

# Corporate Health, Safety and Wellbeing ELearning



## Introduction

The purpose of this corporate health, safety and wellbeing eLearning is to give an overview of the key health and safety topic areas, and your health and safety responsibilities.

Your manager is responsible for providing you with the relevant and specific health and safety induction/information/risk assessments, etc. for your own work activity/role. If you manage employees, activities or projects you have additional health, safety and wellbeing responsibilities.

This eLearning does not replace your managers face to face health and safety induction with you when you start with WCC. If this did not/has not taken place yet, please remind your manager accordingly.

**"Safety is everyone's responsibility."**

This eLearning will take you approximately 30 minutes to complete

This eLearning will need to be completed every three years or sooner if there are significant changes to your role.



## Overview

This eLearning will:

- ✓ Inform you of some of the health, safety and wellbeing topics and associated legislation
- ✓ Cover the core health, safety and wellbeing arrangements within WCC
- ✓ Raise your awareness of typical hazards and risks and the measures used to control them
- ✓ Demonstrate the need for a positive health and safety culture
- ✓ Tell you where to find health, safety and wellbeing information
- ✓ Explain your general role and responsibilities for health, safety and wellbeing as an employee within WCC



## Health, Safety and Wellbeing at work is not:

- ✗ a compliance checklist
- ✗ evidence of a nanny state
- ✗ an excuse by the government to make money out of fines
- ✗ political correctness gone mad
- ✗ over-regulation of the workplace
- ✗ interference by regulatory authorities

## But it is:

- ✓ support for employers
- ✓ protection for employees



## The Moral Reason for Health, Safety and Wellbeing

There is a moral reason for ensuring your health, safety and wellbeing in the workplace.

Occupational injury or illness potentially leads you to feeling:

- Stressed and/or isolated
- Lower morale
- Pain & suffering
- Like you are no longer able to continue undertaking current work activity

It will also impact on your home life and the hobbies you enjoy.



## Legal requirements for employers

It is Health and Safety law that requires all employers to ensure the health, safety and welfare of all employees and safe working conditions, as far as is reasonable and practical.

### Who is legally responsible for health and safety at work?

- Chief Executive
- Elected Members
- Strategic Director
- You
- Your colleagues
- Corporate Board
- Your manager or supervisor / headteacher



The correct answer is all of the above.

## WCC is committed to.....

- providing strong and visible leadership and management and involving employees;
- having an occupational health and safety management system which sets clear health and safety standards and roles and responsibilities;
- identifying significant risks to health and safety as part of our risk assessment process, and implementing adequate measures to prevent, reduce, or protect against those risks;
- promoting the principles of sensible and proportionate risk management;
- having a competent workforce through the provision of information, instruction, training and supervision;
- effectively communicating, consulting, cooperating with employees and key stakeholders on all relevant health and safety matters;
- providing a safe and healthy place to work;
- providing access to competent health and safety advice, guidance and support;
- requiring our contractors and partners to co-operate with us;
- ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- making continuous improvements in health and safe



# Warwickshire County Council Health and Safety Policy

It is health and safety law that all employers ensure the health, safety and welfare of all employees and safe working conditions, as far as is reasonable and practical.

WCC has a Health and Safety Policy which all employees must be aware of. This policy states WCC's commitment to good health and safety practice and to ensure standards are met. It also explains how health and safety will be managed within WCC.

This policy includes information on the specific responsibilities that you have as an employee to comply with health and safety law and meet WCC requirements. You can find it on the intranet:

<https://i.warwickshire.gov.uk/home/419/1784>

Or if you work in a school where WCC is the employer you can find it at....

<https://i.warwickshire.gov.uk/content/health-and-safety-documents-schools-where-wcc-employer/health-and-safety-documents-schools>





## Employees responsibilities

All employees have an important part to play for effective health and safety management.

### What must you do as an employee to comply with the law and WCC requirements?

#### Co-operate

- You must cooperate with WCC and your manager in respect of your health and safety duties. This means you should follow all instructions, relevant risk assessments/control measures, training, procedures and arrangements to protect your own and other people's health and safety
- To report all work related accidents/incident (including incidents of violence/aggression /occupational disease and dangerous occurrences) and near misses.
- Be familiar with relevant health and safety policies and emergency arrangements e.g. fire and first aid

#### Be responsible

- You have a responsibility to take reasonable care for your own health and safety, wellbeing and fitness at work. You also have a responsibility for the health, safety and wellbeing of others who may be affected by your actions, or by your lack of action.

