

# HEALTH AND SAFETY

## SAFETY POLICY & ARRANGEMENTS



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### Introduction

**This document forms part of the National Ice Centre's organisational written safety policy arrangements.**

Departments, services or teams may consider it appropriate to develop additional guidance and systems of work on specific work related activities.

Where proposals, additional guidance or changes to systems of work will have an impact on health, safety and welfare, this will be discussed and agreed at the Health & Safety Committee.

If you have any questions or require further information or support on the contents of this document, please contact The NIC Health & Safety Advisor or Corporate Safety Advice.

### Overview Of Management & Colleague Responsibilities

#### Manager Responsibilities

Below is an overview of the responsibilities which is intended to support managers in identifying their key duties that need to be taken to comply with the requirements of this document and the safety management systems of the National Ice Centre.

- Managers need to ensure that any activities where an injury to the head could occur, that suitable protection is provided.
- Managers need to complete a risk assessment where a foreseeable risk of injury to the head could be caused by impact or contact.
- Managers need to ensure that the information on the assessment is formally communicated to all colleagues affected.
- Managers need to have a system for ensuring that that head protection is available for use where identified and colleagues are made to wear it, in the prescribed circumstances.
- Replacement head protection must be available and colleagues instructed not to access the locations where it is identified as required without the protection being used.

#### Employee Responsibilities

The Health & Safety at Work Act 1974 section 7 requires all employees to consider their own health & safety and the safety of others.

As an employee of National Ice Centre, if you have concerns in relation to health & safety that is likely to cause you or someone else, injury or ill health then you must ensure that the concern is communicated to your manager immediately.

You are also required to co-operate with the management of the National Ice Centre to ensure compliance with the health & safety arrangements, policies and procedures and work to the requirements identified within this document.

## Main Hazards

The head should be protected against impact, sun, rain and wind.

For work in areas where impact is possible for example and there is a risk from falling objects, protection up to the standard BS5240 Part 1:1987 / BS EN 397 will be required.

This document is intended primarily for use during construction type activities but the requirements it covers are relevant to any work activity where there is a foreseeable risk of persons incurring an injury to the head.

This consideration for protection is covered by The Management of Health and Safety at Work Regulations 1999 and Personal Protective Equipment at Work Regulations 1992 and will require the completion of a risk assessment as part of the consideration for appropriate protective equipment.

In the vast majority of construction operations there is a foreseeable risk of persons incurring an injury to the head either due to falling material or to the head striking against another object.

The prevention of falling material must be the first aim of site management but the proper wearing of head protection is essential in reducing head injuries.

This is covered by the Construction (Head Protection) Regulations 1989.

## Control Measures

Managers must ensure that head protection where required is worn by all persons in the working environment.

This duty extends for managers to cover contractors, sub-contractors and others who have similar duties and be required to comply with this activity.

Managers will need to ensure that the following is in place:

- Identify when and where head protection must be worn.
- Inform site personnel in writing, verbally, or by means of safety signs, when and where head protection is to be worn. On multi-contractor sites in particular, this may best be achieved by written rules drawn up by the principal contractor, in consultation with other contractors and, where appropriate, trade union safety representatives.
- Provide adequate supervision to ensure compliance with head protection rules.
- Ensure that any signs relating to the wearing of safety helmets, are ordered and displayed on site.
- Colleagues and contractors in a supervisory / management position must set a good example in the wearing of safety helmets.

## Foreseeable Risks

Where required, all colleagues and other workers must wear safety helmets whilst working NIC sites where construction or remedial work is being undertaken and mandatory signage has identified that head protection must be worn.

The wearing of head protection will not be necessary at these sites in areas that have been specifically designated in writing by the contractor / site manager as being areas where the risk of head injuries is negligible.

Information on any areas or working conditions where helmets need not be worn must be displayed in the site mess room or issued to each person by contractor / site manager.

Safety helmets will be worn by all employees and sub-contractors on steel erection work and by other personnel on sites where steel erection is taking place.



Safety helmets must be worn by all personnel in the following circumstances:

- Where identified by mandatory signage
- working in suspended platforms or in areas where items may fall from suspended platforms
- working with or near to excavators used as cranes; required to enter excavations
- where piling operations are being carried out; plant operators must wear safety helmets
- working with or near lifting appliances, hoists and cranes
- required to work on or near false-work or in the area of a debris chute
- required to work near or below roof tiling/slating operations
- required to work near or on scaffolding

Managers must consider disciplinary action against any person who fails to comply with these requirements.

## Visitors to a Site

These Regulations only cover persons at work and not visitors, such as tenants of houses under construction.

However, in order to comply with the general duties of employers under the Health and Safety at Work Etc. Act 1974, site managers should ensure that such visitors wear suitable head protection or are protected from foreseeable risk.

A stock of helmets must be kept on site for use in such circumstances.

Where any person refuses to wear appropriate head protection, access to those areas where it is identified as required must be enforced by the contractor / site manager.

When this occurs, the site manager will also need to consider whether further action is necessary and if communication is required to management of those colleagues who refused to wear head protection to ensure that this does not re-occur.

