



*Factories Act 1961*

*Form prescribed by the Secretary of State for Employment*

*SI 1973 No 8*

# General register for building operations and works of engineering construction

Period covered by this Register

to

This Register must be kept available for inspection by HM Inspectors of Factories and Employment Medical Advisers for two years or other prescribed period after the date of the last entry therein.

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# Notes for Part 1 of the General Register

1 Every person who undertakes building operations or works of engineering construction is deemed to be the occupier of a factory and is required to complete part 1 of the General Register. If desired, a separate register may be kept for operations at any particular site. The register must be kept either at an office of the person undertaking the operations or (in the case of a register for a particular We) on that site.

2 Reports on the examinations of steam boilers and of air receivers, and certain other documents are required to be entered in or attached to the General Register for the site(s). When a new register is taken into use reports and certificates still current or in operation should be transferred to the new register.

## **General**

Further notes are contained in each part of the General Register,

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Name of employer (In the case of a firm which is not a registered Company, the names of each partner should be entered)

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Full postal address of factory (Include Local Government District in which the factory is situated, ie Borough, Urban District, Rural District or in Scotland, Burgh or County District)

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Registered Office address (if different from above)

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Nature of work carried on

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Signature of Employer or Agent

Date

# Employment of Young Persons

## Notes to Part 2 of the General Register\*

### 1 Young persons — definition

A “young person” means a person who has passed the appropriate statutory school leaving date but has not attained the age of 18.

2 Action by employer when a young person enters or transfers to work subject to the Factories Act 1961 — cols 1 to 5. (See also paragraph 3 below.)

(a) When a young person is taken into employment to work at a site where building operations or works of engineering construction are undertaken the occupier or employer must complete columns (1) to (5) of part 2 in respect of that young person.

(b) Similarly, if an employed young person is transferred from work which is not subject to the Factories Act 1961 to work at a site where building operations or works of engineering construction are undertaken the occupier or employer must complete columns (1) to (5) of part 2 in respect of that young person.

### 3 Notice of taking into employment — cols (6) and (7)

Not later than 7 days after taking a young person into employment or transferring him to work subject to the Factories Act, the occupier must send a written notice to the local Careers Office. Columns (6) and (7) of part 2 should then be completed. The details required to be sent to the Careers Office are prescribed by law and copies of a form of notice F2404 suitable for this purpose have been inserted immediately following part 2 of this Register. Further copies of the form may be obtained free of charge from the offices of Employment Medical Advisory Service, Area Office of the Health and Safety Executive or any Careers Office.

4 Action by employer when a young person leaves employment covered by the Factories Act 1961 — col. (8)

If the young person leaves before he attains the age of 18 the date of leaving school should be entered in column (8).

### 5 Fitness for employment

The information on the notice of Form F2404 is required in order that the Careers Officer and the Employment Medical Adviser may be able to consider whether the employment is suitable on medical grounds for the young person in cases where it is known to either that the young person has a health defect which may affect the suitability of certain work. The Employment Medical Adviser may wish to give a young person a medical examination and will make arrangements with the occupier or employer for the examination to be carried out at a convenient time and place. No fee is charged for such examinations. If necessary the Employment Medical Adviser can serve a notice on the occupier or employer requiring him to permit the medical examination of the young person. The young person can however be examined only with his own consent. The Employment Medical Adviser may consider that for medical reasons the young person should be moved to another job or that his present one should be modified; if that is his opinion he will advise the young person of this and, if the young person agrees in writing, he will explain the situation to the employer. If the young person does not agree that the situation should be explained to his employer, the Employment Medical Adviser will repeat his advice to the young person in writing. If there is a serious danger to the young person's health or the health of others, HM Inspector of Factories can require the employer not to employ the young person on that work until the Employment Medical Adviser has examined him and certified that he is fit to carry out the work in question.

\* Part 2 is also issued separately as Form F32, which contains more pages. If Form F32 is used it must be kept attached to the General Register.