## Employees Responsibilities (continued)

### Correctly use equipment

- You should correctly use any plant, substances and work equipment (such as personal protective equipment, specialist Display Screen Equipment, machinery or hand tools, etc.) in accordance with the training or instruction and manufacturer's instructions that you have been given by WCC/Manager.
- You should never interfere with or misuse anything that WCC/ your Manager has provided in the interest of your health, safety and welfare

### Report any concerns

- You must report any health and safety concerns and any defects to your manager immediately so that action can be taken, if you're not able to take immediate action yourself
- Check that any equipment, plant or substances used at work are in a safe condition prior to use

### Setting an example

- Set a personal example in respect of health and safety.
- You should take responsibility for health, safety and wellbeing and ensure good health and safety practice at all times

## Employers duties

Employers have a duty to provide:

- A safe place of work
- Safe access
- A safe working environment
- Safe storage, use, transport & handling
- Safe plant equipment



## Management of Health & Safety in WCC

Within WCC your manager is responsible for the management of health, safety and wellbeing within your team. To achieve this, risk assessments will be undertaken for your work activity. Risk assessments are a simple and careful examination of what, in your work, could cause harm to people so you can weigh up whether you have taken enough precautions or should do more to prevent harm.

As part of your induction to WCC your manager will have gone through the relevant risk assessments/control measures (procedures, arrangements, safe systems of work) for your work activity. This will include any that are specific to your role/activity e.g. Control of Substances Hazardous to Health (COSHH).

## Health and Safety Culture

Warwickshire County Council's Corporate Health and Safety Policy commits the Council to promoting a positive health and safety culture within the workplace.

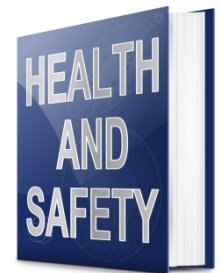
### What is Safety Culture?

Safety culture is a combination of the attitudes, values and perceptions that influence how health, safety and wellbeing is promoted in the workplace.

### Why is it important?

Undertaking safety culture improvements shows measurable benefits and commitment to the wellbeing of staff. An improving culture will help WCC achieve:

- reduced accident and injury rates
- maintained work performance
- improved organisational reputation
- staff morale



### How can I play my part?

- Take responsibility for your own safety and the safety of others.
- Report potential health, safety and wellbeing issues to your manager or other appropriate persons.
- Encourage and reinforce the safe behaviour of others.
- Think before you act - do the right thing.

## Display screen equipment

Using Display Screen Equipment (DSE) and personal devices has risks associated to habitual use. Those employees who use DSE habitually are referred to as 'Defined DSE Users'. Your manager will confirm whether you meet this definition.

The potential injuries which have been associated with the habitual use of DSE include physical musculoskeletal problems (neck, back, shoulders, arms, wrists, etc.) and visual fatigue.



## Display screen equipment (continued)

All Defined DSE users must complete a DSE assessment and complete the eLearning package on WILMa or hard copy version if [WILMa](#) is unavailable. The Wilma course reference is HSW DS004 Display Screen Equipment (DSE) Package for Defined DSE-Users

In addition to the assessment as a Defined DSE user, you are entitled to a free eyesight test and contribution towards spectacles as long as they are required solely and specifically for DSE work. Follow the corporate eye & eyesight test procedure which you can find at: <https://i.warwickshire.gov.uk/content/eye-vouchers/eye-vouchers>

Or if you work at a school where WCC is the employer you can access it here: <https://i.warwickshire.gov.uk/content/health-and-safety-documents-schools-where-wcc-employer/health-and-safety-documents-schools>

As the majority of us use display screen equipment for some or all of our work, the diagram on next page shows you a safe working position and also how to prevent potential injuries.

## Display Screen Equipment Quick Workstation Set-up Guide


*This is the 1<sup>st</sup> step*  
Set up your chair to suit you!  
Ensure your arms are horizontal in the normal typing position with your elbows at a 90° angle. Use the desk to support your lower arm and wrist when typing or using the mouse.



The top of your screen should be about level with your eye line. Your screen may be slightly above or below your eye level dependant on your typing ability and comfort.




Your screen should be approximately your arm's length away (if you were to reach out in front of you).



Your keyboard and screen should be directly in front of you to avoid unnecessary twisting, stretching or awkward postures.



Try to avoid glare and reflections when positioning the monitor.