All colleagues who visit construction sites must comply with the information contained in this document and with the contractor's site rules.

## Selection of Head Protection

Head protection must be 'suitable' and 'fit for purpose' in that it provides protection against foreseeable risk and is compatible with the work being carried out by the wearer.

Comfort is also an important aspect and it is recommended that those who will wear the head protection be involved in its selection.

By virtue of section 11 of the Employment Act 1989 these Regulations (and any others for the provision and use of head protection on construction sites) do not require a Sikh who is wearing a turban to wear head protection.

This is also clarified with additional information contained within the Construction (Head Protection) Regulations 1989 and the HSE leaflet - INDG 262 'Head protection for Sikhs wearing turbans'.

## Categories of Head Protection

Managers need to ensure that the correct head protection is used.

There are two main categories of head protection that can be utilised.

### Industrial Safety Helmets

Industrial safety helmets which conform to EN 5240: General Purpose Industrial Helmets or an equivalent standard.



These safety helmets are available in a variety of styles.

Some have little or no peak and these are particularly suitable for scaffolder workers, steel erectors and engineers using instruments etc.

Harnesses are fitted inside helmets to absorb shocks and are manufactured from plastic, textiles and basil leather sometimes incorporating a chin strap.

Helmets to BS 5240 may include optional comfort features, such as a flexible contoured headband, an absorbent and easily replaceable sweatband and textile cradle straps.

These are designated Type 1 helmets and their use is strongly recommended.

### **Industrial Scalp Protectors**

This equipment must conform to BS 4033: Industrial Scalp Protectors (light duty) or an equivalent standard.

Commonly known as 'bump caps', they are used as a protection against bruising or abrasion in confined spaces, such as ducts, etc.

They are only to protect against minor risks and should not be construed as industrial safety helmets; a wearer may also need a safety helmet if he or she needs to cross site.



## **Accessories**

When determining the type of helmet to be supplied, consideration must be given to other protective equipment which may be needed to be worn.

Equipment which can be mounted on safety helmets includes:

### **Chin Straps**

The use of chin straps is recommended for any work that might cause the helmet to fall off e.g. steel fixing, where much work is carried out whilst bending over.

For comfort chin straps should be:

- Y shaped to fit over the ears;
- fitted with smooth, quick release buckles; made from non-irritant materials;
- capable of being stowed on the helmet when not in use.

### **Ear Defenders**

Some helmets have built-in brackets for the attachment of hearing protectors when working in a noisy environment.

Where hard hats and ear defenders are both required, it is recommended that a helmet with integrated ear defenders is provided.



### **Face Shields**

These may be fitted to certain helmets by a swivel mount fixing.

These may be needed on operations where there is danger of flying particles, chemicals, etc.

### **Lamp Brackets**

These allow lights to be fitted to safety helmets for work in dark areas.

### **Other Modification**

Managers must ensure that no modification occurs to the head protection provided.

Modified head protection needs to be purchased with the modification installed provided by a reputable manufacturer and compliant with all relevant standards

## Training

Managers need to ensure that instruction is given on the correct use of and maintenance of head protection and in particular the following requirements:

- For the harness to be properly adjusted but not too tight, and for the helmet not to be worn at an angle
- To keep the clearance between the helmet and harness; i.e. nothing must be carried in the helmet;
- To handle the helmet with care
- For regular inspections of the helmet shell for cracks or signs of wear and tear of the harness for loose or broken straps, worn stitching, etc
- Not to paint, mark or label a helmet as this can affect its protective properties
- To minimise exposure to sunlight, extreme heat or cold, chemicals etc.
- To remove all dirt and moisture after use with warm soapy water
- To keep in a locker or other place provided when not in use
- To request a replacement if the helmet is lost or if the shell or harness is damaged

## Replacement of Hard Hats

Unless specifically identified by the manufacturer, all safety helmets, which are used daily and exposed to sunlight has a considered life span of 2 years and must not be used beyond this time, irrespective of any signs of wear or damage.

Managers must ensure that this replacement of helmets takes place and a robust and formalised system for recording when hard hats were provided and to whom needs to be implemented.

A considered example of good practice would include measures such as having different coloured head protection that is issued every other year thus identifying when it was provided.



Managers need to have a process in place that ensure any damage or impact to the helmet will enable it to be replaced immediately and the affected helmet removed from use.

All colleagues who use helmets have a duty to report any loss or defect of the helmet so a suitable replacement can be provided.

No work which requires head protection must take place until the replacement helmet has been provided.

## References & Further Information

The following information and reference material is in place to assist managers to understand their responsibilities and duties.

### NIC Documentation and Links

- Personal Protective Equipment
- Provision and Use of Work Equipment Regulations 1998
- Weather Safety and Protection

### External References

- L25 – ‘Personal Protective Equipment at Work’ (HSE)
- <http://www.hse.gov.uk/foi/internalops/og/og-00003.htm> (HSE Head Protection for Sikhs wearing Turbans)