






1. Safe Working Practices

Safe work practices are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

1	Health And Safety At Work Act (1974)	This act places wide-ranging duties on employers. Employers must protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including temps, casual workers, the self-employed, clients, visitors and the general public.	This act requires employers to provide: adequate lighting, heating, ventilation and workspace (and keep them in a clean condition); staff facilities, including toilets, washing facilities and refreshment; and. safe passageways, i.e. to prevent slipping and tripping hazards.
2	Control Of Substances Hazardous To Health (COSHH)	COSHH is the law that requires employers to control substances that are hazardous to health.	You can prevent or reduce workers exposure to hazardous substances by: <ul style="list-style-type: none"> <input type="checkbox"/> Finding out what the health hazards are. <input type="checkbox"/> Deciding how to prevent harm to health. <input type="checkbox"/> Providing control measures to reduce harm to health. <input type="checkbox"/> Making sure they are used. <input type="checkbox"/> Keeping all control measures in good working order; <input type="checkbox"/> Providing information, instruction and training for employees and others;
3	Risk Assessment	A risk assessment is about identifying sensible measures to control the risks in the workplace.	
4	Safety Precautions That Should Be Taken When;	Drilling; <ul style="list-style-type: none"> <input type="checkbox"/> Never make any adjustments while the machine is operating. <input type="checkbox"/> Never clean away chips with your hand. Use a brush. <input type="checkbox"/> Keep all loose clothing away from turning tools. <input type="checkbox"/> Make sure that the cutting tools are running straight before starting the operation. <input type="checkbox"/> Never place tools or equipment on the drilling tables. <input type="checkbox"/> Keep all guards in place while operating. <input type="checkbox"/> Remove all chuck keys and wrenches before operating. <input type="checkbox"/> Always wear eye protection while operating any drilling machines 	Using a Hegner Saw: <ul style="list-style-type: none"> <input type="checkbox"/> You should always use safety glasses and keep loose clothing or hair safely out of the way. <input type="checkbox"/> You should keep a firm hold on the wood, but keep your fingers a safe distance from the blade. <input type="checkbox"/> When you have finished using the saw you should leave it clean and tidy, waste wood should be put in a bin, not left on the floor where it might cause a trip hazard.
5	Safe Working Practices And Identifying Potential Hazards	<ul style="list-style-type: none"> <input type="checkbox"/> Lack of guards or screens on equipment or around dangerous areas. <input type="checkbox"/> Lack of adequate ventilation and temperature. <input type="checkbox"/> No safety signs, outdated safety signs, and broken safety signs. <input type="checkbox"/> Machinery left unattended while in use. <input type="checkbox"/> Obstructions – of fire exits, cut out switches, etc. <input type="checkbox"/> Cluttered workstations. <input type="checkbox"/> Trailing wires and cables. <input type="checkbox"/> Incorrect tools used for tasks. <input type="checkbox"/> Electric shocks, burns, or fires. 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep the workshop tidy and avoid tripping hazards such as trailing cables. <input type="checkbox"/> Noise levels from plant are controlled. <input type="checkbox"/> Hand tools are in good condition and suitable for the job; <input type="checkbox"/> PPE is provided – eye protection, respiratory protection for work that creates dust, if extraction cannot be provided; or foot protection if there is a risk of things falling onto the feet.

2. Safety In Products And Services To The Customer

A **safe product** is one that provides either no risk or a minimum acceptable level of risk, taking into account the normal or reasonably foreseeable use of the **product** and the need to maintain a high level of protection for consumers.

1	<p>Consumer Rights Act (2015)</p>  <p>Sale of Goods Act 1979</p>	<p>The Consumer Rights Act replaces three major pieces of legislation: The Sale of Goods Act The Supply of Goods and Services Act Unfair Terms in Consumer Contracts Regulations</p>	<p>This law covers:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What should happen when goods are faulty; <input type="checkbox"/> What should happen when digital content is faulty; <input type="checkbox"/> How services should match up to what has been agreed, and what should happen when they do not, or when they are not provided with reasonable care and skill; <input type="checkbox"/> Unfair terms in a contract; <input type="checkbox"/> What happens when a business is acting in a way which isn't competitive;
2	<p>Sales Of Goods Act (1979)</p>	<p>The Sale of Goods Act 1979 requires goods to be as described, of satisfactory quality and fit for purpose. Fit for purpose means both for their everyday purpose, and also any specific purpose that you agreed with the seller (for example, if you specifically asked for a printer that would be compatible with your computer)</p>	
3	<p>The British Standards Institute (BSI)</p> 	<p>BSI Group, also known as the British Standards Institution, is the national standards body of the United Kingdom. BSI produces technical standards on a wide range of products and services and also supplies certification and standards-related services to businesses.</p>	<p>The Kitemark is a UK product and service quality trade mark which is owned and operated by The British Standards Institution. The Kitemark is most frequently used to identify products where safety is paramount, such as crash helmets, smoke alarms or household plugs.</p> 
4	<p>Product Testing – Lion Mark</p> 	<p>The Lion Mark is a British consumer symbol developed in 1988 by British Toy & Hobby Association and used to identify toys denoted as safe and of high quality.</p>	<p>CE marking is a certification mark that indicates conformity with health, safety, and environmental protection standards for products sold within the European Economic Area.</p> 
5	<p>Advice To Consumers:</p> <ul style="list-style-type: none"> ♦ Manufacturer's Instructions ♦ Safety Warnings ♦ Aftercare Advice 	<p>Manufacturers and importers placing products on the UK market need to demonstrate that they comply with relevant safety requirements. This basically involves:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimising the risks associated with the product <input type="checkbox"/> Generating and keeping records of associated technical documentation <input type="checkbox"/> Placing appropriate labelling on the product <input type="checkbox"/> Providing instructions on how to use it safely 	<p>Corrective action, recalls and safety incidents</p> <p>Businesses that make, import, distribute or sell consumer products in the UK are all responsible for their safety. For example, if a manufacturer discovers that a product it has sold represents a safety risk, it must take action to remedy the issue. This could include issuing new instructions, modifying the product, or requiring consumers to stop using the product and return it for a refund. The manufacturer must contact all the consumers it knows are affected to alert them to the issue and tell them what they should do.</p>