



# Newsletter

September 2012

## SSoW – what is it?

SSoW – Safe System so Work.

In manual handling a SSoW is a method of working that shows how to perform each task safely and without risk to your health. Consideration should include;

- the organisation and co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of plant and appliances;
- general conditions of work, and;
- methods to be used.

### So it's just a piece of paper then?

SSoWs' should not just be put in a drawer and forgotten – make sure you know how you are expected to safely carry out your tasks and if you see a safer way to carry them out that is "reasonably practicable" then engage in the process of seeing if the SSoW can be updated and if people agree that your suggestions are both an improvement and can be done. **You need to be involved in their creation** – it is you that has to adhere to them, but don't forget, like our training, they should always be evolving, and like our training, that only happens effectively when you tell us how it can be done.



**ALWAYS – only handle what you can safely manage.**

## FIRST AIDER – WHEN'S YOUR JOB DONE?

As a first aider you will know the "3 Ps" you will aim to achieve...

- Preserve life
- Prevent the condition worsening
- Promote recovery

You will know that your judgement will be needed as to whether you need to get help for the casualty or not depending on the severity of the scenario you are faced with.

Is your job done as a first aider when the casualty leaves you? When asked this question most people will automatically tell you they then "have to do the paperwork".

There are 2 more "jobs" that are essential.

1. Clean up the area – you may have been dealing with blood, there may be glass around, or you might have spilt your coffee!
2. Replenish the first aid kit (if you've used it). One of the worst things to find is a first aid kit pillaged by colleagues for the plasters or other "things they could do with at home", but another is knowing you were the last to use the kit and then when you need it again you haven't got the things you need to help a casualty because you forgot to replace them.

That cup of coffee needs refilling as well, when you have done your job as a first aider don't forget you may have just dealt with a traumatic incident. You may want to sit down and talk about it with someone – looking after your self doesn't just mean when you first approach a casualty.

## £20.00 COMPETITION

**Always RIPEN SHEL your first aid kit after use.**

Rearrange the words in capitals to state the obvious (hopefully)

e-mail your answer to [mail@getsettraining.co.uk](mailto:mail@getsettraining.co.uk) by Friday October 5<sup>th</sup> and one winner will get £20.00 in Marks and Spencer vouchers.

Winner of July £20.00 competition was Nigel Hawkins of the Home Retail Group – correct answer; allergic reaction.