Avoid stretching to reach the mouse, keyboard and phone. They should be close to you.




Ensure your back is supported upright, with the spines natural 'S' curve maintained (i.e. your lower back is supported). Use the levers to adjust the back rest and seat pan as required.



Ensure your thighs are slightly angled downwards with some space directly between the back of the knee and the front edge of the seat pan.



Feet must be flat on the floor or on a foot rest.



Make sure there is space under the desk to move freely and sit comfortably.



## Accidents / Incident Reporting

It is important to report any accidents, incidents, dangerous occurrences, work-related ill health and near misses to your manager as soon as possible. These include violent incidents (physical/verbal), road traffic incidents, environmental accidents, fire and work related incidents involving security or vandalism related issues, property or equipment damage that has the potential risk of harm to people, including outbreaks of fire.

- You will need to record them on the WCC electronic on-line reporting system (accessed by icon on desktop) or use a hard copy form if you do not have access (e.g. schools where WCC is the employer).
- All accidents/incidents that occur on workplace premises or as a result of your work activity should be recorded, no matter how trivial they appear. This includes accidents/incidents that may involve non-employees such as visitors, pupils, contractors or customers.
- If an accident/incident goes unreported, it may mean that nothing is done to stop it happening again - and someone may be hurt next time.





## Accident/Incident/Near Miss Reporting

### When should an accident /incident/near miss be reported ?

- Accidents/incidents should be reported as soon as possible. You should not wait until, for example, an injured colleague returns to work. Further information can be added to a report later, if necessary.

### Who can report an accident/incident/near miss?

- Any employee can submit an accident/incident report, whether you are the injured person, their colleague or their manager.
- Any employee can report an accident/incident/near miss involving a member of the public, visitors, pupils, contractors and customers.

### What is the difference between an accident or a near miss?

- An accident/incident occurs when something has happened to someone (e.g. employee, member of the public, pupil, etc.), regardless of whether or not they have been injured or the severity of any injury. Physical and verbal assaults should also be reported
- A near miss occurs when something happens which could have resulted in injury e.g. a ceiling tile falls down but does not hit anyone.



## First Aid

First aid provision will be available in your workplace:

- Your manager will explain to you the arrangements for your workplace (e.g. where to find the details of first aiders and first aid treatment) during your induction
- It is important that you are familiar with the first aid arrangements in any location that you work in (e.g. as part of flexible working)
- You should not attempt to give first aid if you have not been trained to do so



## Manual Handling

We all do some form of manual handling, some more than others. Within WCC, manual handling activities are often associated with inanimate objects. However, some colleagues are also undertaking some handling and transporting of people. If manual handling is an integral part of your job, specific training may be required. Your manager will advise you



### Key Principles of Manual Handling

- If possible avoid lifting heavy objects at all, or use a mechanical aid such as a trolley lift, as provided.
- Follow instructions given.
- Use any equipment provided in accordance with any information, instruction or training provided.

On the next page are some tips for a good manual handling technique:



**Step 1** Make a firm base with your feet, keeping them about shoulder width apart

**Step 2** Lift with the legs, bending the knees, rather than the back.

**Step 3** Keep the chin held in and raised as this helps keep the back in a neutral position.

**Step 4** Ensure the load is as close to the body as possible.

**Step 5** Do not twist the back but change direction by moving the feet. Lead with your head.

**Step 6** If the object is especially heavy or bulky, wait to get some help, or use a manual handling aid, such as a trolley.

**Step 7** Remember to take as much care when lowering items, as when you lift them.

## Fire

At your place of work, there will be arrangements in place for evacuating the building in the event of an emergency. Your manager will ensure that you receive further information specific to the site in which you are normally located.

You will also be required to complete the [WCC Fire Safety Awareness training](#).

You can use the link as follows:

<https://warwickshire.learningpool.com/course/view.php?id=1729>

Or if you work at a school where WCC is the employer you can access it here:

<https://i.warwickshire.gov.uk/content/health-and-safety-documents-schools-where-wcc-employer/health-and-safety-documents-schools>



## If you hear a fire alarm

1. Leave the building immediately following directional exit signs and proceed to the designated assembly point, closing all doors and windows behind you (this is in accordance with the emergency evacuation plan)
2. Walk quickly but don't run.
3. Ensure you know alternative exits to your normal one.
4. DO NOT use lifts unless special provision is in place for your building and DO NOT re-enter the building until told it is safe to do so
5. Go to the Fire Assembly Point of where the fire is
6. If you require assistance in an emergency evacuation, please inform your line manager (please note: this could also be for temporary problems, e.g. broken leg)



