Start e-skills VIEW
Choose 'Gathering evidence'
Choose 'Gathering evidence 3'

Now choose the employer:

Dover Coastguard

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Use the Gathering evidence 3 links, to explore important areas of the Dover Coastguard Station.

Use the link to 'Administration corridor'. Check the map to see where in the Station you have arrived.

Like most organisations, the Station has a staff noticeboard. If you look at some of the notices you can find evidence of health and safety procedures.

You can use the SHIFT key to zoom in and the CTRL key to zoom out.

Several notices relate to different aspects of health and safety and some of the notices have been hot spotted to let you have a closer look.

Look at both notices on the right hand of the noticeboard that inform employees about what action to take in the event of fire. Almost all businesses will have procedures to deal with an incident involving fire.

1. If you were an employee at the Station, what should you do if you hear the fire alarm?
2. If you discovered a fire at the Station what should you do?
3. If a member of the public is visiting the station and doesn't know the arrangements in the event of a fire, what procedure would you put into place for their safety?

Some employees of the Maritime Coastguard Agency (MCA) will work close to or on the sea. An important part of their safety is the provision of the lifejacket. Many employers provide employees with special personal protective equipment (PPE) to meet the needs of their job. A lifejacket is a very special example of this. A pair of gloves or an overall might be something more common.

Look for the poster that reminds anyone who wears a lifejacket to get it checked, once every year.

4. For how long should the lifejacket stay inflated as a minimum as part of the test?

In the middle of the noticeboard you will find a small leaflet issued by the MCA for anyone working on ships in areas where there is loud noise, for example, an engine room. This leaflet has been designed for public use and reflects an important objective for the MCA in helping to improve safety at sea.

5. What are the three types of protection that you can wear to protect your ears against excessive noise?
6. What simple test does the leaflet suggest you use to help decide whether ear protection is needed?

The large 'Health and Safety Law' poster on the right hand side of the noticeboard is found in most workplaces. Distributed by the Government's 'Health and Safety Executive' (HSE), it is an important reminder for employers and employees about health and safety and their obligations under UK law.

Look at the list of actions that an employer must take in the middle column. Now look at the actions for the employee in the column on the right.

7. Think of an example of a way that an employee might behave that would result in them not complying with the four legal duties listed.

Some jobs appear to be more dangerous than others. If you left you will find a spiral staircase. Check on the entrance to these stairs and you will see some images of the tunnels beneath the Coastguard Station. These tunnels were used when the building was a gun emplacement in times of war.

8. What risks do you think those that dug the tunnels faced? Do you think such work is safer nowadays? What risks do you think the members of the armed services faced using the tunnels?

To the left of the noticeboard is a set of double doors that lead through to the administration area. Click on these doors and then click on either of the two photographs hanging from the wall closest to you.

9. The images are from photographs hanging in this corridor and show circumstances at sea where health and safety may be at risk! In each of these situations what job roles are being performed and what risks do you think these employees face?

Looking down the administration corridor, click on the office door that takes you into Spike's office.

Opposite Spike is Mike's desk and as the named Health and Safety Officer for the Station, he has been looking at an official document sent to him by the MCA's Head Office. Click on the document on his desk to have a look yourself.

10. Look at the list of responsibilities for a line manager. What do you think is meant by a 'near miss' and why is it important to record near misses?

Click the 'ge 3' (Gathering evidence 3) button to the left of the map in the bottom right hand corner and you will return to the Gathering evidence 3 list of employers.