Surname (1)	Christian name or forename (2)	Usual residential address (3)	Date of birth (4)	Date of taking into employment or transfer (5)	Careers Office to which notice of taking into employment or transfer was sent (6)	Date of despatch of notice 7)	Date of leaving employment (8)

## Accidents and Dangerous Occurrences **Notes to Part 3 of the General Register**

**1 This part of the Register is no longer required, having been revoked by S.I. 1980 No. 804, Schedule 5, Part II.**

**2 The present requirements regarding the keeping of records of accidents, etc. are in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985: S.I. 1985 No. 2023. These are more fully explained in booklet HS(R)23, published by the Health and Safety Executive and available from HMSO.**

## Cases of Poisoning or Disease **Notes to Part 4 of the General Register**

**1 This part of the Register is no longer required, having been revoked by S.I. 1985 No. 2023, Schedule 7, Part 1.**

**2 The present requirements regarding the reporting and keeping of records of poisonings, diseases, etc. are in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. (See note 2 to Part 3).**



WHEN COMPLETED THIS FORM MUST BE TAKEN TO THE LOCAL CAREERS OFFICE

HEALTH AND SAFETY EXECUTIVE

FACTORIES ACT 1961, EMPLOYMENT MEDICAL ADVISORY SERVICE ACT 1972

NOTICE OF TAKING INTO EMPLOYMENT OR TRANSFERENCE OF A YOUNG PERSON

Section 119A of the Factories Act 1961 requires an employer not later than seven days after taking a young person under the age of 18 into employment to work in premises or on a processor operation subject to the Factories Act 1961 or transferring a young person to such work from work not subject to that Act, to send a written notice to the local Careers Office.

NAME OF OCCUPIER .....

ADDRESS OF FACTORY OR PLACE OF WORK (If construction industry and the young person has been taken into employment, or transferred, to work on a particular site the address of SITE should be given)

.....  
.....  
.....

DATE OF TAKING INTO EMPLOYMENT-TRANSFERENCE .....

NATURE OF WORK TO BE DONE BY YOUNG PERSON .....

\* If temporary holiday employment  
Probable date of termination .....

Please give the following information so far as it is known:—

SURNAME OF YOUNG PERSON (capitals) .....

\*MAIDEN NAME IF MARRIED WOMAN (capitals) .....

CHRISTIAN NAME (or FORENAME) .....

ADDRESS .....

DATE OF BIRTH ..... ● NJ. No. ....

NAME AND ADDRESS OF LAST SCHOOL ATTENDED .....

\*DATE LEFT SCHOOL .....

Signature ..... Date .....

Position in firm .....

Provision of the reformation in items marked\* is not a statutory requirement but will be helpful if employers will provide it in appropriate cases.

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DATE OF TAKING INTO EMPLOYMENT/TRANSFERENCE .....

NATURE OF WORK TO BE DONE BY YOUNG PERSON .....

\* If temporary holiday employment  
Probable date of termination .....

Please give the following information so far as it is known:—

SURNAME OF YOUNG PERSON (capitals) .....

\*MAIDEN NAME IF MARRIED WOMAN (capitals) .....

Christian NAME (or FORENAME) .....

ADDRESS .....

DATE OF BIRTH ..... ● N. I. No. ....

NAME AND ADDRESS OF LAST SCHOOL ATTENDED .....

\*DATE LEFT SCHOOL .....

Signature ..... Date .....

Position in firm .....

Provision of the reformation in items marked\* is not a statutory requirement but will be helpful if employers will provide it in appropriate cases.





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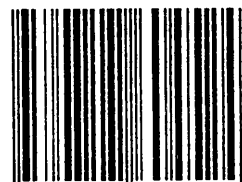
#### PUBLIC ENQUIRY POINT

Health and safety enquiries:  
**HSE Information Centre**  
**Broad Lane**  
**Sheffield S3 7HQ**  
Tel: 0742892345  
Fax: 0742892333

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