## If you discover a fire

- 1) Keep calm
- 2) Raise the alarm by operating the nearest break glass call point or other, as detailed in the fire evacuation plan of the building
- 3) Leave the building - closing all doors and windows behind you as you leave, following the direction exit signs
- 4) Proceed to the nearest assembly point
- 5) DO NOT use lifts unless special provision is in place for your building.
- 6) Inform the site responsible person at the assembly point where the fire is
- 7) DO NOT re-enter the building until told it is safe to do so
- 8) If you have additional responsibilities assigned to you as part of the evacuation, then you must follow the information, instruction and training you have been provided with.





## Your working environment

Workplaces must meet certain requirements for health, safety and wellbeing. If you have any concerns regarding your working environment please contact your manager. This can include, but is not limited to, welfare provision, access, egress, ventilation, space.





## Slips, trips and falls

In the workplace, slips, trips and falls are the most common cause of all accidents/incidents and injuries in WCC.

If you identify a slip, trip or fall hazard, don't ignore it. Either remove the hazard if possible or report it immediately to your manager or someone that can take action.

There are many simple steps that can be taken to reduce the risks of slips, trips and falls. For example:

- Cleaning spills immediately
- Securing trailing cables and not positioning them across pedestrian routes
- Removing rubbish regularly and keeping all areas clear of obstructions
- Ensuring carpets and mats are safely secured, are not torn and do not have curling edges
- Ensure lighting is sufficient and in working order
- Ensuring that suitable footwear is worn where the ground conditions require it

**Please note this list is not exhaustive**



## Resilience in the workplace

A certain amount of pressure at work is helpful. It motivates us to get things done and makes us more efficient.

- However, excessive pressure can have adverse effects, such as:
- Problems with physical and mental health
- Poor productivity
- Inability to make decisions
- Deterioration in relationships with colleagues
- Increased absence through sick leave
- Increased staff turnover



Sources of pressure can occur out of work as well as in work leading to pressure-related problems. Sometimes, stress can creep up on us without us realising it. Relatively ordinary tasks may become stressful due to unforeseen complications.

## Your Health, Safety and Wellbeing

Your Health, Safety and Wellbeing is important to both you and us. WCC takes employee health very seriously and employees are empowered to take more responsibility for their own health, safety and wellbeing to ensure you are fit for work.

Employees who have either physical and/or psychological health problems will be supported. Rather than taking time off managers can make short term minor adjustments to see employees through difficult periods, without always the need for the formality of an occupational health referral.

The 'Your Wellbeing' page on the intranet offers information on a variety of topics and schools. You can access this information via the intranet.

If you work in a school where WCC is the employer you can access the documents under Stress and Wellbeing at

<https://i.warwickshire.gov.uk/content/health-and-safety-documents-schools-where-wcc-emp/documents-schools>



## Personal Safety/Lone Working

There may be areas of your work that require specific consideration to protect your personal safety, for example, if you are:

- Working alone
- Entering someone's home
- Dealing with potential conflict/aggression

Your manager will make you aware of the relevant policy/guidelines, risk assessment and safe working practice in relation to your particular work activity.

You should remember that personal safety is a shared responsibility and you should always help to make yourself as safe as possible. It is important that you always inform someone of where you are and when you are likely to return, at all times (i.e. follow your lone working procedure as outlined by your manager).

Personal Safety modules are available to book on [YourHR](#) or if you do not have access contact the Health, Safety and Wellbeing Service team on [healthandsafety@warwickshire.gov.uk](mailto:healthandsafety@warwickshire.gov.uk)



## Work Equipment

This is any equipment you use for work. It is important that you:

- Do not use any equipment that you have not been instructed to use.
- Follow any instructions that you have been given, ask for help if you are unsure.
- Use any safety equipment provided for you.
- Inform your employer if you identify any hazards or defects with the equipment.
- Take care to ensure that your activities do not put others at risk.
- Report faulty and damaged electrical equipment to your manager or in accordance with your local arrangements as soon as possible.
- Visually inspect any equipment you use
- Remove or sign as faulty equipment to prevent it from being used until it is repaired or disposed of
- Do not try to repair equipment yourself unless you are competent, trained and instructed to do so



## Electrical equipment

During the course of your work, you may use electrical equipment on a regular basis. You have a shared responsibility to make sure that, as far as is reasonably practical, this equipment is safe to use. All portable electrical appliances are subject to periodic portable appliance testing (PAT testing) and will display a sticker showing when it was last tested and when due for testing.



