Screen** is it adjusted to the correct height, clean and in the right place

Is the **Mouse** on an appropriate surface, clean and positioned appropriately?

What's under the **Desk** – do you have enough space at your workstation?

Do you require **support** or **training** on setting up/using your workstation of software packages?

You may need a DSE workstation assessment. For more information or support talk to the appropriate person in your organisation or give us a call on 0845 257 1231. You can also log onto the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)



## Quick News

Full details at [www.acornsafety.co.uk](http://www.acornsafety.co.uk)

### BUPA fined following care home death

Following the death of a resident, BUPA Care Homes Ltd was fined £90,000, and ordered to pay the HSE £19,247 costs, after being found guilty under s.33(1) (a) of the Health and Safety at Work Act 1974.

The resident died after contracting pneumonia while waiting for surgery following an injury sustained when being lifted in a hoist.

Details emerged that care assistants did not know about risk assessments or the procedures for manual handling and safe bathing, and that staff carrying out lifting were inadequately supervised.

### New fire safety legislation

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1 October 2006, states responsibility for complying with the Fire Safety Order rests with the 'responsible person' who must carry out a fire risk assessment focusing on the safety of all 'relevant persons'.

The assessment must pay particular attention to those at special risk, for example disabled people or those with special needs, and must take into account any dangerous substances likely to be on the premises.

Acorn's fire safety consultant, Paul Dineen, can undertake a fire risk assessment on all types of premises, or can offer advice and support. To make an appointment, please call 0845 257 1231 or visit [www.acornsafety.co.uk](http://www.acornsafety.co.uk)

### Acorn welcomes new office administrator

We'd like to introduce you to Kt, our new administrator who joined the rest of the team in November. Kt's appointment means we are now open during normal office hours (0900-1700) Monday to Friday.



## CONTACT US

If you would prefer to receive this newsletter by email then simply call us on 0845 257 1231 or email Kt or Carol at [info@acornsafety.co.uk](mailto:info@acornsafety.co.uk)

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Our usual office hours are 0900 – 1700 Monday – Friday. Outside of those hours you can leave a message or feel free to call us on 07970 708656