We recommend that you follow the measures below:

- **Visual Inspection** - always visually inspect equipment before use. look for obvious signs of damage, e.g. frayed or damaged cable.
- **Switch Off Power** - always make sure that the appliance is switched off at the wall before removing the plug or appliance.
- **Report Faulty Equipment** to your manager. Remove the damaged equipment or put a clear notice on it warning that it must not be used until repaired or disposed of and that the fault has been reported.
- **Do not try to repair equipment yourself** unless you have been trained, instructed and are competent to do so.

## Personal Protective Equipment

Sometimes personal protective equipment (PPE) is needed as an extra level of protection.

If you have been issued with personal protective equipment you should ensure that you:

- Wear it when dealing with the risk from which the equipment is designed to protect you
- Store it safely in a place where it cannot be harmed or become damaged
- Report any defects promptly
- Use in accordance with instructions
- Do not intentionally interfere with safety equipment provided



## Resources and Information

### Health Safety and Wellbeing Service

The Health, Safety and Wellbeing Service has a variety of pages on the intranet which provide advice and support :

Health and Safety : [Intranet](#) > [HR](#) > [Health and Safety A-Z](#)

If you work in a school where WCC is the employer you can access all Corporate Health and Safety documents via <https://i.warwickshire.gov.uk/content/health-and-safety-documents-schools-where-wcc-employer/health-and-safety-documents-schools>

The Health, Safety and Wellbeing Service can be contacted by telephone on 01926 476803 or email [healthandsafety@warwickshire.gov.uk](mailto:healthandsafety@warwickshire.gov.uk)





## Occupational Health

Duradiamond Healthcare offer a new, innovative and cost-effective service for us, moving away from the traditional transactional model to a more value-added service. They will work with us to focus on increasing employee health and wellbeing throughout our organisation

There is now a simple process where you are able to submit standard management referrals and pre-employment questionnaires direct to Duradiamond (using their secure online portal), you will just need to register on the portal.

Before you can use Duradiamond Healthcare online portal you will need to register for an account at <https://portal.duradiamondhealth.com>.

For further support and guidance please follow the [Intranet Link](#)

If you work in a school where WCC is the employer you can access all Corporate Health and Safety documents via <https://i.warwickshire.gov.uk/content/health-and-safety-documents-schools-where-wcc-employer/health-and-safety-documents-schools>

## Human Resources

There is a HR A-Z available on the internet via <https://i.warwickshire.gov.uk/hr> This includes information on our family friendly guide, sickness absence, appraisals and Learning & Organisational Development.



## Equality & Diversity

Information about Equality & Diversity legislation and policies are available on the internet. You can access relevant information via [https://i.warwickshire.gov.uk/hr/equality\\_and\\_diversity](https://i.warwickshire.gov.uk/hr/equality_and_diversity)



## Training and Development

Information about available training & development can be found on the internet via

[https://i.warwickshire.gov.uk/training\\_and\\_development](https://i.warwickshire.gov.uk/training_and_development)

Training & Development will be discussed with you by your line manager during 1:1s, supervision, appraisals, etc.

If you work in a school where WCC is the employer you can access all Corporate Health and Safety documents, including information about training, via the following address: <https://i.warwickshire.gov.uk/content/health-and-safety-documents-schools-where-wcc-employer/health-and-safety-documents-schools>



## Workplace Wellness – Employee Assistance programme

Workplace Wellness is our new provider and information, guidance and support are available to you from your free and confidential Employee Assistance Programme. Sometimes life can be challenging and demanding and the EAP is designed to give you easy access to help and support to enable you to make informed decisions and tackle issues early before they become troublesome and complex.

You have unlimited access to information, support and guidance (including coaching and counselling where appropriate) on a wide range of topics including work/career, relationship/family, money management and debt and health and wellbeing.

Go to your online EAP at [www.my-eap.com](http://www.my-eap.com)

### **User Name / Organisation Code** WorkplaceWellness

The Workplace Wellness page can found on the intranet via

<https://i.warwickshire.gov.uk/content/workplace-wellness-employee-assistance-programme/workplace-wellness-employee-assistance>

This service is offered corporately with the exception of Fire and Rescue who have their own dedicated counselling service and schools where WCC is the employer who are offered counselling by an external and independent company via HR provision.

## Trade Unions

Employees may choose whether or not to join a trade union. If you join a trade union, it may then represent you on individual matters such as grievances or disciplinary hearings. However, only those trade unions which are recognised by the Council will be able to represent you on those matters that are decided collectively. Many trade unions have also appointed health and safety representatives to support their members regarding health and safety related issues.

## Health and Safety Law Posters

These posters are displayed in prominent areas of your building, usually at the entrance/exits



## Further Development

You may need to undertake other relevant health, safety and wellbeing training & eLearning modules as part of your role, for example:

- The Management of Health and Safety (managers only)
- Risk Assessment Workshop (managers or designated staff only)
- DSE eLearning (for defined DSE Users only)
- Employee Fire Safety Awareness (all employees)

Your manager will confirm which, if any, you are required to complete. You can access these through WILMa for eLearning or YourHR for face to face courses. If you do not have access contact [healthandsafety@warwickshire.gov.uk](mailto:healthandsafety@warwickshire.gov.uk)

You should also familiarise yourself with your roles within the Corporate Health and Safety Policy. [Intranet](#) > [HR](#) > [Health & Safety A-Z](#) > [Health & Safety Policy](#)

If you work in a school where WCC is the employer you can access this via <https://i.warwickshire.gov.uk/content/health-and-safety-documents-schools-where-wcc-employer/health-and-safety-documents-schools>

## You are now required to complete this Assessment to reinforce your eLearning.

1. What is the most common cause of accidents/incidents to health and safety in the workplace? (Tick one answer)
  - a)  Poor use of display screen equipment
  - b)  Hazardous substances
  - c)  Electricity
  - d)  Slips, trips and falls
  - e)  Stress
  - f)  Fire
  
2. How can I help promote a positive health, safety and wellbeing culture? (Tick one or more correct answers)
  - a)  Think before you act - do the right thing
  - b)  Report potential health, safety and wellbeing issues to your managers or other appropriate persons
  - c)  Encourage and re-enforce the safe behaviour of others
  - d)  Take responsibility of your own safety and the safety of others

3. For which of the following is the employee responsible for in the workplace? (Tick one or more answer)
- a)  Informing the employer of any specific health and safety responsibilities
  - b)  Correctly using equipment
  - c)  Understand your responsibilities in the health, safety and wellbeing policy
  - d)  Being responsible for self and others
4. Where would you find a health and safety law poster? (Tick one answer)
- a)  In a personal locker
  - b)  At a building exit/entrance or prominent place
  - c)  In a cupboard



5. Which of the following are good practice in manual handling?  
(Tick one or more answer)
- a)  Make a firm base with your feet, keeping them about shoulder width apart.
  - b)  Keep the chin pushed out and down to help keep the back straight.
  - c)  Do not twist the back but change direction by moving the feet.
  - d)  Take as much care when lowering items as when you lift them.
  - e)  Ensure the load is as close to the body as possible.
  - f)  Lift with the legs, bending the back
6. If you discover a fire, you should: (Tick one or more answer)
- a)  Raise the alarm
  - b)  Panic
  - c)  Leave the building by the nearest fire exit, closing doors and windows behind you
  - d)  Use the lift
  - e)  Grab coat and bags before leaving the building

7. Who can you contact for advice and support? (Tick one or more answer)

- a)  Health, Safety and Wellbeing Service
- b)  HR
- c)  Occupational Health
- d)  Equality and Diversity
- e)  Learning and Development
- f)  Trade Unions

8. Who can report an accident/incident or near miss? (Tick one or more answer)

- a)  Injured party
- b)  Manager
- c)  Colleague

9. What is a risk assessment? (Tick one answer)

- a)  Something the health, safety and wellbeing service do for me/my team
- b)  A simple and careful examination of what in your work could cause harm to people
- c)  A long and complex paperwork exercise

10. Who is responsible for your personal safety at work? (Tick one or more answer)

- a)  Your manager
- b)  You
- c)  The health, safety and wellbeing service
- d)  The government

How did you do?

- 1) **D**
- 2) All of them
- 3) **All of them**
- 4) B
- 5) **A, C, D & E**
- 6) A & C
- 7) **All of them**
- 8) All of them
- 9) **B**
- 10) A & B

**Thank you for completing the assessment.**

## So what you need to do next ?

Your next step is to make sure you speak to your line manager about your work activity and the hazards, risks and control measures associated with your work .

This additional information will conclude your corporate health, safety and wellbeing training within Warwickshire County Council.

